



FEDERATION OF ONTARIO
LAW ASSOCIATIONS

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DU BARREAU DE L'ONTARIO

Below are several important reminders regarding the implementation of CaseLines for Toronto SCJ family cases as follows:

1. CaseLines is now being used for family cases in Toronto. After your event has been scheduled, you will receive an email from the Trial Coordination office asking you to upload your material for the event into a specific CaseLines folder for your case. It is the court's expectation that parties will upload their materials into CaseLines unless they are not able to do so, for instance a litigant who does not have adequate internet access;
2. You will only receive these emails if the court has your current email on file. Please ensure that this is included on all court filings going forward. This also makes it easier for our Trial Coordination office to contact you regarding the scheduling of events;
3. *CaseLines is not an e-filing platform.* Materials must still be filed with the court in advance in accordance with the applicable rules and notices. We strongly encourage you to file your materials through the Ministry's JSO family online portal where possible, as those documents automatically become part of the court's FRANK record;
4. CaseLines uses a specific document naming protocol which helps the judge to find and review the documentation for an event much more easily. The document naming convention and other important information is available here: <https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/>;

5. If you are uploading documents that will require the in-court registrar to stamp as exhibits, please upload these documents individually as only one electronic exhibit stamp can be added per document;
6. If other lawyers or staff require access to your case in CaseLines, you may invite them by selecting the “Invite New Participant” button found on the People’s tab on Caselines;
7. If you have not yet done so, we recommend that you view one of the training tools that is available on the [court’s website](#) and review the [Frequently Asked Questions About CaseLines](#). These tools will help you familiarize yourself with CaseLines and understand how it can help you work with the materials during your event. More live trainings will be offered prior to the roll out of CaseLines to additional regions;
8. If you need support to resolve technical issues, please call Thomson Reuter’s technical support at 1-800-290-9378 and select either “CaseLines” or “Evidence Sharing” when you reach the directory, or email westlaw.softwaresupport@tr.com. This support is available from 8 AM to 5 PM (Monday – Friday).

If you have suggested improvements to CaseLines, please direct them to the Office of the Chief Justice by emailing scj-csj.general@ontario.ca. We want to learn from your experience before CaseLines rolls out to other regions so this feedback is important.