

FILING OF DOMESTIC DOCUMENTS AT 47 SHEPPARD PURSUANT TO COVID-19 PROTOCOLS as of March 27, 2020

Pending return to regular court operations, filing of Applications will be done as follows:

One person per counter staff will be processed at a time. Others waiting to file will wait in the lobby area at the front of the courthouse observing physical distancing. Staffing levels will be compromised by Covid-19. It is imperative that we not overwhelm those staff that continue to serve us and not attend to file unnecessary documents. Your patience and understanding are appreciated.

Applications filed presently will be noted to return after June 1st.

Counter staff shall be available for filing from 10am to 12pm and 2pm to 4pm.

If a litigant wants an emergency motion heard, they will address a 14B motion to the case management judge seeking permission from that judge. Only urgent matters will proceed by telephone conference. Documents, other than the actual 14B form in support of the 14B request, are not to exceed 10 pages.

Filing for urgent matters shall be affected through a designated generic email address. That email address is: 47Sheppard.ocj.family.trialcoordinator@ontario.ca Should the judge agree to hear the motion, the judge will stipulate what documents are to be filed. Again, subject to the discretion of the judge, no individual document is to exceed 10 pages. Affidavits may be submitted unsworn subject to affirmation at the hearing. The judge will set a date and time for the hearing, based on suggested dates from the litigants, and provide the litigants with telephone conference coordinates assigned to that judge. The conference will be recorded.

As all non-urgent matters are being adjourned to June or July, filing of non-essential documents for those matters is not necessary, again mindful of the demands occasioned on our staff by the pandemic. The court will be flexible and accommodating in accepting documents that exceed time limits, when our normal court process returns.

As you will appreciate court process will continue to reflect the ongoing realities of Covid-19. Further updates will be provided as necessary.

Justice Roselyn Zisman

Local Administrative Judge

47 Sheppard