



**SUPERIOR COURT OF JUSTICE**  
**NOTICE TO THE PUBLIC AND THE PROFESSION REGARDING CIVIL**  
**MATTERS IN OTTAWA AS OF NOVEMBER 24, 2025**

**TABLE OF CONTENTS**

<b>MOTIONS AND APPLICATIONS</b> .....	2
<b>Motions and applications heard in writing</b> .....	2
<b>Express motions</b> .....	3
<b>Motions and applications on the regular motions list</b> .....	6
<b>Summary judgment motions</b> .....	8
<b>Motions seeking to compel answers or to have undertakings satisfied (Refusals motions)</b> .....	12
<b>Long applications and motions other than summary judgment motions</b> .....	13
<b>Procedure for electronically vacating liens</b> .....	16
<b>SEEKING AN URGENT HEARING</b> .....	16
<b>CASE CONFERENCES</b> .....	17
<b>Express case conferences</b> .....	18
<b>Consent timetable orders and Rule 48</b> .....	19
<b>SETTING CASES DOWN FOR TRIAL</b> .....	20
<b>Pre-trial conferences</b> .....	22
<b>APPOINTMENT OF A CLASS PROCEEDINGS JUDGE</b> .....	23
<b>EAST REGION COMMERCIAL LIST</b> .....	23
<b>ATTACHMENTS</b> .....	24



## **MOTIONS AND APPLICATIONS**

A motion or application falls into one of seven categories:

- (1) Motions and applications heard in writing
- (2) Express motions
- (3) Motions and applications on the regular motions list
- (4) Summary judgment motions
- (5) Motions seeking to compel answers or to have undertakings satisfied  
(Refusals motions)
- (6) Long applications and motions other than summary judgment motions
- (7) Procedures for electronically vacating liens

### **Motions and applications heard in writing**

Motions and applications that are *ex parte*, on consent or unopposed may be heard in writing unless the judge or associate judge seized directs otherwise.

Motions and applications under Rule 7.08 of the *Rules of Civil Procedure*, the *Estates Act*, the *Public Guardian and Trustee Act*, or the *Trustee Act* shall be heard in writing unless the judge or associate judge seized directs otherwise.

The moving party or applicant shall file the following materials for a hearing in writing, using the Justice Services Online portal ([JSO](#)):

- a motion or application record;
- an affidavit of service, certificate of service, or proof that the motion or application is unopposed or on consent;



- a [Short Civil Endorsement Form](#) in Word format indicating the short title of proceedings, court file number, counsel, and relief sought;
- if necessary, a written argument, not more than ten pages, double-spaced;
- if costs are sought, a costs outline, not exceeding three pages, double-spaced, to which a draft bill of costs and other relevant documents may be attached; and
- a draft order in Word format.

The moving party or applicant may file a book of authorities or refer to caselaw and other authorities by providing a list of authorities and hyperlinks or references to electronically posted materials.

Please be advised that all motions in writing must be filed only once and exclusively through JSO. Motions submitted via email will not be processed and may be deleted without further notice to the parties.

### **Express motions**

Express motions are motions that:

- fall within the jurisdiction of an associate judge;
- are uncomplicated matters that are on consent or unopposed or expected to be uncontested; and
- require no more than 10 minutes of hearing time.



Without limiting the above, the following motions should not be brought as express motions: any contested motions, motions for an order appointing a litigation guardian, approving settlements involving minors or incapacitated persons, for a certificate of pending litigation, seeking the dismissal of a proceeding or striking of a defence and motions seeking judgment.

Express motions are heard virtually on Fridays at 10:00 a.m. Requests to schedule an express motion shall be made by email to the civil motions office at [ottawa.scj.courts@ontario.ca](mailto:ottawa.scj.courts@ontario.ca). A request must be submitted no later than the Tuesday of the week on which the moving party wishes to present it. If the list is complete for that week, the motion shall be heard on the next available hearing date.

