

## TOOLS FOR BILINGUAL AND DESIGNATED STAFF

The information in the current document is provided from the Ministry of the Attorney General.  
[https://www.attorneygeneral.jus.gov.on.ca/english/about/pubs/fls\\_report\\_response/index.html#\\_Toc422390933](https://www.attorneygeneral.jus.gov.on.ca/english/about/pubs/fls_report_response/index.html#_Toc422390933)

### Family Court (Ontario Court of Justice)

Written Translations in English and French Provided by the Court for Parties and/or Counsel

**Note :**

The Chart below clearly set out for each business line what written translations are and are not provided, pursuant to the relevant legislation.

Court	Document Type and Examples	Is Translation Provided by the Court?
Family Court of the OCJ	Process issued in or giving rise to proceeding (Examples: Application, Answer, Reply)	Yes On request of a party (s. 126(5) and (6), <i>CJA</i> )
	Document filed by party before hearing (Examples: Affidavit, Financial Statement)	Yes On request of a party (s. 126(4) and (6), <i>CJA</i> )
	Reasons for decision (provided in writing)	Yes* For bilingual proceedings, on request of a party or counsel who speaks English or French but not both (languages) (s. 126(2), rule 9, <i>CJA</i> ) *Note: Translation of reasons for decision is provided ONLY when the matter is being conducted as a bilingual proceeding.
	Transcripts	No (unless ordered by a judicial official) The language of the record of proceedings for a bilingual proceeding is set out in s. 126(2), rules 3 and 5, <i>CJA</i> , and in s. 11 O. Reg. 53/01.

Written translations are provided by the court for matters in the Family Court of the OCJ under section 126 of the *Courts of Justice Act (CJA)*.

**Note:** Translation of other documents not otherwise indicated may be provided if ordered by a judicial official.

For additional information or clarification, please contact: CS

**Written Translations in English and French Provided by the Court for Parties and/or Counsel for Matters in the:**

**Family Court of the Superior Court of Justice (SCJ)**

<b>Court</b>	<b>Document Type and Examples</b>	<b>Is Translation Provided by the Court?</b>
<b>Family Court of the SCJ*</b>	Process issued in or giving rise to proceeding	<b>Yes</b>  On request of a <b>party</b>
	(Examples: Application, Answer, Reply)	(s. 126(5) and (6), <i>CJA</i> )
	Document filed by party before hearing	<b>Yes</b>  On request of a <b>party</b>
	(Examples: Affidavit, Financial Statement)	(s. 126(4) and (6), <i>CJA</i> )
<b>*Note:</b> formerly the <i>Unified Family Court</i>	Reasons for decision (provided in writing)	<b>Yes*</b>  For bilingual proceedings, on request of a <b>party or counsel who speaks English or French but not both</b> (languages)  (s. 126(2), rule 9, <i>CJA</i> )  <b>*Note:</b> Translation of reasons for decision is provided <b>ONLY</b> when the matter is being conducted as a bilingual proceeding. <b>No</b> (unless ordered by a judicial official)
	Transcripts	The language of the record of proceedings for a bilingual proceeding is set out in s. 126(2), rules 3 and 5, <i>CJA</i> , and in s. 11 O. Reg. 53/01.

Written translations are provided by the court for matters in the Family Court branch of the SCJ under section 126 of the *Courts of Justice Act (CJA)*.

