

LAW ASSOCIATION MEMBER QUESTIONS & SCJ RESPONSES RE: CASELINES  
JUNE 2, 2021

**A. CaseLines Programming**

1. Can CaseLines functionality be changed to allow confidential materials to be uploaded so that only the judge and the uploading party can see?
  - a. Unfortunately, no. CaseLines is only used to share documents that all parties can see. Staff would be forced to create a folder for each individual party which is not on the table due to the complexity of the process.
2. When you direct the judge to a page in CaseLines, can CaseLines be programmed to recognize the page you are viewing in CaseLines and share that page (rather than the page where you last put your cursor)? It can be confusing during hearings when counsel scroll down and share a page, but the judge is looking at a previous page where counsel left the cursor.
  - a. Noted. We will share the feedback with Thomson Reuters for consideration.
3. For the sharing a note function, can the selections be spread out on the screen to reduce the chance of a person accidentally sharing the note with all parties when they meant to share only with their colleagues? Alternatively, can there be a warning "Do you want to share this note with all parties?" and then the person has to click "yes" or "no".
  - a. Noted. We will share the feedback for Thomson Reuters consideration.

**B. CaseLines - Staff training issues**

1. Parties need more time to upload their documents. Getting access to CaseLines 3-4 days prior to the hearing is not enough, particularly if counsel plan to identify CaseLines-generated page numbering for the judge.
  - a. It depends on how quickly counsel file their material. If they file it early, they will receive access sooner. Of course there are some limits due to the type of event, but that is a barrier at the moment. If, however, you have some examples of having filed material a week or so before receiving the CaseLines email invitation, we would like names of the cases and court file numbers so we can flag this delay for regional management.
2. Some parties are not receiving notifications when additional documents are added to CaseLines. Can staff be trained to turn on notifications?

- a. Notifications are turned on by default (staff would have to remove the permission in order for it not to happen). I would encourage you to check your junk folder for notifications. You can also click on the People tab and select “Update Access” beside your name to indicate your preference regarding notifications.
  
- 3. Can court staff add all counsel of record rather than only the senior counsel, as senior counsel are the least likely to know how to add junior counsel to the case in CaseLines?
  - a. Staff have been directed to add all parties listed on the filings (for which they have an email), with the exception of Commercial List matters with more than 10 participants. See the [Commercial List Filing Direction](#) for more information.