

Practice Direction on Filing of Electronic Documents

Electronic Format for Documents

All documents filed with the Tribunals Office must be in an electronic format. The Tribunals Office encourages use of PDF format.

Each document or compilation of documents must be contained in a single electronic file; it must not be divided into multiple parts.

Organization of Electronic Documents

All multi-page documents must be page numbered. Page numbers must start from 1, beginning with the first or title page, so that numbers correspond with page numbers in the PDF file. This can be done using the Bates numbering feature in Adobe Acrobat software: <https://helpx.adobe.com/acrobat/using/add-headers-footers-pdfs.html>.

PDF files that are a compilation of several separate documents, such as a Book of Authorities, Book of Documents, or Record of Determination, must include an index or table of contents which assigns each document a number and describes each document by its nature and date. In addition, each document must be bookmarked. For guidance on how to add bookmarks to PDF files, please see: <https://www.adobe.com/acrobat/hub/how-to/learn-to-add-bookmarks-to-a-pdf>.

For appeal matters, Rules 23.04, 24.03 and 24.04 of the [Rules of Practice and Procedure](#) include additional document requirements which must be complied with.

Naming of Electronic Documents

All electronic documents filed with the Tribunals Office must be named in accordance with the following format:

1. **Subject:** Indicate the last name of the party who is the subject of the proceeding.
2. **Code:** Indicate the appropriate three-letter document code, as set out in the below list, or if there is no applicable code, a name describing the document.
3. **Party:** Indicate the party filing the document (e.g. Joint, PCC, Registrar, Member, Firm, Student, Appellant, Applicant, Moving Party, Responding Party).
4. **File number:** Indicate the file number assigned to the matter by the Tribunals Office. If no file number has been assigned, this can be omitted.

File Name Format:

Subject CODE Party Filenumber

Examples:

Smith ASF Joint D-23-099

Chen BOA PCC D-24-510

Singh FAC Member D-22-076

Document Codes

Code	Name
AAL	Amended Allegations
ALL	Allegations
APB	Appeal Book
ASF	Agreed Statement of Facts
AOS	Affidavit of Service
ARD	Application Record
BOA	Book of Authorities
BOC	Bill of Costs
BOD	Book of Documents
COI	Conflict of Interest Avoidance Form
DEC	Decision
DOR	Decision and Order
FAC	Factum
MBA	Motion Book of Authorities
MFA	Motion Factum
MRD	Motion Record
NAB	Notice of Abandonment
NAP	Notice of Appeal
NOA	Notice of Application
NCA	Notice of Cross-Appeal
NCR	Notice of Change of Representative
NOH	Notice of Hearing
NOM	Notice of Motion
NOR	Notice of Referral
ORD	Order
PHM	Pre-Hearing Conference Memorandum
PHR	Pre-Hearing Conference Report
RFD	Reasons for Decision
ROD	Record of Determination
SCP	Sanction and Costs Position
SET	Settlement Agreement
STB	Standards Brief
SUB	Submissions
TRN	Transcript

Filing of Documents by Email

To file documents with the Tribunals Office, please follow these steps:

1. **Email submission:** Send all documents to tribunals@cpaontario.ca, unless otherwise directed.
2. **Subject line:** Indicate in the subject line of your email that it is a filing. Also include the surname of the subject of the proceeding and the file number assigned by the Tribunals Office (if applicable).

Example

Subject: Filing | Smith D-23-099

3. **Attachments or links:** Attach the document(s) to the email or provide a link to a secure sharing site where the document(s) can be accessed.

Assistance

If you require accommodation or assistance in complying with any of the above requirements, please contact the Tribunals Office by email at tribunals@cpaontario.ca.