**Note:** Translation of other documents not otherwise indicated may be provided if ordered by a judicial official.

For additional information or clarification, please contact: CSD.FLS

**Written Translations in English and French Provided by the Court for Parties and/or Counsel for:**

**Family Proceedings in the SCJ where there is no Family Court of the SCJ**

<b>Court</b>	<b>Document Type and Examples</b>	<b>Is Translation Provided by the Court?</b>
<b>Family proceedings in the SCJ where there is no Family Court of the SCJ</b>	Document filed by party	<b>No</b> (unless ordered by a judicial official) <b>Yes*</b>  For bilingual proceedings, on request of a <b>party or counsel who speaks English or French but not both</b> (languages)
	Reasons for decision (provided in writing)	(s. 126(2), rule 9, <i>CJA</i> )  <b>*Note:</b> Translation of reasons for decision is provided <b>ONLY</b> when the matter is being conducted as a bilingual proceeding. <b>No</b> (unless ordered by a judicial official)
	Transcripts	The language of the record of proceedings for a bilingual proceeding is set out in s. 126(2), rules 3 and 5, <i>CJA</i> , and in s. 11 O. Reg. 53/01.

For family proceedings in the SCJ where there is no Family Court branch of the SCJ, written translations are provided by the court under section 126 of the *Courts of Justice Act (CJA)*.

**Note:** Translation of other documents not otherwise indicated may be provided if ordered by a judicial official.

For additional information or clarification, please contact: CS

**Written Translations in English and French Provided for:**

***Provincial Offences Act (POA) Matters Heard in the Ontario Court of Justice (OCJ)***

<b>Court Document Type and Examples</b>	<b>Is Translation Provided by the Court?</b>
---	--

Process issued in or giving rise to proceeding	<b>Yes</b>
(Examples: Certificate of Offence under Parts I and II <i>POA</i> , Information under Part III <i>POA</i> , Part III Summons, Probation Order, Fine Order)	On request of a <b>party</b> (s. 126(5) and (6) <i>CJA</i> )
Document filed by party before hearing	<b>Yes</b>
(Examples: Notice of Intention to Appear,	On request of a <b>party</b>
Notice of Motion, General Form for Affidavit)	(s. 126(4) and (6) <i>CJA</i> )
<b>OCJ</b>	<b>Yes*</b>
Reasons for decision (provided in writing)	For bilingual proceedings, on request of <b>a party or counsel who speaks English or French but not both</b> (languages)  (s. 126(2), rule 9, <i>CJA</i> )
	<b>*Note:</b> Translation of reasons for decision is provided <b>ONLY</b> when the matter is being conducted as a bilingual proceeding. <b>No</b> (unless ordered by a judicial official)
Transcripts	The language of the record of proceedings for a bilingual proceeding is set out in s. 126(2), rules 3 and 5, <i>CJA</i> , and in s. 11 O. Reg. 53/01.

Written translations are provided by the court for *POA* matters heard in the OCJ under section 126 of the *Courts of Justice Act (CJA)*.

**Note:** Translation of other documents not otherwise indicated may be provided if ordered by a judicial official.

For additional information or clarification, please

**Written Translations Provided by the Court in English and French for Parties and/or Counsel for:**

## Small Claims Court Matters

Court	Document Type and Examples	Is Translation Provided by the Court?
Small Claims Court	Document filed by party before hearing  (Examples: Plaintiff's Claim, Defence)	<p><b>Yes</b></p> <p>On request of a <b>party</b> (s. 126(4) and (6), <i>CJA</i>)</p> <p><b>Yes*</b></p> <p>For a bilingual proceeding, on request of a <b>party or counsel</b> who speaks English or French <b>but not both</b> (languages)</p>
	Reasons for decision (provided in writing)	(s. 126(2), rule 9, <i>CJA</i> )
		<p><b>*Note:</b> Translation of reasons for decision is provided <b>ONLY</b> when the matter is being conducted as a bilingual proceeding.</p> <p><b>No</b> (unless ordered by a judicial official)</p>
	Transcripts	The language of the record of proceedings for a bilingual proceeding is set out in s. 126(2), rules 3 and 5, <i>CJA</i> , and in s. 11 O. Reg. 53/01.

For Small Claims Court matters, written translations are provided by the court under section 126 of the *Courts of Justice Act (CJA)*.

**Note:** Translation of other documents not otherwise indicated may be provided if ordered by a judicial official.

For additional information or clarification, please contact: CSD.FLS