



Dec 14, 2023

# Ten Tips & Reminders for Effectively Using CaseLines

Christina Shiels-Singh is a Senior Law Clerk at Lenczner Slaght. Christina is recognized as an expert in navigating CaseLines and is often invited to share her expertise at continuing education programs for organizations such as the Institute of Law Clerks of Ontario. See below for her top tips and reminders for effectively using CaseLines.

## 1. Note Important Deadlines

CaseLines is mandatory to use in Ontario (Rule 4.05.3) and deadlines are (unless ordered otherwise):

- Motions or Applications with Confirmation Required – Three days before the hearing, by 2 pm; and
- All Other Hearings – Five days before.

## 2. CaseLines is NOT a replacement for the Justice Services Online Filing Portal

Serve and file your materials before uploading to CaseLines. Justice Services Online is now accessed through My Ontario.

## 3. CaseLines Is Not Just for Use in Remote Hearings – It Will Also Be Used for In-Person Hearings

- Be prepared to use CaseLines in all hearings and prepare your argument citing to CaseLines' current pagination in the appropriate hearing bundle
- Make sure you know how to navigate CaseLines and direct to page features
- You can download the materials from CaseLines with the CaseLines pagination if you prefer to prepare with pdfs (the bookmarks will be stripped, but you can copy them back in from the original records for easy navigation)

## 4. Hyperlink Your Materials

CaseLines strips bookmarks from PDFs so you must hyperlink your index to recreate bookmarks in CaseLines;

- Link your factum to evidence;
- Allow time for your team to complete the hyperlinks; and
- Triple check links before your hearing.

## 5. Access on Your Phone or iPad

Need to find a hearing date or see if opposing party has uploaded their materials? Easily log in to CaseLines on your phone or iPad.

## **6. Always Consider Local Practice Directions**

Check the local practice directions for region specific CaseLines requirements. For example, certain jurisdictions do not allow documents to be included in a pre-trial memorandum and certain jurisdictions require motion confirmations to be loaded on CaseLines. Certain jurisdictions also still require a Book of Authorities.

## **7. Materials Subject to a Sealing Order Must NOT Be Loaded on CaseLines**

Although the notice of motion for the sealing order can be uploaded after it is filed with the Court, the unredacted document proposed to be sealed must be emailed to the Trial Coordination Office, identifying the case name, court file number and the hearing date (if assigned), together with a request that the document be forwarded to the presiding judge or associate judge as a sealing order is being sought.

## **8. You Must Prepare a Compendium**

The Rules require the preparation and upload of a Compendium which should contain all documents/case law you intend to rely on in your argument (see Rule 4.05.3(3)).

- Since we no longer use BOAs for cases linked to CanLII, this is the way to get important cases in front of the Judge/Associate Judge.
- Your compendium should be linked back to the full evidence if you include excerpts.

## **9. Don't Forget to Upload:**

- All materials (not subject to a sealing order);
- Draft Order (in Word), if applicable;
- Costs Outline; and
- Participant Information Form.

## **10. NEW! Use the Quick Tips Page**

The Superior Court of Justice has compiled a list of quick tips for using CaseLines in its Court. View it [here](#).