Index

ABRIDGMENT OF TIME

Generally, 4:18

ABSCONDING DEBTORS ACT

Generally, **4:115**

ABSENTEE

Personal service on, 4:42

ABSENTEES ACT

Generally, 4:21

ABUSE OF PROCESS

Authority of court, **3:177**Costs on motion, **4:99**Summons a witness, **4:107**

ACCEPTANCE OF OFFER

See Offer to settle

ACTIONS

Place of commencement and trial, 4:33

Settlement conference required, 4:75

ADJOURNMENT

Generally, **4:100**, **4:101** Motion, **4:97** Trial, **4:102**

ADMINISTRATION OF JUSTICE ACT

Generally, **4:109**

ADMISSIONS

Defence, in, 4:54

AFFIDAVITS

Consolidation orders, **4:123**Default judgment, **4:62 to 4:64**Default of payment, **5:1 (Form 20M)**

AFFIDAVITS—Cont'd

Enforcement requests, for, **4:115 to 4:126**

form, **5:1** (**Form 20P**)

personal property, **4:119**, **4:120**

Establishing proper forum, **4:33**,

4:34

Evidence on motion

see Motions

Fee waiver requests, 5:5

Garnishment, 4:122

General, **5:1** (Form 15B)

Jurisdiction, for, 5:1 (Form 11A)

Motions, 4:93

form, **5:1** (Form 15B)

Partnership, proceeding by or against, **4:27 to 4:32**

Service, of, **4:43**, **4:46**, **5:1** (Form

8A)

Trial, use at, 4:105

Writ of seizure and sale of land, 5:1 (Form 20O)

AGENTS

See Parties; Solicitors

AGREED FACTS

Generally, **3:43**

AMENDMENT

Claim, 4:72

Court, by, **4:73**

Defence, 4:72

Response, whether required in, 4:72

Service of amended document, **4:72** added party, upon, **4:72**

limitation period, 4:72

"ANTI-SLAPP" MOTIONS

Not in Small Claims Court, 3:170

APPEALS

Generally, **3:47** Costs, **3:163**

Court of Appeal, **3:4 to 3:11** Divisional Court, **3:166**

Financial viability of, **6:1**

Judicial review, 6:1

Leave to appeal required, **3:165** Own decision, not to hear appeal,

3:164

Powers. 3:166

Procedure on, **6:1**

affected by COVID-19, 6:1

Review, standard of, 6:1

Right of appeal, 6:1

Second potential appeal, 6:1

What is an appeal, 6:1

APPROVAL

Offer to settle, party under disability, **4:25**

ARREST

Warrant of committal, 4:125, 5:1 (Form 20.J)

Witness who fails to attend, 4:107

ARTICLED STUDENTS

Right to appear before courts/ tribunals, **4:112**

ASSESSMENT OF COSTS

See Costs

AWARDS

See Costs; Damages

BAIL ACT

Generally, **4:115**

BANK ACT

Generally, **4:115**

BANKRUPTCY AND INSOLVENCY ACT

Generally, **4:115**

BIAS, JUDICIAL

Generally, 3:47

BILINGUAL PROCEEDINGS

Generally, **3:157**, **3:158** How to obtain, **5:6**

CANADA SHIPPING ACT

Generally, **4:115**

CAPACITY

Party under disability, see Parties under disability

CERTIFICATE OF PENDING LITIGATION

Generally, 3:134

CHILDREN'S LAWYER

See Litigation guardian; Parties under disability

CHOICE OF LAW

Generally, 4:33

CLAIM

See also Commencement of proceedings
Striking out, **4:73**

CLERKS

See Small Claims Court

COMMENCEMENT OF PROCEEDINGS

Plaintiff's claim, 4:36, 5:1 (Form 7A)

