

**Ottawa Courthouse**

161 Elgin Street  
Ottawa ON.  
K2P 2K1

**Booking Civil Motions and Applications in Ottawa  
With  
CALENDLY**

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## **General Information:**

### **What is Calendly?**

Calendly is an event scheduling platform that will be used by the Ottawa Courthouse to book, prepare, follow-up and manage the motions and applications that are scheduled under the Civil regular motions list.

This platform will allow counsel and parties to see the courts availability anytime, anyplace with up to the second accuracy.

Note: Calendly will not be used to schedule express motions, long motions or applications, or motions for summary Judgement. For information on scheduling these matters, please refer to; Superior Court of Justice Notice to the public and the profession regarding civil matters in Ottawa as of April 19, 2022.

### **Why the change?**

As we continue to march into the digital age, maintaining an open and adaptive court system is more important than ever before. We hope that this small step forward with Calendly will help improve interactions for all those involved.

As we move forward, we look to rely on the cooperative feedback of our internal and external partners so that we can continue to grow and improve the services we offer and the way we connect to the Justice system.

### **How can I access Calendly?**

Calendly is simple to use and can be easily accessed through mobile and browser applications.

Currently available through:

- Calendly.com
- Google Play Store
- Apple Store
- Chrome Add-on
- Firefox Add-on

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### Creating Your Account:

Before you can get started with your booking you have the option to create a Calendly account or simply book your event as a guest. Booking your event as a guest will not hinder you in any way, instead it will simply take away a few options on how you view your past and upcoming events. To make an account visit the Calendly website (<https://calendly.com/login>) and click "sign up"

# Welcome back to Calendly

Log in to your account to get back to your hub for scheduling meetings.

Email Address

Log in

Don't have an account? [Sign Up](#)

This will bring you to the next page that will allow you to sign up with your Gmail, Microsoft or other email account.

Enter your email to get started.

Get Started

OR



Sign up with Google



Sign up with Microsoft

Already have an account? [Log in](#)

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Next you simply fill out some basic information and once you are complete you will be brought to a verification page that will email you a link to verify your newly generated account.



Before continuing, we need to verify your email address. Please check your inbox for a confirmation link.

If you do not receive the email at  within an hour, we can [resend it to you](#).

If you want to sign up to another account, then click on [this link](#).

[English](#) ▾

Note: Additional features allow you to link external personal calendars such as Office 365, Exchange, iCloud, Google or any calendar that runs an outlook plugin. This process will let you to see all your existing and future commitments so that you can be sure you have no conflicts with your planned Calendly bookings.

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## **Bookings:**

Civil Motion and Application booking is easier than ever before and falls into three main categories.



- 1) Civil Motions and Applications that can be heard in 1 to 2 hours  
<https://calendly.com/ottawa-scj-civil/regular-motion-1to2hr>
- 2) Civil Motions and Applications that can be heard in 30 minutes to 1 hour  
<https://calendly.com/ottawa-scj-civil/regular-motion-30to1hr>
- 3) Civil Motions and Applications that can be heard in under 30 minutes  
<https://calendly.com/ottawa-scj-civil/regular-motion-0to30min>

Once you have selected the appropriate category you will be brought to the associated booking page



Ottawa SCJ

### Motions & Applications/Motions et requêtes (1-2hrs)

 6 hr     Virtual Appearance

You will receive an email confirming the date and time of your motion upon completion of the booking process. If you do not have the ability to use videoconference, please indicate when booking the motion date.

**SHOW MORE**

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Calendly

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In addition to some brief information, you will see a calendar that will show you the real-time availability of the court's Civil Regular Motions list.


This Calendar will highlight the days that the court currently has available for the selected duration of time.

### Select a Date & Time

July 2023 < >

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Time zone**  
🌐 Eastern Time - US & Canada (12:39pm) ▼

 [Troubleshoot](#) [Cookie settings](#)

Civil Motions and Applications/Motions et requêtes civiles (1-2hrs)

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Once you choose your preferred date you will be shown the start time for the motions block, and you will be able to confirm your date and time selection.

