Court scheduling procedures

Documents received from courthouses with respect to local scheduling procedures are retained and updated on this page.

Each courthouse in Ontario has slightly different scheduling practices, which necessitate flexibility on the firm's part to ensure that matters are scheduled as smoothly as possible.

Jurisdiction: Ontario

Home jurisdiction: Ottawa

Windsor

- 2026 Windsor regular motions dates

Special appointment motion

1. File motion record returnable on regular motions court date.
2. Contact trial co-ordinator for special appointment dates.
3. Parties agree on date for appointment.
4. File
   Certificate of readiness for special appointment
   with trial coordinator.
5. Submit motion confirmation for regular date adjourning to special appointment date.
6. File factums.

If parties do not agree on a special appointment date, regular motions date will be used to resolve special appointment date with Court's assistance.

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