based on document, 4:36

contents, 4:36

electronic filing, 4:36

COMMITAL, WARRANT OF

Generally, 4:125

COMMON LAW AND EQUITY

Generally, 3:127 to 3:131

COMPLIANCE

Dispensing with compliance with rules, **4:16**

COMPUTATION OF TIME

See Time

CONSENT CONTEMPT—Cont'd Wilful failure to attend examination, Clerk's order, 4:62 4:115 request for, **5:1** (Form 11.2A) General, **5:1** (Form 13B) CORPORATIONS Litigation guardian agreeing to act, Service, 4:42, 4:43 4:20 **COSTS CONSOLIDATION ORDER** Generally, 4:108 to 4:114 Generally, **4:117** Assessment officers, 3:120 Adding creditors after order made, Compensation for inconvenience/ 4:123 expense, 4:113 Affidavit supporting, 4:123 Disbursements, 4:109 Contents, 4:123 Discretion of court, 3:162 Creditor's submissions, **4:123** Interest, 3:160, 3:161 Enforcement limited during dura-Jurisdiction to grant costs immunity, tion of, **4:123** 3:138 Equal distribution among creditors, Limit on, 3:45, 4:110 4:123 Litigation guardian, 3:119 Notice of motion, **4:123** Motions, 1:5, 4:99 Proceedings in different courts, Multi-day trials, 4:112 3:138 Offer to settle, 4:87, 4:92 Termination plaintiff, 4:92 default, 4:123 self-represented party, 4:92 effect, 4:123 Penalty, 4:114 subsequent order against debtor, Postjudgment interest, 3:161 4:123 Prejudgment interest exclusion, Wages Act, subject to, 4:123 3:160 When made, 4:123 Representation fee, 4:112 Request to clerk for assessment **CONSTRUCTION OF RULES** hearing, 1:3 Generally, **4:4** Self-represented parties, 4:112 Service outside Ontario, 4:45 **CONSUL** Settlement conference, 4:84 Official representative, 3:183 Student-at-law. 4:112 **CONTEMPT** Subsequent, 4:112 Debtor examination, 4:124 Trial, 4:109 Hearing, 3:46, 4:125 COUNTERCLAIM Nature of, 4:125 Generally, **4:56** Notice of contempt hearing, 4:125 Application of rules to, 4:60 Orders, 4:123 Contents, 4:56 Setting aside order for contempt Defence to, 4:58 hearing, 4:125 Issuance, **4:56** Warrant for arrest, 4:115 Service, **4:57** Warrant of committal, 4:115, 4:124, 4:125, 5:1 (Form 20J) Third party rights, 4:59

COUNTERCLAIM—Cont'd

Tried within main action, 4:59

COURT FORMS

See Forms

COURT PROCEEDINGS

Application of part, 3:126

COURTS, ADMINISTRATION OF

See Payment into court; Payment out of court

Annual report, 3:105

Appointment of staff, 3:96

Attendance at meetings, conferences, seminars, **3:109**

Attorney general role, 3:95

Chief judge powers, 3:98

Court officers and staff, 3:96

Courts Advisory Council, 3:101

Courts Management Advisory Committee, **3:102 to 3:104**

Definition, 4:3

Destruction of documents, 3:97

Direction of staff, 3:99

Disposition of court fees, 3:124

Goals, 3:94

Jurisdiction, 3:21

Memo of understanding, **3:100**

Payment into and out of court, 3:38

Public access to court files and documents, **3:169**

COVID-19 PANDEMIC

Effect on courts, **1:1 to 1:3**Effect on procedure in appeals, **6:1**Practice directions, **1:1 to 1:3**Suspension of court operations, **1:3**

CREDITOR

Defined, 4:115

CRIMINAL CODE

Restitution orders, **4:115**Summary conviction proceedings, **3:42**

CRIMINAL RULES COMMITTEE

Generally, **3:91** Rules, **3:92**

DAMAGES

Advance payments, 3:152

Appeal, 3:151

Assessment, 3:149

Assessment at trial, default judg-

ment, 4:64

service of order, 4:41

Court giving guidance to jury, 3:150

Liquidated, defendant default judg-

ment, 4:62

Periodic payment, 3:147

medical malpractice, 3:148

Review, 3:147

Set-off of debts, 3:142

DEBTOR

See also Enforcement of orders;

Examination of debtor

Defined, 4:115

Examination in aid of execution,

4:124

Financial information form, 4:124

DECLARATORY ORDERS

Generally, 3:128

DEFAULT JUDGMENT

See also Default proceedings

Consequences of, 4:65

Debt, 4:62

Defendant's claim, 4:64

Failure of defendant to appear, 4:54

General, **5:1** (Form 11B)

Liquidated claims, **4:62**

Onus, 4:63

Plaintiff's claim, 4:62

Scenarios, 4:62

Service of, **4:41**, **4:62**, **4:63**

Setting aside, 4:66

Unliquidated claims, 4:63

DEFAULT OF PAYMENT

Affidavit, 5:1 (Form 20M)

