

## Ontario Courts Public Portal for Toronto Filings

The following guide is for individuals who need to issue and file their family court documents in the Toronto Region.

For more information, please visit: <https://www.ontariocourts.ca/scj/toronto-courts-digital-transformation/>

### Inside this Guide:

<u>Ontario Courts Public Portal (OCPP)</u> .....	2
<u>How to Create an OCPP Account</u> .....	3
<u>How to File Court Documents</u> .....	4
<u>File and Manage Court Documents</u> .....	7
<u>Serving and Filing Issued Documents</u> .....	9
<u>Request a Fee Waiver</u> .....	10
<u>Correcting a Rejected Filing</u> .....	12



## Ontario Courts Public Portal (OCPP)

### What is the Ontario Courts Public Portal (OCPP)?

- The Ontario Courts Public Portal (OCPP) is an online platform that allows you to manage many parts of your family court case electronically.

### What can you do on the OCPP?

Through the portal, you can:

- Start a family court case
- File court documents and upload supporting materials
- View upcoming court dates and some case information
- Receive court notices and updates online
- Pay court-related fees (where applicable)

Using the OCPP can reduce the need to visit a courthouse in person and helps make the court process more accessible for people representing themselves.

### Who can access the OCPP?

- Anyone involved in a court case can create an account. This includes individuals representing themselves, lawyers, paralegals, and organizations.
- At this time, the OCPP is only available for family court cases in the Toronto region. If your case is at one of the following Toronto courthouses, you can use the OCPP to file documents and manage parts of your case:
  - Ontario Court of Justice (OCJ) - Family
    - 311 Jarvis Street, Toronto
    - 47 Sheppard Avenue East, Toronto
  - Superior Court of Justice (SCJ) - Family
    - 361 University Avenue, Toronto

## How to Create an OCPP Account

To use the Ontario Public Portal (OCPP), you need a **My Ontario Account**. This is the same account used for many Ontario government online services.

### Step 1: Create a MyOntario Account

You must have a MyOntario Account before you sign into the OCPP.

To create your MyOntario Account:

1. Go to the [MyOntario Account login page](#)
2. Enter a valid email address
  - This email will be used for verification and future notices.
3. Follow the steps shown on the screen to set up your password and security questions
4. Open your email and confirm your registration
  - You must click the confirmation link before your account becomes active

**Ontario**

Create Account

Email \*

Password requirements:

- × At least 8 characters
- × At least 1 lowercase letter
- × At least 1 uppercase letter
- × At least 1 number
- × At least 1 symbol
- ✓ Does not contain part of username

Password \*

I agree to the [Terms of Service](#)

Create Account

Already have an account? [Sign In](#)

**Ontario**

Don't have an account? [Create Account](#)

OR

Sign in to My Ontario Account

Email

The email address you registered with

Password

Sign in

OR

Sign-In Partner

[Forgot password?](#)

[Unlock account?](#)

[Expired activation link or code?](#)

### Step 2: Sign into the OCP Portal

1. Go to the [OCPP login page](#)
2. Click “Login/Register”
3. Choose “Public Sign-On” when asked how you want to sign in. (This is the correct option for people representing themselves.)
4. When prompted, log in using your MyOntario Account email and password
5. You may be asked to enter a verification code sent to your email
  - This is a normal security step
  - Enter the code exactly as shown and continue

## How to File Court Documents

Once you are logged into the Ontario Courts Public Portal (OCPD), you can start filing documents for your family law case.

You can start **a new case**, or **upload documents to a case that already exists**.

### Step 1: Select “Proceed to File”

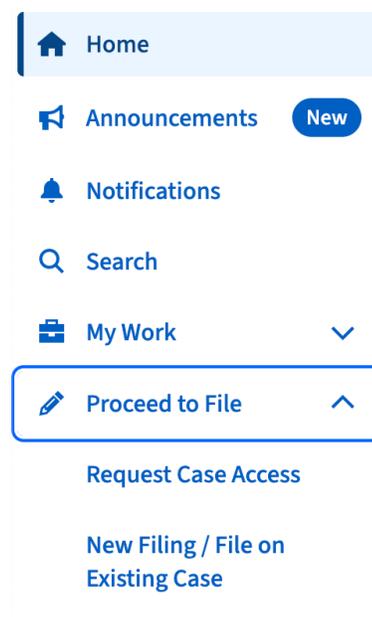
1. On the left side of the screen, open the menu.
2. Click “Proceed to File”
  - This brings you to the page where all e-filings begin.