Thursday, July 6

Thursday, July 6

10:00am 10:00am Confirm

Once confirmed, a series of questions will appear that will provide the Motion’s Office with details pertaining to your reservation.

←



Ottawa SCJ

**Motions & Applications/Motions et requêtes (1-2hrs)**

🕒 6 hr 📍 Virtual Appearance

📅 10:00am - 4:00pm, Thursday, July 6, 2023

🌐 Eastern Time - US & Canada

POWERED BY Calendly

The questions that appear should be filled out to the best of your ability. Some questions are mandatory, and you will not be allowed to submit your reservation until they are answered.

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### Enter Details

Name \*

Email \*

1. Court File number and Style of Cause / Numéro de dossier du tribunal et intitulé \*

2. Plaintiff/Applicant/Appellant's/Counsel's name, email, and telephone number / Nom, adresse courriel et numéro de téléphone du (de la) demandeur(resse)/requérant(e)/appelant(e)/avocat(e) \*

3. Defendant/Respondent's/Counsel's name, email, and telephone number / Nom, adresse courriel et numéro de téléphone du (de la) défendeur(resse)/intimé(e)/avocat(e)

4. Third Party(ies)/Counsel's name, email, and telephone number / Nom, adresse courriel et numéro de téléphone de tiers/avocat(e)

5. You will undertake to advise all appropriate parties of the booked date. / Vous vous engagez à aviser toutes les parties concernées de la date réservée. \*

Confirm / Confirmez

6. You agree to file the Notice of Motion/Application and make payment within 10 days of this reservation. / Vous vous engagez à déposer l'avis de requête/motion et à effectuer le paiement dans les 10 jours suivant cette réservation. \*

Confirm / Confirmez

7. Have you made reasonable attempts to confer with all parties on the date? If no, explain. / Avez-vous fait des tentatives raisonnables pour vous entretenir avec toutes les parties à la date prévue? Si non, expliquez. \*

8. What is the nature of the matter you are seeking to schedule? / Quelle est la nature de l'affaire pour laquelle vous voulez réserver une date d'audition? \*

- Motion On Notice / Motion sur préavis  
 Motion Without Notice / Motion sans préavis  
 Application hearing on notice / Requête sur préavis  
 Application hearing without notice / Requête sans préavis

9. Please describe the nature of the motion/application and rules relied upon / Décrivez la nature de la motion ou de la requête et les règles sur lesquelles elle se fonde \*


10. Will this matter require a bilingual Judge or Associate Judge? / Avez-vous besoin d'un juge ou juge associé(e) qui est bilingue? \*

- Yes / Oui  
 No / Non

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Once you submit your answers to these questions, you will be brought to the next page which provides a confirmation that your date is reserved. This page also has several helpful hyperlinks.





### Confirmed


You are scheduled with Ottawa Superior Court of Justice.

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 **Civil Motions/Requêtes Civiles (1hr-2hrs)**

 10:00am - 4:00pm, Thursday, July 6, 2023

 Eastern Time - US & Canada

 TBD

**A confirmation has been sent to your email address.**

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[→ Schedule another event](#)

[→ Ontario Superior Court of Justice - Civil Proceedings / La Cour supérieure de justice - Instances civiles](#)

[→ Justice Service Online Portal / Portail en ligne des services de justice](#)

[→ County of Carleton Law Association / Association juridique du comté de Carleton](#)

[→ Civil Court Forms / Formules de la Cour civile](#)

[Cookie settings](#)

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You will also receive an email confirmation to the email address that you entered in the questionnaire. In this email you will find some important information, copies of your questions and answers and three buttons at the bottom of the email.

**This event should automatically show up on your calendar. If needed, you can still add it manually:**

[Add to Calendar](#)

**Make changes to this event:**

[Reschedule](#)

[Cancel](#)

The “Add to Calendar” button will allow you to add the event to your Outlook Calendar and share the event with others. As the party bringing the matter you are also able to “Reschedule” and “Cancel” the event.