Notice, 5:1 (Form 20L)	Claims by, 4:56, 5:1 (Form 10A)		
DEFAULT PROCEEDINGS Availability of remedy to plaintiff, 4:61 Consequences, 4:65 Defendants outside territorial juris-	—Cont'd service, 4:57 third party rights, 4:59 tried within main action, 4:59 Failure to make payments, 4:54		
diction, 4:61 No defence delivered, 4:61 Party under disability leave required, 4:61 setting aside, 4:24 Setting aside judgment, 4:66	DEPUTY JUDGES See also Small Claims Court Generally, 3:48 DISABILITY See also Parties under disability Defined, 4:3		
Admission of liability, 4:54 Based on document, 4:53 Contents, 4:53 Counterclaim, 4:56 Defendant's claim, to, 4:58 Filing, 4:52 Financial Information Form, 4:54 Proposal for payment, 4:54 disputed by plaintiff, 4:54 request for hearing dispute, 5:1 (Form 9B) not disputed by plaintiff, 4:54 order for terms of payment, 4:54 Service, 4:52 Service, manner of, 4:54 Striking out, 4:73 DEFENDANT See also Parties; Parties under disability	Parties under, 4:19 DISBURSEMENTS Generally, 4:109 DISCONTINUANCE Generally, 4:63		
	DISMISSAL BY CLERK Defended actions, 4:67 Service, 4:67 Undefended actions, 4:67 DISMISSAL BY COURT Generally, 4:73 DIVISIONAL COURT Generally, 2:1, 3:1, 3:20 to 3:57		
	DOCUMENTS Admission of, 3:43, 4:106 E-filing service portal, 4:9 Electronic court documents, communications, signatures, 4:8		
Claims by, 4:56, 5:1 (Form 10A) against whom made, 4:56 agreement preventing, 3:144 application of rules to, 4:60 contents, 4:56	Electronic filing, issuance of, 4:7 Seal of court, 3:185 Standards for, 4:6 Submissions online portal, 4:10		
copies provided to court, 4:56 default judgment, 4:60 defence to, 4:58 form, 4:56 issuance, 4:56	ELECTRONIC FILING, ISSUANCE OF DOCUMENTS Claim, issuance of, 4:37 Default judgment, 4:41 Filing, issuance of documents, 4:7		

ELECTRONIC FILING, ISSUANCE OF DOCUMENTS —Cont'd

Small Claims Court E-Filing Service Portal, **4:9**

Writs, 4:121

ENFORCEMENT OF BONDS AND RECOGNIZANCES

Generally, 3:180

ENFORCEMENT OF CERTAIN TRADE AGREEMENTS

Generally, 3:187 to 3:189

ENFORCEMENT OF ORDERS

Affidavit for enforcement request(s), **5:1** (Form 20P)
Assignment of judgments, **4:115**Bailiff's storage costs, **4:119**Certificate of default, jurisdiction, **4:115**

Certificate of judgment content, **4:118**

from another location, **4:115** issuance, **4:118**

Consolidation order, **4:115, 4:123** see also Consolidation order

Contempt hearing, **4:115**, **4:125** Definitions, **4:115**

Delivery of personal property, 4:119

Examination of debtor, **4:124** see also Examination of debtor

Execution Act, 4:115

Garnishment, 4:122

see also Garnishment

Limitation period, 4:115

Limitation upon, 4:116

Methods of enforcement, 4:117

Multiple judgments, 4:115

Periodic payment order in force, 4:116

Personal Property Security Act search, **4:124**

Police, by, 3:182

Power of court, 4:116

ENFORCEMENT OF ORDERS

—Cont'd

Repair and Storage Liens Act, **4:116**Restitution orders under Criminal
Code, **4:115**, **4:125**

Satisfaction of order, 4:126

Seizure of other personal property, 4:119

Stay due to bankruptcy, 4:116

Stay of enforcement, 4:116

Writ of delivery, **4:115**, **5:1** (**Form 20B**)

Writ of seizure and sale of land, 4:115, 4:121, 5:1 (Form 20D) affidavit, 5:1 (Form 20O)

Writ of seizure and sale of personal property, 4:115, 4:120, 5:1 (Form 20C)

direction to enforce, 4:120

duration, 4:120

inventory of property seized, 4:120

renewal, **4:120, 5:1 (Form 20N)** sale of property seized, **4:120**

EVIDENCE

See also Motions; Trials

Generally, 4:105 to 4:107

Generally, 3:43

Admissibility, **3:43**

Documents, 4:106

Expert, **3:43**

Forms of, **3:43**

Summons to witness, 4:107

EXAMINATION OF DEBTOR

Availability, 4:124

Creditor's affidavit, **4:124**

Duties of person to be examined, 4:124

Financial information form, **4:124**Notice of examination, **5:1** (Form **20H**)