The subject-line of the email shall be in the following format:

“Request for an Express Motion - Jones v. Smith – CV-XX-XXXXX”

The body of the email shall:

- briefly describe the nature of the motion and the rule(s) from the *Rules of Civil Procedure* or other law relied on;
- state the date sought for hearing;
- indicate if there is any deadline for the order sought; and
- provide a time estimate for the hearing.



The email shall attach:

- the motion record, which should include proof that the motion is on consent or unopposed;
- a redacted motion record if the motion is by a lawyer for an order removing him or her as lawyer of record. The unredacted motion record shall be provided to the associate judge only at the hearing of the motion;
- a [Short Civil Endorsement Form](#) in Word format indicating the short title of proceedings, court file number, counsel, and relief sought;
- a draft order in Word format; and
- an affidavit of service or certificate of service (unless the motion is without notice such as a motion seeking substituted service).

Responding parties or their counsel shall be copied on the email, except if the motion is *ex parte*.

Motion records shall be prepared in searchable PDF format and paginated continuously. Each document within a record shall be electronically bookmarked or hyperlinked to the table of contents.

A party requesting an express motion hearing will receive an email from the court indicating the date and time set for hearing and the directions for the virtual hearing.

If a matter will not be heard on the date originally requested and set out in the motion record, the moving party shall file proof of service of a notice of return of motion, with the correct hearing date and zoom coordinates, on the responding parties.



Any party seeking costs on a motion must be prepared to address this issue at the hearing and have available all information in support of their request including a costs outline.

### **Motions and applications on the regular motions list**

Motions and applications that may be set on the regular (short) motions list are those that require an oral hearing lasting 90 minutes or less and that are not summary judgment motions, except for summary judgment motions that only seek judgment on a debt or liquidated demand in money.

Hearings of motions and applications on regular motion days shall be scheduled using Calendly at <https://calendly.com/ottawa-scj-civil>. Please refer to the [attached information sheet](#) on using Calendly.

A party who has booked a hearing using Calendly will receive an email confirming the date and time on completion of the booking process. The booking party shall notify all parties in the proceeding of the scheduled date and time of the appearance and shall forward all Calendly email notifications to all parties.

Filing a notice of motion or application and payment of the accompanying fee must be made within 10 days of the booking through JSO. Failure to file and pay within the deadline shall result in cancellation of the hearing without further notice to the parties.



Parties to a motion or application must file a motion confirmation form (Form 37F under the *Rules of Civil Procedure*) five days before the hearing day by sending a copy in PDF format to [Ottawa.scj.courts@ontario.ca](mailto:Ottawa.scj.courts@ontario.ca), failing which the matter shall be struck from the list.

Records shall be prepared in searchable PDF format and paginated continuously. Each document within a record shall be electronically bookmarked or hyperlinked to the table of contents.

Parties are reminded that pursuant to Rule 4.05.3, compendiums are required unless the motion is unopposed or on consent.

A factum on a motion or application shall be no longer than twenty pages, double-spaced, unless the court orders otherwise.

Parties shall either file books of authorities or provide hyperlinks to electronically posted caselaw and other authorities in their factums.

Any party seeking costs must be prepared to address the issue at the hearing and must have served a costs outline and/or draft bill of costs on the responding parties prior to the start of the hearing.

In addition to filing all materials through the JSO, at least three days before the hearing, each party shall also upload the following materials in [Case Center](#):

- Their motion or application record;



- A compendium;
- Any transcripts of examinations and cross-examinations, if applicable;
- Affidavits of service or certificates of service;
- A factum and book of authorities, if required;
- A draft order in Word format;
- A draft endorsement in Word format;
- The confirmation form; and,
- Any costs outline and/or draft bill of costs but not any settlement offers or materials referring to settlement discussions.

