

Southwest Region – Filing Court Documents

EFFECTIVE MARCH 1, 2021

Documents MUST be filed through the appropriate portal set out herein or the documents will be rejected.

Counsel are to direct materials to the appropriate platform and in-box in accordance with this memo and are not to cc any other in-box, unless specifically ordered to do so by a Justice.

The Court will **only** accept filings by e-mail or in-person for the following reasons:

- For filing of materials on matters that are deemed urgent, including requests for an urgent hearing;
- Documents that must be filed for a court date that is less than 5 business days away; and,
- Documents that must be filed for a deadline that is less than 5 business days away.
- Where alternate filing requirements are required due to an accessibility request.

All Payments and fees are due per policy and directive

CRIMINAL – Electronic Court Filings

All filings for Criminal matters and requests for urgent Criminal hearings may be filed/sent to the following email addresses:

Chatham Courthouse	Chatham.SCJ@ontario.ca
Goderich Courthouse	Goderich.SCJ@ontario.ca
London Courthouse	London.SCJ@ontario.ca
Sarnia Courthouse	Sarnia.SCJ@ontario.ca
St. Thomas Courthouse	St.Thomas.SCJ@ontario.ca
Stratford Courthouse	Stratford.SCJ@ontario.ca
Windsor Courthouse	Windsor.SCJ@ontario.ca
Woodstock Courthouse	Woodstock.SCJ@ontario.ca

CIVIL – Electronic Court Filings

Civil court documents shall be electronically filed and/or issued by using the existing [Civil Claims Online](#) Portal or the new [Civil Submissions Online](#) Portal, as appropriate, in accordance with the *Rules of Civil Procedure*.

Small Claims Court claims shall be filed through the [Small Claims Online](#) filing platform.

The Court will **only** accept civil filings by e-mail for the following:

- For matters that are urgent, **EXCLUDING** written requests for an urgent hearing (which are to be forwarded directly to the Trial Coordinator and be triaged by a judge;
- Documents that must be filed for a court date that is less than 5 business days away; and,
- Documents that must be filed for a deadline that is less than 5 business days away.
- Where alternate filing requirements are required due to an accessibility request.

In the above circumstances, documents may be filed electronically at the following email address:

Chatham Courthouse	Chatham.Courthouse@ontario.ca
Goderich Courthouse	Goderich.Courthouse@ontario.ca
London Courthouse	London.Courthouse@ontario.ca
Sarnia Courthouse	Sarnia.Courthouse@ontario.ca
St. Thomas Courthouse	StThomas.Courthouse@ontario.ca
Stratford Courthouse	Stratford.Courthouse@ontario.ca
Windsor Courthouse	Windsor.Courthouse@ontario.ca
Woodstock Courthouse	Woodstock.Courthouse@ontario.ca

Confirmation forms for CIVIL motions must be filed electronically to the following email address:

Chatham Courthouse	Chatham.SCJ@ontario.ca
Goderich Courthouse	Goderich.SCJ@ontario.ca
London Courthouse	London.SCJ@ontario.ca & London.Courthouse@ontario.ca
Sarnia Courthouse	Sarnia.SCJ@ontario.ca
St. Thomas Courthouse	St.Thomas.SCJ@ontario.ca
Stratford Courthouse	Stratford.SCJ@ontario.ca
Windsor Courthouse	Windsor.SCJ@ontario.ca
Woodstock Courthouse	Woodstock.Courthouse@ontario.ca

FAMILY – Electronic Court Filings

Family court documents shall be electronically filed and/or issued by using [Family Submissions Online](#) portal. The portal is authorized to accept the electronic filing of most documents in a family law or child protection case, along with any necessary filing fees. New applications and motions to change can also be filed through this portal, along with requests for fee waivers.

In addition, several family court documents relating to a simple or joint divorce may continue to be filed electronically by using the Ministry's [Family Claims Online Portal](#), in accordance with the *Family Law Rules*.

The Court will **only** accept family filings by e-mail for the following:

- For filing materials on matters deemed urgent, **EXCLUDING** written requests for an urgent hearing (which are to be forwarded directly to the Trial Coordinator and be triaged by a judge in all locations except London Family Court Branch);
- Documents that must be filed for a court date that is less than 5 business days away; and,
- Documents that must be filed for a deadline that is less than 5 business days away.
- Where alternate filing requirements are required due to an accessibility request.

In the above circumstances, documents may be filed electronically at the following email address:

Chatham Courthouse	Chatham.Courthouse@ontario.ca
Goderich Courthouse	Goderich.Courthouse@ontario.ca
London Courthouse	London.Courthouse@ontario.ca
Sarnia Courthouse	Sarnia.Courthouse@ontario.ca
St. Thomas Courthouse	StThomas.Courthouse@ontario.ca
Stratford Courthouse	Stratford.Courthouse@ontario.ca
Windsor Courthouse	Windsor.Courthouse@ontario.ca
Woodstock Courthouse	Woodstock.Courthouse@ontario.ca

Confirmation forms for FAMILY motions and conferences and written requests for Urgent Hearings must be filed electronically to the following email address:

Chatham Courthouse	Chatham.SCJ@ontario.ca
Goderich Courthouse	Goderich.SCJ@ontario.ca
London Courthouse	London.Family.SCJ@ontario.ca
Sarnia Courthouse	Sarnia.SCJ@ontario.ca
St. Thomas Courthouse	St.Thomas.SCJ@ontario.ca
Stratford Courthouse	Stratford.SCJ@ontario.ca
Windsor Courthouse	Windsor.SCJ@ontario.ca
Woodstock Courthouse	Woodstock.Courthouse@ontario.ca