service, **4:124**

FEES-Cont'd **EXAMINATION OF DEBTOR** Waiver of, 5:5-Cont'd -Cont'd Order as to payment, 4:124 exempted persons, 5:5 limitation of enforcement during, forms, **5:5**, **5:6** 4:124 litigation guardian, by, 5:5 Private, 4:124 request for, 5:5 Scope of examination, 4:124 supporting financial information, Who may be examined, 4:124 corporate debtors, 4:124 FINANCIAL INFORMATION **FORM EXECUTION** Generally, 4:41, 4:54, 4:122, 5:1 See Enforcement of orders; Writs of (Form 20I) execution **FIRMS EXECUTION ACT** See Partnerships; Sole proprietor-Generally, **4:115** EXPERT EVIDENCE FOREIGN JUDGMENTS, Generally, 3:43 ENFORCEMENT OF **FACTS** Generally, 4:33 Admissions **FOREIGN MONEY** see Admissions **OBLIGATIONS** Agreed, **3:43** Generally, 3:153 **FAMILY COURT FORMS** Generally, 3:24 to 3:37 Generally, 4:11 Family Rules Committee, 3:89 Additional debtors, 4:11 Rules, 3:90 Additional parties, 4:11 FAMILY LAW MEDIATION AND Table of, 4:11, 5:1 INFORMATION SERVICES **FORUM** Generally, **3:190** See Jurisdiction FEES FORUM NON CONVENIENS Generally, **4:109** Generally, **4:33** Allowances, and, 5:4 bailiff, 5:2 **GAG PROCEEDINGS** clerk, 5:2 ("ANTI-SLAPP" witnesses, 5:2 LEGISLATION) Court of Appeal, 5:5 Appeal, 3:172 Court transcripts, 5:6 Dismissal of proceeding that limits Expert, **4:112** debate, **3:170** Sheriffs, 5:4 Joint liability, 3:176 Superior Court of Justice, 5:5 Multiplicity proceedings, 3:175 Waiver of, 5:5 Procedure, 3:171 eligibility criteria, 5:5 Stay of related tribunal proceeding, exempted fees, 5:5 3:173

GARNISHMENT GARNISHMENT—Cont'd When garnishee becomes liable, Availability, **4:122** 4:122 Dispute of garnishment, 4:122 Distribution of money to creditor, GENERAL POWER TO STAY, 4:122 **DISMISS** Enforcement Action, **4:73** against garnishee, 4:122 Motion, 4:73 Equal distribution amongst credi-**GLOSSARY** tors, 4:122 Legal terms, 6:1 Garnishee statement, 4:122, 5:1 (Form 20F) **HOLIDAY** Garnishing Defined, 4:3 Canadian Armed Forces, 4:115, **IDENTIFICATION FORM** 4:122 Generally, 5:1 (Form 20K) Federal/Provincial employees, 4:115, 4:122 INDIAN ACT Hearing, 4:122 Generally, **4:115** Joint debts, 4:122 INSPECTION OF PROPERTY Liability of garnishee, 4:122 Trial, 4:103 Notice of garnishment, 5:1 (Form INSURANCE ACT duration and renewal, 4:122 Generally, 3:146 financial institution, 4:122 INTEREST hearing, **5:1** (Form **20Q**) Bank rate, defined, 3:159 issuance, **4:122** Calculation, 3:159 obtaining, 4:122 Discretion of court, 3:162 service, 4:41, 4:122 Postjudgment Notice to co-owner of debt, 4:122, generally, 3:161 5:1 (Form 20G) calculation of, 3:159, 4:115 Payment of money by garnishee costs, 3:161 distribution, 4:122 Prejudgment less than amount due, 4:122 calculation of, 3:159 return of money to garnishee, entitlement, 3:160 4:122 rate, definition, 3:159 subject to Wages Act, 4:122 transitional provisions, 3:160 to clerk, 4:122 Publication of rate, 3:159 to person other than clerk, **4:122** Quarter, defined, 3:159 where debt jointly owned, **4:122** Tables, 3:159, 3:160 Small Claims court case flow chart, 4:123 **INTERPRETERS** Superior Court garnishments not Generally, 4:107 having precedence over Small JOINT DEBTS Claims Court garnishments,

See Garnishment

4:122

JUDGES AND OFFICERS JUDICIAL REGIONS See also Referees; Small Claims Generally, 5:1 Counties judicial purposes, 3:192 Associate judges, 3:113, 3:114 JUDICIAL REVIEW Bias, 3:47 Generally, 6:1 Council of judges, 3:67 Defined, 3:38 **JURISDICTION** Delayed decisions, 3:155 Generally, 3:39 Disqualified Family law matters, **3:39** failure to give decisions, 3:155 Federal court. 3:186 not to preside after holding pre-Reasons for judgment, sufficiency trial, 4:82 of, 1:5 Extra-judicial services, **3:110** Residential tenancy matters, 3:39, Judges addressed, 3:112 4:85 to 4:92, 4:115 to 4:126 Judges gowns, 3:111 JURISDICTION OF SMALL Judicial Appointments Advisory **CLAIMS COURT** Committee, 3:60, 3:61 Generally, 3:39 Judicial council, 3:67 to 3:82 Affidavit for, 5:1 (Form 11A) Liability, **3:108** Bankruptcy, 3:39 Lieutenant Governor, regulations, Commencement, place of, 4:33 3:85, 3:119 Dividing cause of action to bring Meetings, 3:84 within, 4:34 Oath of office, 3:106 Monetary, 1:5, 4:36 Officers of court, 3:122 to 3:124 Monetary, comparative chart of Persona designata abolished, 3:107 provinces, 5:6 Provincial, 3:59 Parental Responsibility Act, 2:1, full and part-time service, 3:62 3:39 Remuneration of provincial judges, Residential tenancy cases, 3:39 3:83 Simpliciter, 4:33 JUDGMENTS Trial, place of, 4:33 Certificate of judgment, 5:1 (Form **JURY TRIALS** 20A) Generally, 3:139 Default see Default judgment; Default LANDLORD AND TENANT proceedings **BOARD** Enforcement of, foreign, 4:33 Generally, 3:39, 4:115 Enforcement of, generally, 4:115 Offer to settle, failure to comply, LAND TITLES ACT 4:91 Generally, **4:115** Setting aside LANGUAGE OF PROCEEDINGS default judgment, 4:66 failure to attend trial, 4:101 See Bilingual proceedings JUDICIAL BIAS LAW SOCIETY ACT Generally, 3:47 Generally, **3:42**

