

**Ministry of the  
Attorney General**

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November 23, 2017

Dear Member of the Legal Community,

**RE: Province-wide launch of the civil claims online filing service**

We are pleased to inform you that civil claims online filing (<http://ontario.ca/civilclaims>) will be available across Ontario as of November 27, 2017, following a successful pilot of the service earlier this year for actions in the Superior Court of Justice in Brampton, London, Newmarket, Ottawa, Sudbury and Toronto. Users of the service have expressed a high level of satisfaction with the service, describing the service as “fast,” “useful,” and of “high quality/reliable” and indicating that they would recommend the service.

This new online service builds on the success of the small claims court online filing service. The civil claims service enables you to start a civil action online in the Superior Court of Justice — 24/7 — without visiting a courthouse.

With this service, users can submit the following documents for filing with the Superior Court of Justice online:

- Statement of Claim
- Notice of Action
- Affidavit of Litigation Guardian of a Plaintiff under a Disability
- Request for Bilingual Proceedings
- Consent to File Documents in French.

The service allows lawyers to file a claim online easily. Lawyers don't have to fill out the same identifying information every time they submit a claim for filing. The service also allows:

- online payment of court fees by credit card or Interac;
- delivery of a court-issued Statement of Claim or Notice of Action by email;
- draft submissions to be saved and submitted at a later time; and
- online transactions to be tracked (online access to a history of a user's submissions, draft submissions and online fee payments).

As we continue to expand this service, users will be able to file additional documents online.

### **Learn More**

For more information, please visit [ontario.ca/civilclaims](http://ontario.ca/civilclaims). Attached is a poster listing the simplicity and benefits of the service, and a guide on how to set up a Justice Services Online account, which is required to access the civil claims online filing service. Please share this link, the poster and the guide with members of your organization.

We are striving to deliver a service that is responsive to the needs of the public and the legal community. We hope that you will find the civil claims online filing service to be an effective tool for your legal practice and for the members of your legal organization.

If you have any questions or would like to provide feedback about the service, please contact Vaia Pappas, A/Director of the Operational Support Branch at [vaia.pappas@ontario.ca](mailto:vaia.pappas@ontario.ca).

Sincerely,

A handwritten signature in purple ink that reads "Sheila Bristo". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sheila Bristo  
Assistant Deputy Attorney General  
Court Services Division

c: Lynn Norris, Assistant Deputy Attorney General, Modernization Division  
Robin Thompson, Chief Information Officer, Justice Technology Services  
Vaia Pappas, A/Director, Operational Support Branch

Enclosures