

**NOTICE to the LEGAL PROFESSION
regarding the Civil Claims Online service**

Ministry of the Attorney General / Court Services Division / March 23, 2020

Lawyers and litigants are encouraged to use Civil Claims Online to file eligible documents and to receive electronically issued documents in Superior Court of Justice civil actions.

Civil Claims Online can be accessed at: <https://www.ontario.ca/page/file-civil-claim-online>.

Document filing fees can be paid through the system. The documents which can be filed through Civil Claims Online are set out in [Rule 4.05.1](#) of the *Rules of Civil Procedure* and are listed below.

This service should *not* be used to file documents in a proceeding that has been declared by the judiciary to require an urgent hearing pursuant to the [Superior Court of Justice's Notice to the Profession, the Media and the Public](#) dated March 15, 2020 or pursuant to the [Commercial List Users Committee Notice](#) dated March 16, 2020.

Civil Claims Online was expanded on March 23, 2020 to allow more documents to be filed online:

- Jury Notice (*Form 47A*)
- Statement of Defence and Counterclaim (*Forms 18A and 27A*)
- Statement of Defence and Crossclaim (*Forms 18A and 28A*)
- Defence to Crossclaim (*Form 28B*)
- Defence to Counterclaim (*Form 27C*)
- Third, Fourth or Subsequent Party Claim or a claim by a defendant to a counterclaim or crossclaim (*Form 29A*)
- Third, Fourth or Subsequent Party Defence (*Form 29B*)
- Certificate of Action under the *Construction Act* s.36 (*Form 14* under the *Construction Act*)
- Notice of Discontinuance (*Form 23A*)
- Consent to Discontinuance filed for the purposes of clause 23.01(1)(c).

The expansion enables the electronic delivery of more court issued documents:

- A third, fourth or subsequent party claim (*Form 29A*).
- A certificate of action under section 36 of the *Construction Act* (*Form 14* under that Act).

Documents available for online filing prior to the expansion:

- Statement of Claim (*Form 14A, Form 14B or Form 14D*)
- Notice of Action (*Form 14C*)
- Affidavit of Litigation Guardian of a Plaintiff under a Disability (*Form 4D*)
- Request for Bilingual Proceedings (*Form 1*)
- Consent to file documents in French
- Statement of Defence (*Form 18A*)
- Notice of Intent to Defend (*Form 18B*)
- Consent or Court Order (*Form 59A*) required in support of filing a document online
- Proof of Service for documents filed online (*Form 16B, 16C, 17A, 17B, 17C* or any documents listed in r. 16.09).

Documents available for electronic delivery prior to the expansion:

- Statement of Claim (*Form 14A, Form 14B or Form 14D*)
- Notice of Action (*Form 14C*)

The use of the Civil Claims Online system to electronically file and issue additional civil court documents was authorized by [O. Reg. 456/19](#), amending the *Rules of Civil Procedure*, filed on December 19, 2019 and in force on March 23, 2020.

Rules 4.05 and 4.05.1 of the *Rules of Civil Procedure* apply to the use of Civil Claims Online. A [Justice Services Online account](#) is required to access the service.

Feedback can be offered through the “Rate Our Service” survey on the service and civilclaimsonline@ontario.ca.