LAWYER

See Solicitors

LEAVE

Evidence at trial, **4:106**affidavit evidence, **4:105**Motions, further, **4:96**Parties under disability in default, **4:24**

LEGAL TERMS, GLOSSARY

Generally, Glossary

LINE FENCES ACT

Generally, **4:115**

LITIGATION GUARDIAN

Generally, **3:42**Children's lawyer, **3:119**, **3:143**, **4:22**service on, **4:43**

See also Parties under disability

Consent to act as defendant's litigation guardian, **5:1** (Form 4A)

Consent to act as plaintiff's litigation guardian, **5:1** (Form 4A)

Duties, 4:22

Public guardian and trustee, **4:22** service on, **4:43**

Removal or substitution by court, **4:23**

MEMORANDUM

Settlement conferences, 4:80

MINING ACT

Generally, **4:115**

MONETARY LIMITS

Comparative chart of provinces, 5:7

MOTIONS

Adjournment of, 4:97
Affidavit in support, 4:93, 5:1
(Form 15B)
Commencement, 4:93
Costs, 4:99
Extension of time, 4:18

MOTIONS—Cont'd

Forms

notice of motion, 5:1 (Form 15A)

service, 4:93

Hearing, method of, 4:94

Leave, without, 4:96

New trial, for, 4:104

Notice, without, 1:3, 4:95

Notice of motion and affidavit

service, 4:93, 4:123

Set aside, to, **4:95**

Small Claims Court flow chart, 4:99

Supplementary affidavit, 4:93

Telephone/video conferences, 4:12,

5:1 (Form 1B)

Types of motion, 4:93

Vary, to, **4:95**

Withdrawal of, 4:98

Writing, in, **4:94**

NEW TRIAL

Availability, 4:104

Conditions, 4:104

Powers of court, 4:104

Service of transcript, 4:104

Transcript, 4:104

NOTICE

Co-owner of debt, **5:1** (Form **20G**) Default of payment, **5:1** (Form **20L**)

Examination, 5:1 (Form 20H)

Garnishment, **4:122**, **5:1** (Form **20F**)

Garnishment hearing, **5:1** (Form **20Q**)

Motion, 4:93

Resuming administrative dismissal orders, **1:4**

Sale of property seized under writ, 4:120

Trial, generally, 4:100

Trial, settlement conferences and, **4:81**

Withdrawal of offer to settle, 4:88

NOTICE-Cont'd

Writ of seizure and sale of personal property, **4:120**

NOTING IN DEFAULT

See Default judgment/EM; EMDefault proceedings

OFFER TO SETTLE

Generally, 2:1

Acceptance, 4:90, 5:1 (Form 14B) payment into court as condition, 4:90

failure to pay into court, 4:90 Cost consequences, 4:90, 4:92 Expiry when court disposes of claim, 4:88

Failure to comply with accepted offer. 4:91

Forms, use of, **4:86**

General, **5:1** (Form **14A**)

No disclosure to trial judge, 4:89

Service, **4:85**

Terms of settlement, 4:86

Time for making, 4:87

Withdrawal, 4:88, 5:1 (Form 14C)

Written documents, 4:86

OFFICERS

See Judges and officers

ORDERS

Enforcement

see Enforcement of orders Extending or abridging time, 4:18 For restitution, **4:115**, **4:125** Interlocutory, 3:132 to 3:138

Ministry of Labour, 4:115

Recovery of personal property, 3:135

Resuming administrative dismissal notices, 1:4

Setting aside default judgment, 4:66 Settlement conferences, 4:79

Stay or suspension of pending

appeal, 4:115

Terms, **4:5**

PARALEGAL

Legal services permitted, 3:41 Representation, 3:42 fee, **4:112**

PARENTAL RESPONSIBILITY **ACT**

Generally, 2:1, 3:39, 3:168

PARTIES

Additional, **5:1** (Form 1A)

