



ACL5

SUPREME COURT OF CANADA FILE OPENING

When opening a Supreme Court of Canada file within ACL, there are a few essential steps to assist you with the file opening.

File Details

File Information	
Firm File Number	11987
File Name	ABC Corporation v. Minister of Finance *
Practice Area	Other *
File Type	Supreme Court of Canada *
Proceeding	

Within the **File Details**, ensure that **File Type** is set to **Supreme Court of Canada**.

The **Proceeding Type** should be set to **Appeal**.

File Type	Supreme Court of Canada
Proceeding	
Proceeding Type	Appeal
File Participants	
Primary Lawyer	Mark Greenberg, K.C.
Overseeing Lawyer	Mark Greenberg, K.C.

Courts	
Supreme Court File No.	228-889
Court Appealed from	Toronto (Federal)
Appeal Court File No.	2287-88

Under **Courts**, choose the **Court Appealed from**.



For assistance contact:

ACL Support

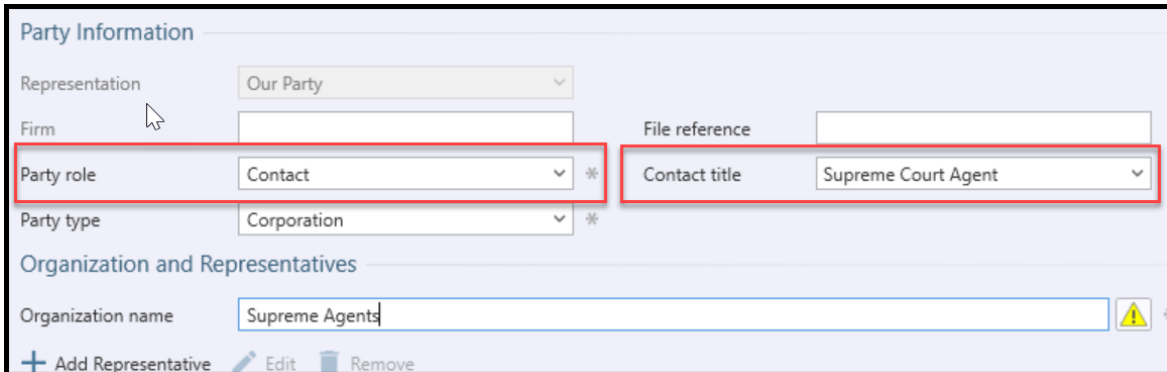
416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyedurham.com

dyedurham.ca

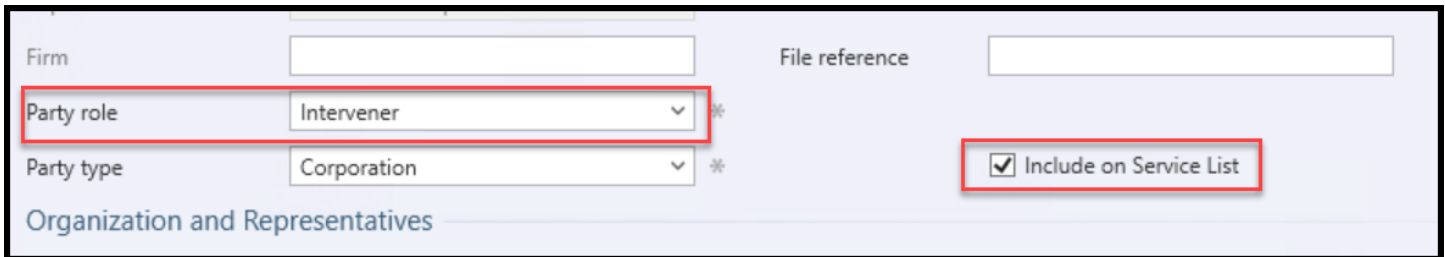
Parties / Party Information

Enter the Appellants and Respondents in the usual manner. If a **Supreme Court Agent** needs to be added to the file, the agent can be added as a **Contact**. Ensure that **Supreme Court Agent** is added to the **Contact Title**.



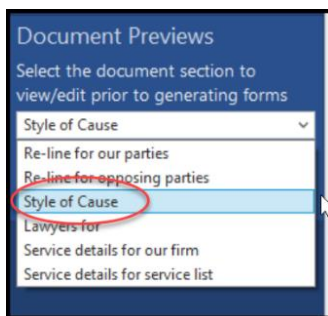
The screenshot shows the 'Party Information' section of a form. The 'Party role' dropdown is set to 'Contact' and the 'Contact title' dropdown is set to 'Supreme Court Agent'. Other fields include 'Representation' (Our Party), 'Party type' (Corporation), and 'Organization name' (Supreme Agents). The 'Party role' and 'Contact title' fields are highlighted with red boxes.

If an **Intervener** is required to be added to the file, choose **Intervener** within the **Party Role**, and ensure that **Include on Service List** has been selected:



The screenshot shows the 'Party Information' section of a form. The 'Party role' dropdown is set to 'Intervener' and the 'Include on Service List' checkbox is checked. Other fields include 'Party type' (Corporation). The 'Party role' and 'Include on Service List' fields are highlighted with red boxes.

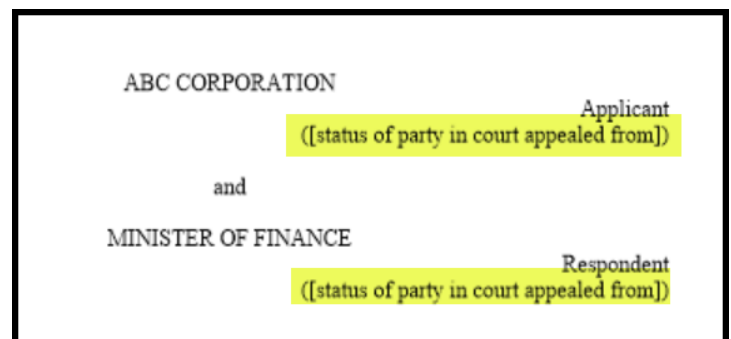
Style of Cause



The screenshot shows the 'Document Previews' menu. The 'Style of Cause' option is selected and highlighted with a red circle. Other options include 'Re-line for our parties', 'Re-line for opposing parties', 'Lawyers for', 'Service details for our firm', and 'Service details for service list'.

Navigate to the **Document Previews** and select **Style of Cause**.

Enter the **Status of party in court appealed from**.



The screenshot shows a legal document with the following text: 'ABC CORPORATION' (Applicant) and 'MINISTER OF FINANCE' (Respondent). Both names are followed by a yellow box containing the text '([status of party in court appealed from])'. The word 'and' is centered between the two names.

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When being **certain** is everything

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