### Step 2: Choose “New Filing / File on Existing Case”

In the drop-down menu under **Proceed to File**, choose:

- New Filing/File on Existing Case

You will now see a progress bar at the top or left hand side of the screen.



### Progress

- 1 Step 1 of 5  
Select the type of case.
- 2 Step 2 of 5  
Select Case Type
- 3 Step 3 of 5  
Select Filing Type
- 4 Step 4 of 5  
Enter Details
- 5 Step 5 of 5  
Summary

### Step 3: Follow the Progress Bar Steps

The Portal will guide you through these **five steps** to create an e-file:

- A. Select the Type of Case
- B. Select Case Type
- C. Select Filing Type
- D. Enter Details
- E. Summary

## Select the type of case.

Please choose the appropriate type of case for your filing. Select 'Civil and Small Claims Court' to start a case or submit a document for filing in any civil and small claims proceeding in the Superior Court of Justice including a Bankruptcy, Commercial List, or Contested Estates matter, other than a Divisional Court proceeding. Select 'Family' to start a case or submit a document for filing in a family law matter in the Family Branch of the Superior Court of Justice ('Unified Family Court'), the Superior Court of Justice or the Ontario Court of Justice. Select 'Divisional Court' to start a case or submit a document for filing in a proceeding in the Divisional Court's jurisdiction. Select 'Enforcement' to submit a document for filing with the Sheriff (Enforcement Office).

\* Indicates a required field.

### Type of Case\*

Family

Select a court...

Civil and Small Claims Court

Divisional Court

Enforcement

Family

## A. Select the Type of Case

In the drop-down menu, choose:

- **Family**

This tells the system you are filing family court documents.

## B. Select Case Type

Choose one of the following:

**If you are starting a new case:**

- Select **Create a New Case**
  - (You will be asked for more information about the parties involved)

**If you are filing on an existing case:**

- Select **File on Existing Case**
  - (You will need your court file number. Once you enter it, the system will pull up your case.)

### Select Case Type

Choose if you are creating a new case or filing on an existing case. If you are filing to an existing case, you must enter the full case number, i.e., FO-24-00001234-0000. Note: The main sequence number must consist of 8 digits '00001234'.

\* Indicates a required field.

#### Case Type\*

**Create a New Case**

Select this option to create a new case and attach the initial filing(s).

**File on Existing Case**

Select this option to submit new documents for filing in an existing case.

Continue

Back

## Select Filing Type

Select a filing type from this set of common filing scenarios. You may browse through all available options or use the Search Criteria to filter the results.

\* Indicates a required field.

### Search Criteria

#### Keyword(s)

Search for filing types that include all terms you enter here. The system will show all the records if you did not input any keyword(s).

Search

Show Advanced Search

Reset

### Filing Type\*

**Annex A1 - Application for Recognition or Recognition and Enforcement (Ontario Court of Justice)**

Creates a new Family O CJ - Domestic - Interjurisdictional Support Orders case.

**Annex A1 - Application for Recognition or Recognition and Enforcement (Superior Court of Justice)**

## C. Select Filing Type

- Here, you can choose the **document** you are filing.
  - You can scroll through the list, or
  - Use the search bar and type the name of your document (e.g. "Form 8 Application", "Affidavit".)
- Tip:
  - Make sure you choose the **exact** document name that matches your court form.
  - If you're not sure which document to pick, check your court form or any directions from the court.

## D. Enter Details

The information you enter here will depend on whether your case is **new** or **existing**.

### New Case

You will be asked for:

#### 1. Court Location

- o Choose the court where your case will be heard. For Toronto the family courts that use the OCPP are:
  - 311 Jarvis street
  - 47 Sheppard Avenue East
  - 361 University Avenue (SCJ Family)

### Existing Case

You will be asked for:

1. Your court file number
2. The court location

After you enter this information, the Portal will automatically show the parties already involved in the case, so you do not have to re-enter this information.

### Enter Details

\* Indicates a required field.

#### Reference Name\*

Optional: You can choose to add a personal reference name or number to the existing document name. This will allow you to identify and search for your filings in the future. Defaults to the lead document selected on the previous screen.

