

## GENERAL INFORMATION

Any person is allowed to see any documents filed in a family court case, unless a statute, regulation, common law rule, or court order restricts access (see section 137 of the *Courts of Justice Act*). A person must give 10 days' written notice to the parties before accessing documents in a case involving a parenting or contact claim, international child abduction, or an order under Part I of the *Children's Law Reform Act* regarding parentage (see rule 1.3 of the *Family Law Rules*).

This pamphlet provides information about what you can do if you receive notice from a person who wants to access your family court documents. **This pamphlet does not provide legal advice.** All parties should get legal advice where possible. If you don't have a lawyer, you may want to contact the [Law Society Referral Service](#), [Pro Bono Students Family Justice Centre](#), or [Legal Aid Ontario](#).

## WHAT YOU CAN DO WHEN YOU RECEIVE A COURT FILE ACCESS NOTICE

After you receive notice from a person who wants to access your family court file, **you have 10 calendar days to bring a motion for a restricted access order, if you choose to do so.** This means you have 10 calendar days to ask the court to order that access to all or part of your court file be limited, or any portion of your court file be redacted before a person can see it. Section 70 of the *Children's Law Reform Act* addresses confidentiality orders for court files involving decision-making responsibility, parenting time, contact, or guardianship.

If you bring a motion for a restricted access order, court staff are not allowed to grant public access to your court documents until a judge determines your motion.

If you do not bring any motion, the person requesting access must file an affidavit confirming that they have not been served with a motion for a restricted access order. That person will then be able to see documents in your court file.

## HOW TO BRING A MOTION FOR A RESTRICTED ACCESS ORDER

You may choose to bring a motion for a restricted access order by taking the following steps within 10 calendar days after receiving the notice:

1. Complete **Form 14B: Motion Form**. You may also complete **Form 14A: Affidavit (General)** if you want to provide additional information to the court.
2. **Serve a copy** of your completed Form 14B and any Form 14A on:
  - a. Every other party in the case;
  - b. The person who wants access to your family court documents; and
  - c. The Children's Lawyer, if representing a child in the case or conducting an investigation under section 112 of the *Courts of Justice Act* in relation to the case.
3. Complete **Form 6B: Affidavit of Service**.
4. **File your completed forms** (Form 6B, Form 14B, and any Form 14A) with the court, either online using [Justice Services Online](#) or in person at the courthouse where your file is located.