

How to set up your My Ontario Account and Justice Service Online (JSO) Profile

This guide explains how to create a My Ontario Account and a JSO profile to allow you to file, submit and have court documents issued electronically.

- 1) Please use this link to start the process: [My Ontario Account](#).
- 2) You will be directed to the JSO landing page that provides information related to the new sign-in process. Please read the information provided on this screen.

New and existing JSO users must click the **'Proceed to My Ontario Account page'** button to continue.

 Français

Justice Services Online

Our sign-in has changed.

Notice: On November 5, 2023, the Government of Ontario changed the way users access secure government services. **ONe-key no longer exists and has been replaced by My Ontario Account** - a Government of Ontario login service that lets you sign in quickly and securely to all Government of Ontario services using one common set of login credentials. To access any of the Justice Services Online (JSO) portals, you must use a My Ontario Account.

NOTE: You must create a My Ontario Account before using JSO. Read the [guide](#) on how to create your My Ontario Account for more information.

If you are accessing JSO for the first time: click the button below and create a My Ontario Account or proceed to sign in if you already have a My Ontario Account for another Government of Ontario service.

Click the button below to proceed to the My Ontario Account page to either create an account or log in.

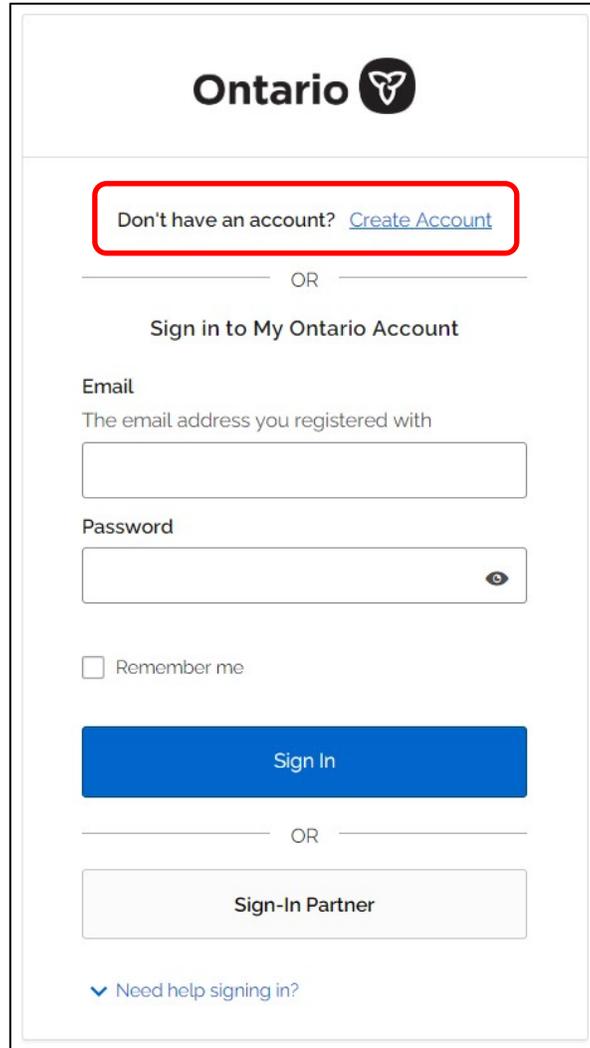
[Proceed to My Ontario Account page](#)

[Accessibility](#) [Terms of use](#)

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Ce document est également disponible en français.

- 3) Once you click 'Proceed to My Ontario Account page', you will be directed to the My Ontario Account sign in page.
 - a. If you have a My Ontario Account, enter your credentials and proceed to Sign In and skip to Step 9.
 - b. If you do not have a My Ontario Account, create one by clicking '**Create Account**' and proceed to Step 4.