Form 8: Application (General) (Ontario Court of Justice)

#### Select Location

##### Case Location\*

Select the courthouse you are submitting your documents to from the dropdown menu. The court location you choose will depend on your type of case. If you are not sure which court location to choose, please contact a court office in your municipality.

Select a location...

Select a location...

Ontario Court of Justice - Toronto - 311 Jarvis Courthouse - Family Court

Ontario Court of Justice - Toronto - 47 Sheppard Courthouse - Family Court

## E. Summary

You will see a summary page that shows:

- Court Line of Business
- Case Location
- Case Classification
- Filing Type
- Reference Name

**Review everything carefully before continuing.**

If the information is correct, select **Create Filing**.

- At this stage, review all the information that you have entered to ensure that it is all correct
- Once you have confirmed all the information, select **Create Filing**

You will then be taken to the next stage where you upload your document(s).

### Summary

Please review the details of the filing you are about to create. If everything looks correct, you can create this filing and proceed to the next steps.

Court Line of Business	Family
Case Location	Ontario Court of Justice - Toronto - 311 Jarvis Courthouse - Family Court 311 Jarvis Street Toronto Ontario M5B2C4
Case Type	New Case Filing
Case Classification	Family OCJ - Domestic - Application (General) Claims 10 through 16 and 19 through 21, inclusive
Filing Type	Application - Form 8: Application (General)
Reference Name	Form 8: Application (General) (Ontario Court of Justice)

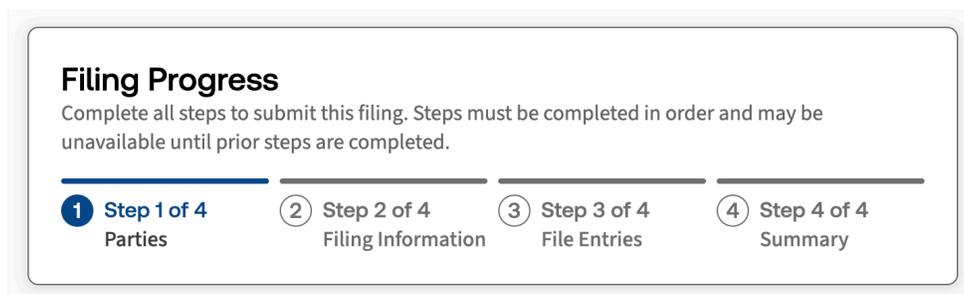
Create Filing

Back

## File and Manage Court Documents

Once you have created the filing, you will be presented with a new progress bar, as shown in the picture below. Here, you will be asked to add the parties, filing information, file entries and be given a summary. Then, you will submit your filing to the court.

**Tip:** The Portal may not let you continue if required fields are left blank.



### Step 1: Parties

You need to enter information about the people involved in the case:

- Initiating Party (Applicant): the person starting the case and submitting the initiating legal documents
- Respondent(s): the other person or people in the case who is required to respond to the initiating document
- Involved Party: individual(s) that are directly involved in the matter

You may be asked to enter:

- Names
- Address
- Contact information
- Date of Birth
- Relationship to any children (if applicable)

You must enter **at least one party as the applicant** and **one as the respondent**.

### Step 2: Filing Information

This is where you can add any notes or comments for the court.

- If your documents are urgent, make a note here.

You will also need to complete the required selections:

- Preferred language for your case
- Confirm that you have read the Terms of Use
- Confirm that you have read the “Information You Need Before Filing Online”

## Step 3: File Entries

Here you will review the documents you want to file and upload them to the portal:

1. Click the **review icon** next to your filing.
2. You will be taken to a new page where you can upload your PDF documents.
3. If you have more than one type of document to submit, select **“Add File Entry”** after uploading your first document and repeat the process for each additional new file entry.

**Tip:** Make sure your documents are complete and saved as PDF files before uploading.

STEP 3 OF 4

### File Entries

Click 'Add Document' to upload a document attachment for the lead file entry. Once this is done, the 'Add File Entry' button will appear, allowing you to include additional associated file entries and documents to be submitted with the lead filing. Click 'Continue' to review your filing before submission. To modify or remove an existing document, use the 'Action' column next to the file entry you wish to update and select the appropriate option. If there are applicable filing fees and you wish to request a fee waiver, select Request Fee Waiver below. Any previously granted fee waivers for your case will be displayed. If you have been granted a fee waiver and do not see it displayed, click the Request Fee Waiver button below.