Costs against successful parties, 4:109

Partnerships

see Partnerships

Pleadings

see Pleadings

References, 4:127

Representation, 3:42

acting by agent, 3:42

acting by solicitor, 3:42

Service

see Service

Settlement conferences, attendance at, 4:76

Sole proprietorships

see Sole proprietorships

Trial, failure to attend, **4:101**

Under disability

see Parties under disability

PARTIES UNDER DISABILITY

Generally, 4:19

Litigation guardian

absentee

committee of estate, 4:21

public guardian and trustee, 4:21

defendant minor

appointment by court, 4:20

consent form, filing, 4:20, 5:1

(Form 4A)

defending action, 4:20

mentally incapable person attorney under power of

attorney, 4:21

PARTIES UNDER DISABILITY PAYMENT INTO COURT—Cont'd -Cont'd Offer to settle, 4:90 Litigation guardian—Cont'd Payment, 4:131 mentally incapable person Proof of payment, 4:131 —Cont'd PAYMENT OUT OF COURT guardian with authority to act, Accountant's duties, 4:132 4:21 Affidavit, **5:1** (Form 4B) public guardian and trustee, 4:21 Children's lawyer/public guardian plaintiff minor and trustee, 4:132 commencement of action, 4:19 Documents to be filed, 4:132 consent form, filing, 4:19, 5:1 Minor age of majority, 4:132 (Form 4A) Party under disability, 4:26 exception to rule, 4:19 **PERSONS** who may be, minor, 4:21 Under disability, **4:19**, **4:20** children's lawyer, 4:21 parent, **4:21 PLAINTIFFS** Setting aside judgment against, 4:24 Counterclaims against Settlement of claims see Counterclaims approval of court, 4:25 Offer to settle money payable under, 4:26 see Offer to settle **PARTNERSHIPS** Suing in different capacities, under Generally, 4:27 to 4:32 disability Firm name, use of, 4:27 see Parties under disability Notice to alleged partner, 5:1 **PLEADINGS** (Form 5A) See Claim; Defence Parties to an action, as, 4:27 Proceedings by or against, 4:27 POSTJUDGMENT INTEREST disclosure of partners, 4:30 See Interest enforcement of orders, 4:31 notice to alleged partner, 4:29 PROOF OF SERVICE persons defending separately, See Service 4:28, 4:29 PROPOSED WITNESSES, LIST persons served with notice deemed to be partners, 4:29 Generally, **3:43**, **4:77**, **5:1** (Form Service upon, 4:42 13A) PAYMENT INTO COURT PROVINCIAL COURTS Accountant's receipt, 4:131 See Small Claims Court Bank's duties, 4:131 Direction, **4:131** PROVINCIAL OFFENCES ACT Filing with clerk or accountant, Generally, 3:56, 4:115 4:131

PROVINCIAL OFFENCES RULES

Generally, **3:93**

Money payable to party under dis-

ability, **4:26**

PUBLIC ACCESS

Court files and documents, **3:169** Hearings, **3:167**

REAL EVIDENCE

Generally, **4:105**

RECIPROCAL ENFORCEMENT OF JUDGMENTS ACT

Generally, **4:115**

RECOVERY OF COSTS

See Costs

REFEREES

Generally, **4:127**Examination of debtor, **4:124**Function, **4:127**

Powers, **4:127**

REGIONAL SENIOR JUSTICES

See also Small Claims Court List of, **5:3**

REPAIR AND STORAGE LIENS ACT

Enforcement of orders under, **4:116** Jurisdiction, **2:1**, **3:39** Procedure, **3:146**

REPRESENTATION BY SOLICITOR

See Solicitors

REPRESENTATION BY UNAUTHORIZED PERSONS

Generally, 4:13

RESTITUTION ORDERS, CRIMINAL CODE, UNDER

Generally, 4:115, 4:125

RULES

Admission of documents under 18.02, **3:43**

Citation, 4:2

Construction, 4:4

Matters not provided for, 4:4

Non-compliance

dispensing with compliance, **4:16**

RULES—Cont'd

Non-compliance—Cont'd effect, **4:15**

SECURITY

Court proceedings, 3:146

SELF-REPRESENTED LITIGANTS

Defined, 4:3

Judges, general suggestions for, 4:100

SERVICE

See also Service outside Ontario

Generally, 4:40 to 4:51

Affidavit of service, 4:46, 5:1

(Form 8A)