Please be advised that the following motions are to be brought before the Express Motions Court and **should not** be placed on the Regular Motions List **unless contested**:

1. Motions for removal as lawyer of record
2. Motions concerning the service of documents
3. Motions to extend the time for service of documents
4. Consent motions to amend pleadings
5. Unopposed or consent motions for production from non-parties

### **Summary judgment motions**

As of November 24, 2025, summary judgment motions that:

- i) require an oral hearing lasting 90 minutes or less, and
- ii) only seek judgment on a debt or liquidated demand in money

no longer need to be triaged by the Associate Judges. A party seeking to bring such



a motion may schedule the motion using Calendly. Please see the process set out above applicable to the regular motions list.

Please note that if your matter was submitted prior to November 24, 2025 and a case conference date has been set for the triage of the motion, the case conference will proceed and the party cannot schedule the motion unless the associate judge has approved the request.

All other motions for summary judgment, including long motions for summary judgment on liquidated damage claims, will continue to be triaged as set out below.

After conferring with other parties, a party seeking to schedule a motion for summary judgment shall complete a [Summary Judgment Motion Hearing Request Form](#) and submit it to the case management coordinator at [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca). The subject-line of the email shall be in the following format:

“Request for Summary Judgment Motion Hearing - Jones v. Smith – CV-XX-  
XXXX”

After this form has been submitted, the parties will be contacted for a case conference for triage. At least three clear days prior to the case conference, each of the parties shall serve a memorandum, no longer than three pages double-spaced in length, setting out their position as to whether the motion should be heard. The memoranda shall be filed by emailing it, with proof of service, to the Office of the Associate Judges at [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca).



A request for hearing shall not be accepted for triage if the moving party has failed to confer with the responding party or has not provided a sound reason why conferring is impossible or impractical. Directions for hearing, including a timetable and mode of hearing, shall be set at a case conference.

If a party's request to schedule a motion for summary judgment has been granted, and once the parties have completed all steps and exchanged all materials including factums, any party may request a hearing date by e-mailing: [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca) along with a [Long Motion or Application Hearing Request form](#). Hearing dates will then be offered to the parties.

Once the hearing date has been set, the moving party must pay the filing fee and file all motion materials within 72 hours through JSO. Failure to pay within the deadline shall result in cancellation of the hearing without further notice to the parties.

Parties to a motion or application must file a motion confirmation form (Form 37F) five days before the hearing day by sending a copy in PDF format to [Ottawa.scj.courts@ontario.ca](mailto:Ottawa.scj.courts@ontario.ca), failing which the matter shall be struck from the list.

They must also file a draft order in Word format.

Records shall be prepared in searchable PDF format and paginated continuously. Each document within a record shall be electronically bookmarked or hyperlinked to the table of contents.



Parties are reminded that pursuant to Rule 4.05.3, compendiums are required unless the motion is unopposed or on consent.

Unless otherwise directed, a factum on a motion or application shall be no longer than twenty pages, double-spaced.

Parties shall file books of authorities and also provide hyperlinks to electronically posted caselaw and other authorities in their factums.

Any party seeking costs must be prepared to address the issue at the hearing and must have served a costs outline and/or draft bill of costs on the responding parties prior to the start of the hearing.

In addition to filing all materials through JSO in accordance with the *Rules of Civil Procedure*, at least three days before the hearing, each party shall also upload the following materials in [Case Center](#):

- Their motion or application record;
- A compendium;
- Any transcripts of examinations and cross-examinations, if applicable;
- Affidavits of service or certificates of service;
- A factum and book of authorities, if required;
- A draft order in Word format;
- A draft endorsement in Word format;
- The confirmation form; and,



- Any costs outline and/or draft bill of costs but not any settlement offers or materials referring to settlement discussions.

**Motions seeking to compel answers or to have undertakings satisfied (Refusals motions)**

As of November 24, 2025, a case conference must occur before an Associate Judge prior to any refusals motions being heard, with the objective of resolving or narrowing the issues.

A party may request a case conference by e-mailing a completed [Case Conference Form](#) to the case management coordinator at [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca).

The subject-line of the email shall be in the following format:

“Request for a Case Conference re Refusals Motion – Jones v. Smith – CV-XX-XXXX”

The moving party shall confer with the responding party and attach a copy of the refusals and undertakings chart required by subrule 37(10) to their request. The chart must set out the issue that is the subject of the refusal or undertaking and its connection to the pleadings or affidavit, the question number and a reference to the page of the transcript where the question appears and the exact words of the question as well as the answer provided or the basis for the refusal to answer the question.

