Superior Court Contacts

This page provides contact information for Superior Court (a.k.a. Court of King's Bench) jurisdictions throughout Canada with which we are likely to enter into contact.

Courts of appeal are considered to be King's Bench jurisdiction, even though they are constituted by statute and thus not of inherent jurisdiction.

The **Supreme Court of Canada** may be reached for various purposes at the following e-mail addresses:

Registry: registry-greffe@scc-csc.ca

Records: records-dossiers@scc-csc.ca

Most inquiries should be routed to the registry.

The *Rules of the Supreme Court of Canada* may be accessed at: https://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-156/index.html.

Jurisdiction: Ontario

The *Rules of Civil Procedure* may be accessed at: https://www.ontario.ca/laws/regulation/900194#top. When consulting the *Rules*, refer to the latest edition of *The Law of Civil Procedure in Ontario*, which is available electronically on LexisNexis.

Court of Appeal

The Ontario Court of Appeal may be contacted by routing inquiries to the appropriate officials.

For information, see the Court of Appeal's website: https://www.ontariocourts.ca/coa/contact/#

Address: 130 Queen Street West. Toronto, Ontario. M5H 2N5.

General telephone: 416-327-5020.

Complex procedural matters: COA.executivelegalofficer@ontario.ca.

Note that the Court does not encourage contacting the address for complex procedural matters unless the inquiry is not explained by any statute, rule, or practice direction issued by the Court.

Home jurisdiction

Located in the East region.

Ottawa: Ottawa.SCJ.courts@ontario.ca

161 Elgin St. Ottawa, ON. K2P 2K1

Civil desk telephone: 613-239-1054

Divisional Court: 613-239-1320

Enforcement: 613-639-1050

Civil trial coordinator: 613 239 1585; OttawaSCJ.TC.Office@ontario.ca

Assistant civil trial coordinators

- 613-239-1016
- 613-239-1301

Case management coordinator: 613-239-1047

Estates: ottawa.estates@ontario.ca

- Estates clerk: Penelope Mylonakos
- E-mail address: Penelope.Mylonakos@ontario.ca

- Estates clerk: General telephone
- Tel: 613-239-1060

Bankruptcy: Ottawa.SCJBankruptcy@ontario.ca

Bankruptcy filing :

Filing guide

Information relating to civil proceedings in Ottawa

Includes local practice directions, forms, and guides with respect to civil proceedings.

- https://www.ccla-abcc.ca/page/CivilLitigation

Small claims court: Ottawa.SmallClaims@ontario.ca

East

- Kingston: Kingston.SCJ.courts@ontario.ca
- Pembroke: Pembroke.SCJ.courts@ontario.ca
- Perth: Perth.SCJ.courts@ontario.ca
- Belleville: Belleville.SCJ.courts@ontario.ca
- Brockville: Brockville.SCJ.courts@ontario.ca
- Cornwall: Cornwall.SCJ.courts@ontario.ca
- L'Orignal: Lorignal.SCJ.courts@ontario.ca
- Napanee: Napanee.SCJ.courts@ontario.ca
- Picton: Picton.SCJ.courts@ontario.ca

Counsel are asked to email Resolutions@ontario.ca *and cc:* PembrokeSCJTrialScheduling@ontario.ca *as soon as a case resolves or if there is a consent adjournment – especially if it's last minute, including on weekends. This helps avoid wasting court time and allows other matters to be scheduled. Please include the case name and court file number in the subject line of your email.*

Central East

- Barrie: Barrie.SCJ.courts@ontario.ca
- Bracebridge: Bracebridge.courts@ontario.ca
- Orillia: Orillia.courts@ontario.ca
- Cobourg: Cobourg.court@ontario.ca
- Durham (Oshawa): Durham.SCJ.courts@ontario.ca
- Lindsay: Lindsay.courts@ontario.ca
- Newmarket: Newmarket.SCJ.courts@ontario.ca
- Peterborough: Peterborough.SCJ.courts@ontario.ca