Alternatives to personal service, **4:43**

acceptance of service by lawyer or paralegal, **4:43**

service at place of residence,

4:43

service by mail to last known address, **4:43**

service on corporation by mail, **4:43**

Amended document, 4:72

Amended document, 4.72

Assessment order, **4:41**

Chart, documents and service rules, 4:50 to 4:51

Claim, 4:41

limitation period, 4:41

Costs of effecting, 4:109

Courier, by

generally, 4:48

alternative, as, 4:43

Deemed service

failure to receive document, 4:51

Default judgment, 4:41

Defendant's claim, 4:57

Documents not referred to in rules,

4:41

E-mail, by

generally, 4:49

Children's Lawyer, on, 4:43

SERVICE—Cont'd	SETTING ASIDE
E-mail, by—Cont'd	Default judgment, 4:66
clerk, by, 4:49	Judgment against party who failed
Crown, on, 4:43	to attend trial, 4:101
effective date, 4:49	Non-compliance with Rules, 4:15 ,
Public Guardian and Trustee, on,	4:16
4:43	SETTLEMENT CONFERENCE
requirements, 4:49	Attendance, 4:76
Mail, by	Costs, 4:84
generally, 4:47	General, 1:3, 2:1
effective date, 4:43 , 4:47	Judge, presiding, 4:82
exceptions, 4:47	Memorandum, 4:80
Notice of change of address, 4:50	Notice of trial, 4:81
Notice of contempt hearing, 4:41	Orders, 4:79
Notice of default judgment, 4:41	Purposes of, 4:77
Notice of examination, 4:41	Recommendations, 4:78
Notice of garnishment, 4:41, 4:122	Requirement of, 4:75
Notice of judgment debtor examina-	Service of order, 4:41
tion, 4:124	Withdrawal of claim, 4:83
Notice of motion and affidavit, 4:93	Withdrawar of Claim, 4.83
Notice of trial, 4:100	SETTLEMENTS
Offer to settle, 4:85	Approval where party under disabil-
Outside Ontario, 4:45	ity, 4:25
Personal service	Offers to settle
absentee, 4:42	see Offer to settle
board or commission, 4:42	Pre-trial conference
corporation, 4:42	general, 4:76
Crown in right of Canada, 4:42	telephone/video, 4:12, 5:1 (Form
Crown in right of Ontario, 4:42	1B)
individual, 4:42	terms of, 5:1 (Form 14D)
mentally incapable person, 4:42	SETTLING AND SIGNING
minor, 4:42	ORDERS
municipality, 4:42	See Orders
partnership, 4:42	
person outside Ontario carrying on business in Ontario, 4:42	SHERIFF
	Warrant of committal, 5:1 (Form
sole proprietorship, 4:42 Proof of service, 4:46	20J)
·	Writ of delivery, 5:1 (Form 20B)
"Self-represented" defined, 4:3	Writ of seizure and sale of land, 5:1
Settlement conference order, 4:41	(Form 20D)
Substituted service, 4:44	Writ of seizure and sale of personal
Summons to witness, 4:41, 4:107	property, 5:1 (Form 20C)
SERVICE OUTSIDE ONTARIO	SMALL CLAIMS COURT
Generally, 4:45	Generally, 3:38

SMALL CLAIMS COURT—Cont'd Affidavits, 4:11, 5:1 (Form 15B) Appeals, 3:47 Branch of the Superior Court of Justice (formerly Ontario Court (General Division)), 3:38	SMALL CLAIMS COURT—Cont'd Orders—Cont'd instalment, 3:44 Referee, 3:95 Regional Courts Management Advisory Committee, 3:103 Representation, 3:42
Case flow chart, 4:78, 4:99, 4:123 Civil Rules, 3:88 Civil Rules Committee, 3:87 Clerks appointment, 3:95 communication by email, 4:8	Submissions online portal, 4:10 Summary hearings, 3:41 Survey of recent case law, 1:6 Transfer from Superior Court of Justice (formerly Ontario Court (General Division)),
fees and allowances, 5:2 order of, request for, 5:1 (Form 11.2A)	3:39 Warrants of committal, 4:115, 4:125, 5:1 (Form 20J)
request of, 5:1 (Form 9B) Composition of court for hearings, 3:40 Continuation of action, 3:39 Costs, limitation, 3:45 Court forms, 4:11, 5:1 Court offices, 5:2 Deputy judges, 3:48, 3:49 E-filing service portal, 4:9 Evidence, 3:43 Guidelines to determine hearing method, 1:2 Interpreters, 4:107 Judges generally, 3:116 to 3:118, 5:6 jurisdiction, 3:38 regional senior, 5:6 Jurisdiction, 3:39 comparative chart of provinces, 5:6	SOLE PROPRIETORSHIPS Application of partnership rules to, 4:32 Proceedings by and against, 4:32 SOLICITORS Generally, 3:42 Accounts, 4:62 Ceasing to represent, 4:14 STANDARDS FOR DOCUMENTS Generally, 4:6 STATUTORY POWERS PROCEDURE ACT Generally, 4:115 STRIKING OUT Action off trial list, 4:101 Claim, 4:73 Defence, 4:73
Legislative developments, 1:5 Ontario Courts Advisory Council, 3:101	STUDENTS-AT-LAW Authority to appear before courts/ tribunals, 4:112
Ontario Courts Management Advisory Committee, 3:102 to 3:104	SUMMARY JUDGMENT Motion for, 3:41 SUMMONS TO WITNESS
Orders enforcement, 3:46, 3:178, 4:115 to 4:126	SUMMONS TO WITNESS Attendance money, 4:107 Contents, 4:107