Ontario 

Don't have an account? [Create Account](#)

OR

Sign in to My Ontario Account

Email
The email address you registered with

Password

Remember me

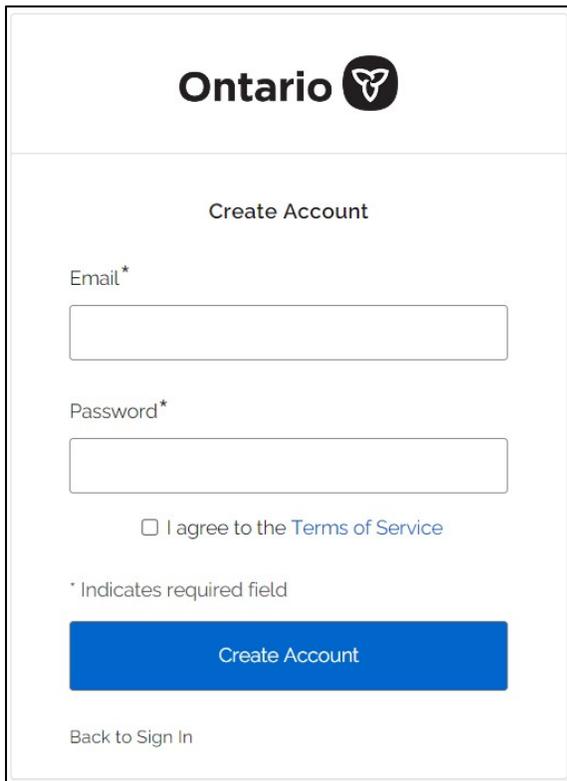
Sign In

OR

Sign-In Partner

[Need help signing in?](#)

- 4) Create credentials by entering a valid email address and password.
 - a. Password criteria will appear once you enter the Password field.
 - b. To proceed, you must also agree to the Terms of Service.



Ontario 

Create Account

Email*

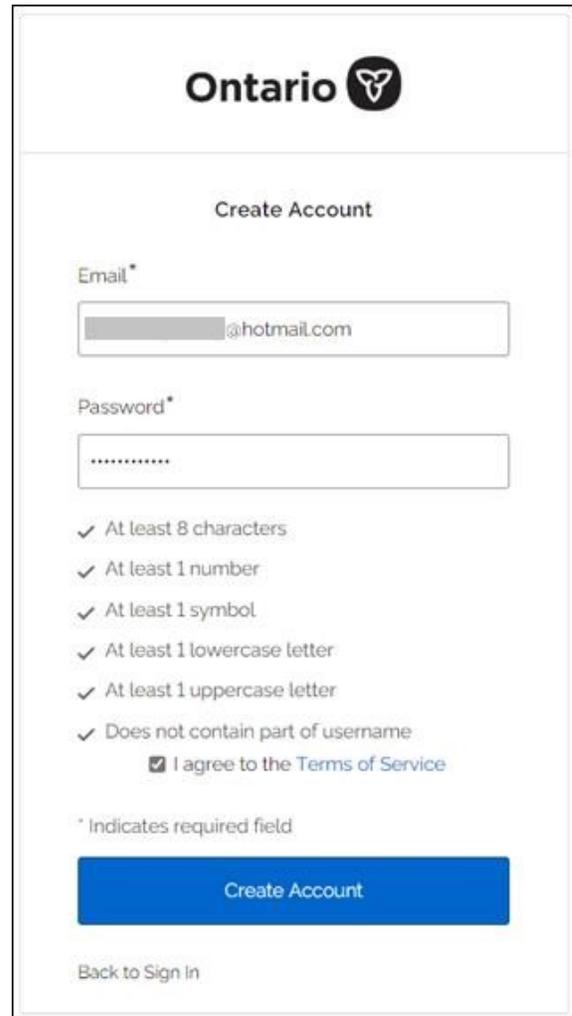
Password*

I agree to the [Terms of Service](#)

* Indicates required field

[Create Account](#)

[Back to Sign In](#)