The lead file entry in this filing requires at least one document attachment. Please add a document to continue.

Add Document

### File Entries

Lead	Type	Documents	Filing Fees
✓	Application - Form 8: Application (General)	<a href="#">Application - Form 8: Application (General)</a>	\$0.00

← Back  
File Entries

Submit Filing  
Send to Court

## Step 4: Summary

- Review the information on the summary screen to confirm that it is accurate.
- When you're done, select **“Submit Filing, Send to Court”**.
- If your filing has an **associated fee**, you will be prompted to pay the fee.
  - You might qualify for a **fee waiver**. Please refer to the page below for more details.
- You will receive an email confirming that your filing has been submitted.
- A court staff member will review your submission. You will be notified once your submission has been approved or rejected.

## Serving and Filing Issued Documents

- After you have submitted a new E-File to start a new case, the court will issue your documents and return them to you.
- Verify that you have the correctly issued documents. There will be a stamp on the upper left-hand corner of the primary form (i.e. Application of Motion to Change).
- Print these documents and keep them in a secure location (if possible, the documents should be printed in colour).
- Confirm that you have been scheduled for a **First Appearance**, which will be written on your Application or Motion to Change by the Court. Make a note of this date as you are required to attend.
- You may be given a notice for a Mandatory Information Program (MIP) and a Notice that you will need to serve on the other party.
- You will then need to serve the **issued** documents on the opposing party. Confirm whether your document(s) can be served by you or if they must be served by someone else.
  - **If someone else is serving documents for you**, they will need to be available to swear a Form 6B: Affidavit of Service.
  - **It is important that this person records the date, time, and location of service** so that this information can be included in their Form 6B.
- Serve **one copy of each of the documents** on the other party.
  - If the Court provided you with MIP Notice (see above), and/or an Associated Case Report, serve that too.
- Once a copy of the documents has been served on the opposing party and the Form 6B: Affidavit of Service is completed (and commissioned), you will need to file the documents by uploading them to the OCPP, using the steps to file on an existing case.



## Request a Fee Waiver

You might need to pay fees if you go to court in Ontario. If you cannot afford to pay the fees, you can apply for a fee waiver. The court will review your financial situation to decide if you qualify. If approved, you'll receive a fee waiver certificate.

For more information, see the **Request a Fee Waiver Quick Guide** on the Ontario Courts Public Portal.

### Who is eligible for a fee waiver?

- You can ask for a fee waiver if:
  - you are or will be involved in a family, civil or small claims court matter
- The court may approve your request for a fee waiver if **one or more of these things are true:**
  - your **main source of household income** is from:
    - income assistance from Ontario Works
    - income support from the Ontario Disability Support Program
    - the Old Age Security Pension and the Guaranteed Income Supplement
    - the War Veterans Allowance
    - Canada Pension Plan benefits
  - your lawyer is being paid by a **Legal Aid Certificate**
  - you meet the following **financial eligibility requirements:**
    - the total amount of money everyone in your household earns in a year (before taxes or deductions), called gross annual household income, is below:
      - \$33,100 for one person
      - \$49,600 for two people
      - \$57,300 for three people
      - \$68,700 for four people
      - \$80,200 for five or more people
    - your household liquid assets are less than \$2,800.
    - your household net worth is less than \$11,100.
- If you don't meet the fee waiver requirements, but you don't believe you can afford to pay court fees, you can make a request directly to the court to have your financial situation evaluated by a judge.
- For more details, see <https://www.ontario.ca/page/have-your-court-fees-waived>

## Select the Correct Form

Choose the form you need depending on your circumstances.

- **If you think you meet the financial requirements**, fill out the [Fee Waiver Request to Registrar, Clerk or Sheriff \(form FW-A-3\)](#).
- **If you do not think you meet the financial requirements**, fill out the [Fee Waiver Request to Court \(form FW-A 4\)](#).