Northeast

- Cochrane: cochranecourthouse@ontario.ca
- Cochrane TC: 705 272 4256 x 203
- Gore Bay: gorebaycourthouse@ontario.ca
- Haileybury: haileyburycourthouse@ontario.ca
- North Bay: northbaycourthouse@ontario.ca
- Parry Sound: parrysoundcourthouse@ontario.ca
- Sault Ste. Marie: saultstemariecourthouse@ontario.ca
- Sudbury: sudburycourthouse@ontario.ca
- Timmins: timminscourthouse@ontario.ca

Toronto

- Bankruptcy Office: Toronto.Bankruptcy@ontario.ca
- Civil: Toronto.SCJ.CIVILINTAKE@ontario.ca
- Criminal: Toronto.SCJ.CRIMINALINTAKE@ontario.ca
- Family: Toronto.SCJ.FAMILYINTAKE@ontario.ca

- Divisional Court: scjcsj.divcourtmail@ontario.ca

Central West

- Brampton: BramptonSCJCourt@ontario.ca
- Guelph: Guelph.Courthouse@ontario.ca
- Milton: MiltonSCJCourt@ontario.ca
- Orangeville: orangevillecourthouse@ontario.ca
- Owen Sound: OwenSound.Courthouse@ontario.ca
- Walkerton: Walkerton.Courthouse@ontario.ca

Central South

- Brantford: BrantfordSCJCourt@ontario.ca
- Cayuga: HaldimandCountyCourt@ontario.ca
- Hamilton: HamiltonSCJCourt@ontario.ca
- Kitchener: Kitchener.Courthouse@ontario.ca
- Simcoe: Simcoe.Superior.Court@ontario.ca
- St. Catharines: SCJStCatharinesCourthouse@ontario.ca
- Welland: SCJWellandCourthouse@ontario.ca

Northwest

- Fort Frances: Courts.FortFrances@jus.gov.on.ca
- Kenora: Kenora.SCJ@ontario.ca
- Thunder Bay: CSD.ThunderBay.SCJ@ontario.ca

Southwest

- Chatham: Chatham.Courthouse@ontario.ca
- Goderich: Goderich.Courthouse@ontario.ca
- London: London.Courthouse@ontario.ca
- Sarnia: Sarnia.Courthouse@ontario.ca
- St. Thomas: StThomas.Courthouse@ontario.ca
- Stratford: Stratford.Courthouse@ontario.ca
- Windsor: windsor.scj@ontario.ca
- Woodstock: Woodstock.Courthouse@ontario.ca

Jurisdiction: Federal

The federal courts in Canada, which include the Supreme Court of Canada, are constituted pursuant to section 101 of the *Constitution Act, 1867*. These courts are statutory courts; they do not exercise an inherent jurisdiction. Resort to these courts should be rare and should always conform to a strict interpretation of the *Federal Courts Act*. When in doubt, conduct additional research.

Unlike clerks in service to the provincial superior courts, registry officials at the Federal Court of Appeal and Federal Court may be expected to be competent, diligent, and helpful.

Telephone numbers for the federal courts, along with registry addresses, may be found here: https://www.cas-satj.gc.ca/en/operations/numbers.shtml.

General inquiries for the Federal Court of Appeal and the Federal Court should be made to: reception.reception@cas-satj.gc.ca.

The rules for both courts may be found at: https://laws-lois.justice.gc.ca/eng/regulations/sor-98-106/. Be sure, however, to also consult the latest edition of *Canadian Federal Courts Practice*, which is available electronically on LexisNexis.

Federal Court of Appeal

Court contact

- Federal Court of Appeal - Ottawa registry: 613 996 6795
- Registry phone numbers

Court files search

- Search by party name: https://apps.fca-caf.gc.ca/pq/IndexingQueries/infp_queries_e.php;
- Search by court file number: https://apps.fca-caf.gc.ca/pq/DocketQueries/dq_queries_e.php.

Federal Court

Court contact

- Federal Court - Ottawa registry: 613 992 4238
- Registry phone numbers
- Federal Court - Emergency duty officer: 613 769 3079

Court files search

- Search by party name or court file number: https://www.fct-cf.gc.ca/en/court-files-and-decisions/court-files#cont.

Hearing lists

- https://www.fct-cf.gc.ca/en/court-files-and-decisions/hearing-lists

Sittings for hearing of motions

- https://www.fct-cf.gc.ca/en/pages/court-files-and-decisions/hearings/general-sittings#cont.

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