The case management coordinator shall advise the parties of available dates for the case conference and provide any other directions.



### **Long applications and motions other than summary judgment motions**

Long applications and motions (other than summary judgment motions) are those requiring a hearing longer than 90 minutes. These applications and motions are presumptively heard in person. Requests for a virtual hearing may be made to the Local Administrative Judge, Civil Matters via email sent to the trial coordinator at [Ottawasjc.tc.office@ottawa.ca](mailto:Ottawasjc.tc.office@ottawa.ca). Reasons justifying the request must be provided and, absent exceptional circumstances, responding parties must be copied on the email.

To initiate a long application the applicant must serve and file a Notice of Application with a return date of “TBA” and pay the filing fee. To initiate a long motion, the applicant must only serve the Notice of Motion with a return date of “TBA”.

The parties must discuss and, if possible, agree on a timetable in writing for completion of all the necessary steps to be ready to proceed with the hearing of the matter.

If the parties or their counsel cannot agree on a timetable for the hearing of the motion within 45 days of the service of the Notice of Motion or Notice of Application, any party can request an express case conference to set a timetable.

If a party fails to comply with the timetable or the directions of the Court, any party can request an express case conference to obtain further directions of the Court.



Once the parties have completed all steps and exchanged all materials including factums, any party can request a hearing date by e-mailing [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca), along with a [Long Motion or Application Hearing Request form](#). Hearing dates will be offered to the parties.

Parties must file their motion / application records and factums through JSO within 72 hours of obtaining the hearing date, otherwise the hearing will be vacated.

In the case of a long motion, once the hearing date has been set, the moving party must file the notice of motion and pay the filing fee within 72 hours of obtaining the hearing date through JSO. Failure to pay within the deadline shall result in cancellation of the hearing without further notice to the parties.

Parties shall file a motion confirmation form at least five days prior to hearing by sending a copy in PDF format to [Ottawa.scj.courts@ontario.ca](mailto:Ottawa.scj.courts@ontario.ca), failing which the matter shall be struck from the list.

Motion / Application Records shall be prepared in searchable PDF format and paginated continuously. Each document within a record shall be electronically bookmarked or hyperlinked to the table of contents.

Parties are reminded that pursuant to Rule 4.05.3, compendiums are required unless the motion is unopposed or on consent.



Unless otherwise directed, a factum on a motion or application shall be no longer than twenty pages, double-spaced. Parties shall file books of authorities and also provide hyperlinks to electronically posted caselaw and other authorities in their factums.

Any party seeking costs must be prepared to address the issue at the hearing and must have served a costs outline and/or draft bill of costs on the responding parties prior to the start of the hearing.

In addition to filing all materials through the JSO in accordance with the *Rules of Civil Procedure*, at least three days before the hearing, each party shall also upload the following materials in [Case Center](#):

- Their motion or application record;
- A compendium;
- Any transcripts of examinations and cross-examinations, if applicable;
- Affidavits of service or certificates of service;
- A factum and book of authorities, if required;
- A draft order in Word format;
- A draft endorsement in Word format;
- The confirmation form; and,
- Any costs outline and/or draft bill of costs but not any settlement offers or materials referring to settlement discussions.



### **Procedure for electronically vacating liens**

Motions for vacating Construction Liens pursuant to s. 44 of the *Construction Act* will be dealt with electronically. The procedure for electronically vacating a lien and posting security or paying funds into court is available [here](#). A copy is also available on the CCLA website.

### **SEEKING AN URGENT HEARING**

An urgent hearing may be obtained for the adjudication of a motion or application orally or in writing. Urgent hearings are set at the discretion of the Local Administrative Judge, Civil Matters or his designate. Hearings will be set on an urgent basis where a party establishes the risk of serious financial, legal or personal consequences if the motion or application is not heard promptly.