## Complete the Form

- Fill out the form and gather any required documents.
- If you already have a court file, include your **file/claim number** and the **title of the proceeding or name of the case** on the form.
- You must provide proof of your gross annual household income, including your spouse's if applicable. However, you don't need to provide income proof or complete the income table if your lawyer is funded by a Legal Aid Certificate.
- If you need help completing the court fee waiver form, you can use the [Guided Pathway for requesting a court fee waiver](#), a free online tool.
- Once you complete your fee waiver request form, **you must swear or affirm** that the information you provided is accurate and true to the best of your knowledge.

## Submit the Form

- To submit your fee waiver request online, you must use the Ontario Courts Public Portal.
- After uploading your court documents, select the **“Request Fee Waiver”** button.

**File Entries**

Click 'Add Document' to upload a document attachment for the lead file entry. Once this is done, the 'Add File Entry' button will appear, allowing you to include additional associated file entries and documents to be submitted with the lead filing. Click 'Continue' to review your filing before submission. To modify or remove an existing document, use the 'Action' column next to the file entry you wish to update and select the appropriate option. If there are applicable filing fees and you wish to request a fee waiver, select Request Fee Waiver below. Any previously granted fee waivers for your case will be displayed. If you have been granted a fee waiver and do not see it displayed, click the Request Fee Waiver button below.

Lead	✓
Type	Claim - Form 14A: Statement of Claim (general)
Documents	Claim - Form 14A: Statement of Claim (general)
Filing Fees	\$243.00
Action	⋮

## Correcting a Rejected Filing

### Receive Updates

- If your documents are **rejected**, you will receive an email stating:
  - your documents were not filed or issued
  - reasons why they were rejected
  - confirmation that your credit or debit card has not been charged
- The status of your filing will update from “Received” to “Rejected”.
- If your documents are rejected, you can fix the issue(s), by:
  - a. Navigating to the **My Work** tab on the left side of the screen and selecting the **My Filings** sub-tab to modify your submission; and
  - b. Resubmitting the revised documents and paying any applicable court filing fees.



### Manage Filing Civil - Constitutional Law - Form 14A: Statement of Claim (General)

**Existing Case Filing**

**Rejected** 1 minute ago

Court  
Civil and Small Claims Court

Case Location  
Superior Court of Justice - Toronto - Civil

Case Number  
CV-25-00750094-0000

Case Title  
Harris v. Lee

Case Classification  
Civil - Constitutional Law - Constitutional Law

Lead File Entry  
Claim - Form 14A: Statement of Claim (general)

Reference Name  
Civil - Constitutional Law - Form 14A: Statement of Claim (General)

Reference Number  
BF59-C419-9A8F-834F

Status History

**Filing Rejected**

Your filing has been rejected due to the reason(s) listed below. If you used a credit/debit card to pay a court filing fee, your card has been charged and any pending charge you see on your account statement will reverse itself within 7 business days. To make the necessary corrections, click on the 'Make Corrections' button. This will create a copy of this filing information into a new filing. You may then make the necessary corrections and resubmit. Ensure to remove any rejected document(s) and upload your corrected document(s) before resubmitting your filing.

- Signature: A signature is required on a prescribed or non-prescribed court form and the signature does not comply with the requirements for electronic signatures or the signature is missing (this includes any required signature, including a commissioner's signature). / Signature : Toute formule du tribunal, prescrite ou non, doit être signée. Or, la signature ne respecte pas les exigences relatives aux signatures électroniques ou il manque une signature obligatoire comme celle du commissaire.

**Make Corrections**

**Summary**

**Filing Information**

Court	Civil and Small Claims Court
Case Location	Superior Court of Justice - Toronto - Civil 330 University Ave. Toronto Ontario MSG 1R7
Case Number	CV-25-00750094-0000
Case Title	Harris v. Lee
Case Classification	Civil - Constitutional Law - Constitutional law
Filed on Behalf of	Robert Harris
Time Sensitive	No
Reference Number	BF59-C419-9A8F-834F

**Filing Fees**

Filing Fees Total	\$243.00
Filing Fees Due At Time Of Submission	\$0.00

### Make Corrections

- Select your filing that was rejected, and select **“Make Corrections”**.
- You can make the necessary corrections by selecting the appropriate step in the filing process that relates to the rejection reasons.
- Select the **“Edit”** button.
- In the comments section, you can state that you’re uploading your document with the related correction.
- Remove the file that was previously submitted. Upload the updated document.
- After completing this step, click **“Submit”** to finalize and send the filing.
- You will receive an email confirming that your filing has been submitted to the court.