**\*\*For those of you scheduling this on someone else’s behalf or forwarding it to opposing parties: Please be aware that, if the email includes the “Reschedule” and/or “Cancel” button(s) recipients will be able to reschedule or cancel your event\*\***

- In order to avoid this issue, you can simply delete these buttons before forwarding the email

The final step of the booking process is to file your Notice of Motion / Notice of Application and make the associated payment through the Justice Service Online Civil filing portal within 10 calendar days. Failure to do so will result in the striking of your matter.

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## **Reminder E-mail:**

You will receive a reminder email that is sent out ten calendar days prior to the event. This email gives you information on requirements and links to a variety of resources, including CaseLines, Zoom, Documents and Procedures.

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In the matter of **[Name of File]**:

Your Virtual appearance on **[Event Date]** at 10am is in ten days.

All regular civil motions begin at 10:00am unless otherwise indicated by The Court.

### **CaseLines & Zoom Link**

The CaseLines invitations will be sent to all parties that are listed on the Confirmation of Motion/Application form ([EN/FR](#)). ***Please do not contact the motions coordinator to request the CaseLines invitation, it will be made available to all parties as soon as possible prior to the event.***

The Virtual Courtroom Zoom details will be added 1 to 2 days before the event date, they will be uploaded to CaseLines on the “Case Details” page. ***Please do not contact the motions coordinator to request the Zoom link before this time.***

Parties must also ensure that they upload the confirmation of motion/application ([EN/FR](#)), the [Draft Order](#) or [Draft Judgement](#) formatted as a Microsoft Word document and the [Short Civil Endorsement Form](#) formatted as a Microsoft Word document to CaseLines.

### **Documents**

Form 37B ([EN/FR](#)) has a filing deadline set out in [Rule - 37.10.1 \(1\)](#) of the Rules of Civil Procedure. This must be filed via email to [Ottawa.scj.courts@ontario.ca](mailto:Ottawa.scj.courts@ontario.ca) and uploaded to CaseLines.

Any documents and written materials for regular civil motions must be filed electronically using the [Justice Service Online Portal](#) and must adhere to appropriate filing deadlines, as indicated in the *Rules of Civil Procedure* and the Superior Court of Justice Notice to the public and the profession regarding civil matters in Ottawa as of April 19, 2022.

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All filed documents relating to a motion or application on the regular list must be uploaded into the corresponding bundle in CaseLines. Uploading documents to CaseLines does not constitute filing, as such parties must ensure that all documents are filed with the court. **This includes the confirmation of motion/application ([EN/FR](#)), the [Draft Order](#) or [Draft Judgement](#) formatted as a Microsoft Word document and the [Short Civil Endorsement Form](#) formatted as a Microsoft Word document.**

## **Helpful Links**

[Justice Service Online Portal](#)

[County of Carleton Law Association](#)

[Short Civil Endorsement Form](#)

[Notice to the Public and the Profession Regarding Civil Matters in Ottawa as of April 19, 2022](#)

[Confirmation of Motion - EN / Confirmation de requête - FR](#)

[Rules of Civil Procedure](#)

[Rule 37 - Motions](#)

[Rule 37.10.1 \(1\) - Confirmation of Motion](#)

[Civil Court Forms](#)

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**Cancelations:**

When you choose to cancel an event yourself or if the court cancels or strikes your event you will receive an email notification. This email, by default, will include the 4 most common reasons for cancelation or it will outline the specific reason that the matter was canceled by the court.

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In the matter of **[Name of File]:**

Please be advised that your **[Event Name]** on **[Event Date]** at 10am has been cancelled.

Your appearance was cancelled for one of the following reasons:

1. You did not file the Notice of Motion/Application and pay the fee within 10 calendar days;
2. You did not provide appropriate contact information for other parties in the matter;
3. You did not file Form 37B;
4. You have indicated that a motion is no longer required; or,
5. For the reason outlined in red below.

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**F.A.Q.:**

\*Send your questions and concerns to **Ottawa.SCJ.Courts@Ontario.ca** with  
“**CALENDLY QUESTIONS AND CONCERNS**” in the subject line\*