SUMMONS TO WITNESS TIME—Cont'd -Cont'd Extension Detention of witness for failure to consent of parties, 4:18 attend. 4:107 powers of court, **4:18** Identification form, 4:107, 5:1 Motions (Form 20K filing affidavit, **4:93** Interpreter, 4:107 filing notice of motion, 4:93 Service, **4:41** New trial, 4:104 Offers to settle, 4:87 SUPERIOR COURT OF JUSTICE Service by mail, 4:47 Appeals to, 3:19 Stay pending appeal, **4:116** Transfer from Small Claims Court, Third party claims (formerly), 4:56 1:5, 3:39 Transfer to Small Claims Court, TRADE AGREEMENTS 1:5, 3:39 **ENFORCEMENT** Generally, 3:187 TELEPHONE CONFERENCE Enforcement to pay tariff costs, Arrangements for, 4:12 3:188 Availability of, **4:12** Regulations, 3:189 Balance of convenience, 4:12 General, **5:1** (**Form 1B**) TRANSFERS Request for, 4:12 Action, on consent, **3:39** Setting aside/varying order, 4:12 Action, within monetary jurisdiction of lower court, 3:39 **TERMS** Proceedings in wrong forum, 3:141 Adjournment of trial, 4:102 Amendments, 4:15, 4:72 TRANSITIONAL PROVISIONS Setting aside default judgment, 4:66 Prejudgment interest, **3:160** Stay of enforcement, 4:116 THIRD PARTIES (FORMERLY) Adjournment, 4:100, 4:102, 4:106 Generally, 4:56 Amendment of pleadings, 4:72 Availability of third party claim, Assessment of damages, 3:149 4:56 Dates, 1:3, 4:100 Contents, 4:56 Defendant failing to attend, 4:101 Estimated time for, 4:100 Defence, **4:58** Evidence Defence of main action by third affidavit, 4:105 party, 4:58 documents, 4:106 Issuance, 4:56 written statements, **4:106** Rights of, **4:59** cross-examination of witness/ TIME author, 4:106

particulars of witness/author,

4:106

erty, **4:103**

Failure of party to attend, 4:101

Inspection of real or personal prop-

Generally, 4:17

Defence, **4:56**

Abridgment, 4:18

Computation, 4:17

Disputing garnishment, 4:122

TRIALS—Cont'd VIDEO CONFERENCE—Cont'd Motion for new trial, 4:104 Request for, 4:12 conditions, 4:104 Setting aside/varying order, 4:12 powers of court, 4:104 WAGES ACT transcripts, 4:104 Generally, 4:115, 4:122, 4:123 Notice of trial, 4:100 WARRANTS service of, **4:100** Preparation, 4:76 Arrest Public access, 3:167 contempt, 4:115 failure to attend or remain at trial, Reference to referee, 4:127 4:107 Setting action down for, 4:100 Committal, 4:115, 4:125, 5:1 Setting aside judgment made in (Form 20J) party's absence, 4:101 Witness WITHDRAWAL apprehension, 4:107 Offer to settle, 4:88 failure to attend, 4:107 deemed, 4:88 summons, 4:107, 5:1 (Form WITNESSES 18A) Fees payable to, 5:2 abuse of power, 4:107 List of proposed, 3:43, 4:77, 5:1 warrant for arrest, **4:107**, **5:1** (Form 13A) (Form 18B) WRITS UNDEFENDED ACTIONS Writ of delivery, 5:1 (Form 20B)) Affidavit evidence permitted at trial, Writ of execution, renewal, 3:191 4:105 Writ of seizure and sale of land, 5:1 Discontinuance by plaintiff, 4:63 (Form 20D) **VEXATIOUS PROCEEDINGS** affidavit, 5:1 (Form 200) Availability of order prohibiting, electronically filed request, 4:121 3:177 request to renew, **4:121, 5:1** (Form 20N)

Availability of, **4:12** Balance of convenience, 4:12 General, 5:1 (Form 1B)

Leave to proceed, 3:177

Arrangements for, 4:12

VIDEO CONFERENCE

Writ of seizure and sale of personal

property, **5:1** (**Form 20C**)

general, 5:1 (Form 20C)

20N)

request to renew, 5:1 (Form