



June 14, 2013

Mr. Joseph Hickey  
Executive Director  
Ontario Civil Liberties Association

Dear Mr. Hickey,

This is further to your e-mail dated May 31, 2013, sent on behalf of the Ontario Civil Liberties Association, in which you requested information regarding the Supreme Court's procedure for handling applications for leave to appeal brought by self-represented litigants.

While internal procedures are confidential, procedures for bringing applications for leave to appeal before the Supreme Court and how they are processed by the Registry are set out in the *Rules of the Supreme Court of Canada* (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-156/index.html>). These Rules apply to all parties bringing matters before the Court, whether or not they are represented by a lawyer.

However, we understand that processes before the Supreme Court of Canada can be complex for those representing themselves, and as a result we have made additional information available on how to bring an application for leave to appeal before the Supreme Court of Canada through a portal on our website called Resources for Self-Represented Litigants. Fill-in-the-blank simplified forms are also available from the website. I assure you that we devote significant resources to assisting self-represented litigants.

Rule 25 of the *Rules of the Supreme Court of Canada* provides which documents must be filed when a party files an application for leave to appeal. When we receive documents filed by self-represented litigants, we will accept and review the documents that have been filed and we advise the self-represented litigant what documents are missing so that they have an opportunity to comply with Rule 25. We also advise the self-represented litigant that this may take up to 30 days to complete. During this period, there can be numerous discussions with the litigant by telephone, correspondence, or e-mail, or in person to ensure that proper help, if necessary, is given.

Once the application for leave to appeal is deemed to have met the requirements of Rule 25, a file is opened and a file number is assigned. The time limit for bringing an application for leave to appeal to the Supreme Court of Canada as set out in the *Supreme Court Act* is not compromised by this since the filing date will be the date the application for leave to appeal was received by the Registry.

Our goal is always to make the procedures as flexible as possible so that those without counsel have the opportunity to have their matter considered by the Supreme Court of Canada.

I trust this information is of assistance to you.



Nadia Loreti  
Director, Registry Branch