Requests for an urgent date for motions should be emailed to [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca).

Absent exceptional circumstances, responding parties should be copied on this email. If they are not copied, the requesting party must explain why.

The party seeking an urgent date should attach:

- A letter explaining the basis for the request, how much time will be required for the hearing; and whether the hearing must, in their view, take place within a specific deadline;
- A copy of their notice of motion or application; and,



- Any communications from responding parties regarding the proposed urgent hearing.

The LAJ or his designate may either grant the request or deny the request for a hearing or refer it to a case management conference. Their direction or endorsement will be put on the court record and sent to the parties.

### **CASE CONFERENCES**

A party may request a case conference by e-mailing a completed [Case Conference Form](#) to the case management coordinator at [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca).

The subject-line of the email shall be in the following format:

“Request for a Case Conference - Jones v. Smith – CV-XX-XXXX”

Responding parties shall be copied on this email.

Except for case conferences to triage summary judgment motions and case conferences prior to refusals motions, no other materials shall be filed for case conferences other than the Case Conference Form unless directed otherwise by the Court.

Parties are expected to provide a brief procedural background, state the purpose of the case conference, and outline their position on the anticipated issues in their Case Conference Form. A party responding to a case conference request may also serve



and file a Case Conference Form setting out their position at least three days prior to the case conference. The submissions within the form are limited to 250 words.

As of November 24, 2025, please note that a case conference is required prior to scheduling any refusals motions (see above).

If the parties reach an agreement on an order or wish to cancel the case conference for any other reason within five business days of its scheduled date, at least one party must attend to address the matter.

A party seeking an urgent case conference shall explain the basis for the request and whether the conference must, in their view, take place within a specific deadline.

The case management coordinator shall advise the parties of the available dates for the case conference and provide any other directions.

### **Express case conferences**

All case conferences for timetable orders in uncomplicated actions will be scheduled by the case management coordinator for the next sitting of express case conferences. Express case conferences are scheduled on a running list and for a maximum duration of 15 minutes each.

If a matter is scheduled for an express case conference, at least three clear days prior to the express case conference, the party who requested the case conference shall



complete the [Express Case Conference Form](#) indicating the court file number, style of cause and counsel and email the form to [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca). Responding parties must be copied on the email.

Case conference requests seeking timetable orders in complex actions involving multiple parties will continue to be scheduled as regular case conferences.

#### **Consent timetable orders and Rule 48**

Parties who have reached agreement on a timetable (not affecting Rule 48.14), have not scheduled a case conference, and seek a timetable order, shall complete the [Consent Timetable and Order Form](#) and email a copy of the duly completed and executed form to the case management coordinator at [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca). All parties must be copied on the email.

For all Consent Timetable Orders that seek to extend the deadline under Rule 48.14, parties shall continue to use the [Timetable and Order Under Rule 48.14\(4\) Form](#). The completed form is to be sent to the case management coordinator at [Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca), with all parties copied on the email.



## SETTING CASES DOWN FOR TRIAL

A party shall set an action down for trial by complying with the steps set out in Rule 48, Rule 76 or the *Construction Act* as applicable. All materials are to be filed through [JSO](#).

When setting a regular action down, the party shall file a trial record, a [Pre-Trial Certification form](#), and a draft [Pre-Trial Conference Report form](#) through JSO. On each form, the party setting the case down shall complete all relevant fields. They shall also attach a list of witnesses and the expected duration of their testimony.

When setting a Rule 76 action down, the party shall file a Notice of Readiness for Pre-Trial Conference Form and a Trial Management Plan through JSO.

When setting a construction lien action down for trial, the party shall file a Trial Record, Requisition and [Pre-trial Certification Form](#) through JSO. Another option to determine construction lien matters is to request a reference.

Parties to lien proceedings are encouraged to proceed by way of reference under s. 58 of the *Construction Act*. Please note that the Act permits a judge to refer the action to an Associate Judge or Deputy Judge for trial on motion or when the action is called for trial (s. 58).

