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*Ce guide est également disponible en français.*

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# A Guide to Procedures in Family Court

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*This guide does not provide legal advice. It is recommended that all parties seek legal advice where possible.*

## PART 5: FILING DOCUMENTS

Filing a document means that you are giving the court a document, usually the original that:

- The court rules require you to file in your case; or
- Is relevant to your case and that you want the judge to consider.

Rule 9: Continuing Record of the *Family Law Rules* requires that you file every document in your case in a **continuing record** so that the judge can find it easily when it is needed. The continuing record is kept in the court file at the court office.

The continuing record contains two volumes, the **endorsement volume** and **documents volume**.

There is also a **table of contents**, which lists all documents that have been filed with the court. You must update the table of contents each time you file a document with the court. Each party is responsible for updating the table of contents with any document they add to the continuing record.

The table of contents is contained in the endorsements volume of the continuing record. The endorsements volume has a yellow cover and includes all of the judge's endorsements and the orders made in the case.

The documents volume of the continuing record contains the documents that have been filed in the case, including applications, answers, replies, affidavits of service, financial statements, motions, affidavits and trial management conference briefs.

While it is the parties that are responsible for the creating the continuing record, if you do not have a lawyer, court staff will provide you with the materials to help you make a continuing record and may be able to help you determine where a certain document goes.

You are responsible for updating the table of contents whenever you file a document with the court.

For more information on the formal requirements of the continuing record, **see** Rule 9: Continuing Record of the *Family Law Rules*, which can be found on the Ministry of the Attorney General's website at [www.attorneygeneral.jus.gov.on.ca](http://www.attorneygeneral.jus.gov.on.ca). Click on "Family Justice", then scroll down and click on "Family Law Rules". These requirements can also be found at [www.ontariocourtforms.on.ca](http://www.ontariocourtforms.on.ca).