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E-Filing Now Available at Landlord and Tenant Board and Small Claims Court

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Ontario Courts and tribunals are now providing some online filing of claims and applications.

If you have internet access, you may be able to file and pay fees from your computer and not have to go to a courthouse or Government Information Centre (GIC).

Small Claims Court

In the Ontario Small Claims Court, you can file a claim electronically if you are suing a person or business for a fixed amount of money (e.g. a debt owed to you under a contract) and the amount is \$25,000 or less. It's a simple, convenient way to file a claim in Ontario Small Claims Court without ever setting foot in a courthouse.

Using this service you can prepare and submit all required forms, pay fees and receive all the official court documents you need to file a fixed claim. Then, if the person you are suing does not dispute the claim, you may apply for and receive a court decision.

For more details see the *Small Claims Court E-Filing Service User Guide*:

www.attorneygeneral.jus.gov.on.ca/english/courts/scc/e-filing/small_claims_e-filing_user_guide.pdf

Landlord and Tenant Board (LTB)

The Landlord and Tenant Board (LTB) is now accepting electronic filing of select landlord and tenant applications. Four applications are currently available for e-filing.

The two applications that **tenants** can file online are:

- T2: Application about Tenant Rights, and
- T6: Tenant Application about Maintenance.

The two applications that **landlords** can file online are:

- L1: Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes, and
- L2: Application to End a Tenancy and Evict a Tenant.

The e-file tool is a user-friendly alternative to paper applications, which are still accepted by the LTB via fax, mail, or hand-delivery to an LTB office or select GICs.

Fee Waiver

A fee waiver is available if you are a low-income person who wants to file a court or Landlord and Tenant Board claim. Generally a fee waiver will be granted if you are on some kind of social assistance or low, fixed income. Sometimes you have to provide an affidavit to support your application for fee waiver.

Unfortunately, a fee waiver cannot be requested online, so those with limited resources still have to go to a courthouse or GIC to access services.

For more information on the Landlord and Tenant Board Fee Waiver Requests: www.sjto.gov.on.ca/ltb/filing-and-fees/

For more information on Small Claims Court Fee waivers, see the Ministry of the Attorney General's *Guide to Fee Waiver Requests*: www.ontariocourtforms.on.ca/forms/fw/fwguide/Guide-to-Fee-Waiver-Requests-EN.pdf

General free legal information is also available at:

- Your legal rights – <http://yourlegalrights.on.ca>
- Kingston Community Legal Clinic – http://kclc.ca/legal_housing.cfm

Article adapted from Social Justice Tribunals News – August 12 (www.sjto.gov.on.ca/en/latest-news/#ltb) and Suing in Small Claims Court (www.attorneygeneral.jus.gov.on.ca/english/courts/scc/#filing)

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