



## MEMORANDUM

**DATE:** February 19, 2021

**TO:** See attached list

**FROM:** Mohan Sharma, Executive Legal Officer

**RE:** Expansion of CaseLines and Tip Sheet for hearings

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I am pleased to share that the Ministry of the Attorney General (the ministry) in collaboration with the Superior Court of Justice (SCJ) continues to expand the use of CaseLines, a cloud-based document sharing platform for remote and in-person court proceedings.

The ministry and the SCJ piloted CaseLines through selected proceedings in Toronto. The platform will expand to selected civil, family and criminal proceedings in the Northwest and East Regions in March 2021.

### About CaseLines

CaseLines is a cloud-based document sharing platform that litigants are required to use to support remote and in-person court proceedings. It was developed by Netmaster Solutions Ltd. and is used in courts in the United Kingdom, South Africa and the United States. It is now owned by Thomson Reuters.

CaseLines offers many benefits including:

- A platform where court documents of nearly any file format can be uploaded;
- A function that allows users to make private notes and highlights on documents;
- An ability for users to search terms in all uploaded documents;
- An ability for parties to navigate to specific documents and share their computer screen with other parties and the court during a proceeding;
- A function that allows users to view uploaded documents at any time; and
- A user-friendly interface.

CaseLines does not replace the filing of court documents and it does not constitute the court record. Court documents must continue to be filed with the court office in accordance with the applicable Rules of Procedure and Notices to the Profession. However, in locations where CaseLines has been implemented, parties will be

instructed to register and upload filed court documents to CaseLines (instead of Sync.com or OneDrive) so they can be accessed by other parties and reviewed by the court.

### **Online demonstrations of CaseLines**

CaseLines will be hosting online demonstrations in February 2021. Invitations to these sessions will be sent separately. A recording will be offered for those who are unable to attend.

Please share this information with members of your association and encourage them to attend one of the CaseLines demonstrations.

Thank you for continuing to embrace the new technologies being implemented to support Ontario's justice system.

A handwritten signature in blue ink, appearing to read "M.D. Sharma".

Mohan D. Sharma,  
Executive Legal Officer

Encl. - CaseLines Hearings – Tips for the Bar

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