Where the motion for a reference is on consent, the proposed order in Word format and the consent must be delivered as a motion in writing to the Associate Judges' office ([Ottawa.associatejudges@ontario.ca](mailto:Ottawa.associatejudges@ontario.ca)) where it will be evaluated for



completion and correctness and then sent to a judge for review if the order is in the correct form. Motions for a reference should not be filed as regular basket motions.

For each of the types of actions set out above, the materials for setting an action down for trial are to be filed through JSO along with the payment of the appropriate fee.

Parties may be assigned trial dates and pre-trial conference dates by the trial coordinator if they certify that:

- They have completed all necessary steps prior to trial;
- They have conferred with the other parties and have exchanged witness lists with the estimate time each will require; and
- The parties agree on the length of the trial.

As mediation is mandatory in all actions commenced in Ottawa (except for actions under the *Construction Act*), before setting an action down for trial, in addition to the materials required above, a report on the mediation must also have been filed with the Court through JSO.

If the parties have not completed all steps, have not been able to confer, are unable to identify the witnesses they intend to call, or are otherwise unable to estimate the



required length of hearing, the parties will be scheduled to appear in Trial Management Court.

Parties are reminded that they should not set matters down for trial unless they are truly ready to proceed. If they would like to move the case forward but are not ready for trial, they should seek a case conference to set a timetable or any other required direction or order.

### **Pre-trial conferences**

At least five days prior to any pre-trial conference, every party shall serve and upload an electronic brief to Case Center only. A pre-trial memorandum form can be found [here](#). Pre-trial briefs shall not be filed in the Court record or emailed to Court staff.

The brief shall be no greater than twenty pages, double-spaced, and prepared in searchable PDF format. Excerpts from key documents may be appended, and the brief may contain hyper-links to expert reports, case law, and any other pertinent documents. Pre-trial conference memos should indicate the latest stage of the parties' settlement discussions.

At least five days prior to the pre-trial conference, each party shall also file the following documents by emailing the trial coordinator at [OttawaSCJ.TC.Office@ontario.ca](mailto:OttawaSCJ.TC.Office@ontario.ca):



- i) a list of witnesses that they intend to call at trial and a brief explanation of their connection to the proceeding and the anticipated duration of their testimony; and,
- ii) a trial management plan if applicable. This list shall be a document separate from the party's pre-trial brief. The pre-trial conference briefs shall not be emailed to the case management coordinator but are to be uploaded to Case Center per the above.

Once the trial record has been filed, pre-trial conferences are scheduled either by the trial coordinator or by a judge during trial management court. The trial coordinator will contact the parties to arrange a date for the pre-trial conference or assign a date for trial management court.

### **APPOINTMENT OF A CLASS PROCEEDINGS JUDGE**

A request for appointment of a class proceedings judge in a proposed class proceeding shall be submitted by email to the trial coordinator, who will forward it to Regional Senior Justice.

### **EAST REGION COMMERCIAL LIST**

There is a Commercial List for the East Region. The type of cases eligible for the list and the procedures applicable to those cases can be found on the East Region Practice Direction.



The East Region Commercial List Request Form is available [here](#).

\*\*\*\*\*

Justice Alexandre Kaufman

Local Administrative Judge, Civil Matters, Ottawa

October 27, 2025

#### **ATTACHMENTS**

1. [Short Civil Endorsement Form](#)
2. [Summary Judgment Motion Hearing Request Form](#)
3. [Long Motion or Application Hearing Request Form](#)
4. [Case Conference Form](#)
5. [Pre-Trial Certification and Request Form](#)
6. [Pre-Trial Memorandum Form](#)
7. [Booking Motions and Applications with Calendly](#)
8. [Consent Timetable and Order Form](#)
9. [Express Case Conference Form](#)
10. [Timetable and Order Under Rule 48.14\(4\)](#)
11. [Procedures for Electronically Vacating Liens by Payment into Court](#)
12. [East Region Commercial List Request Form](#)
13. [Pre-Trial Conference Report](#)