Ontario 

Create Account

Email*

Password*

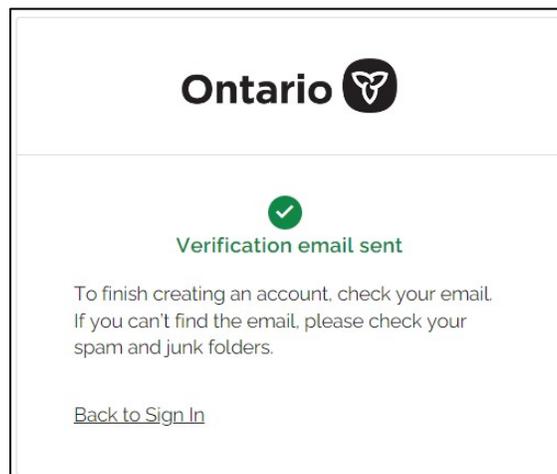
- ✓ At least 8 characters
- ✓ At least 1 number
- ✓ At least 1 symbol
- ✓ At least 1 lowercase letter
- ✓ At least 1 uppercase letter
- ✓ Does not contain part of username
- I agree to the [Terms of Service](#)

* Indicates required field

[Create Account](#)

[Back to Sign In](#)

- 5) Once all required fields have been complete, click '**Create Account**'.
- 6) By clicking 'Create Account', you will be taken to another page indicating that a verification email has been sent to the specified email address.



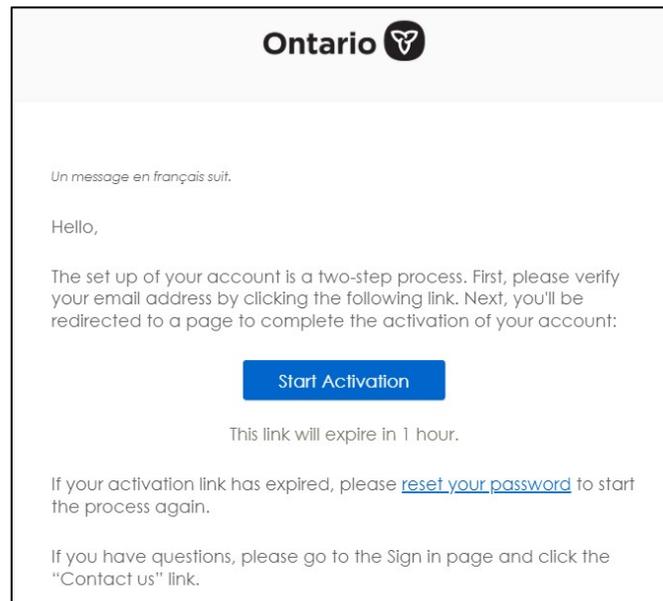
Ontario 


Verification email sent

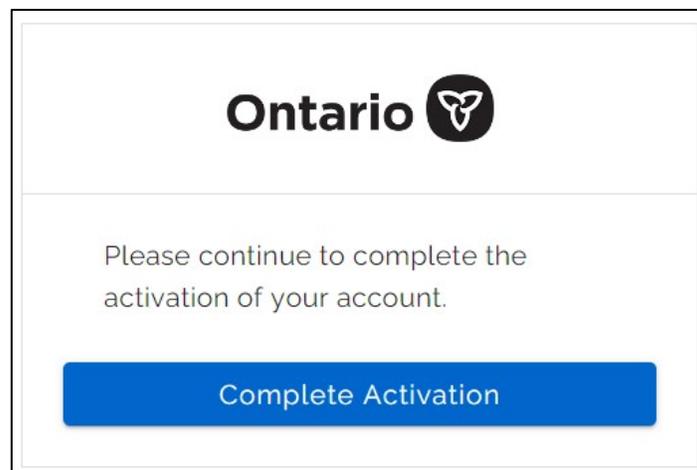
To finish creating an account, check your email.
If you can't find the email, please check your spam and junk folders.

[Back to Sign In](#)

- 7) Go to your email account and locate the email. Within the email click '**Start Activation**'



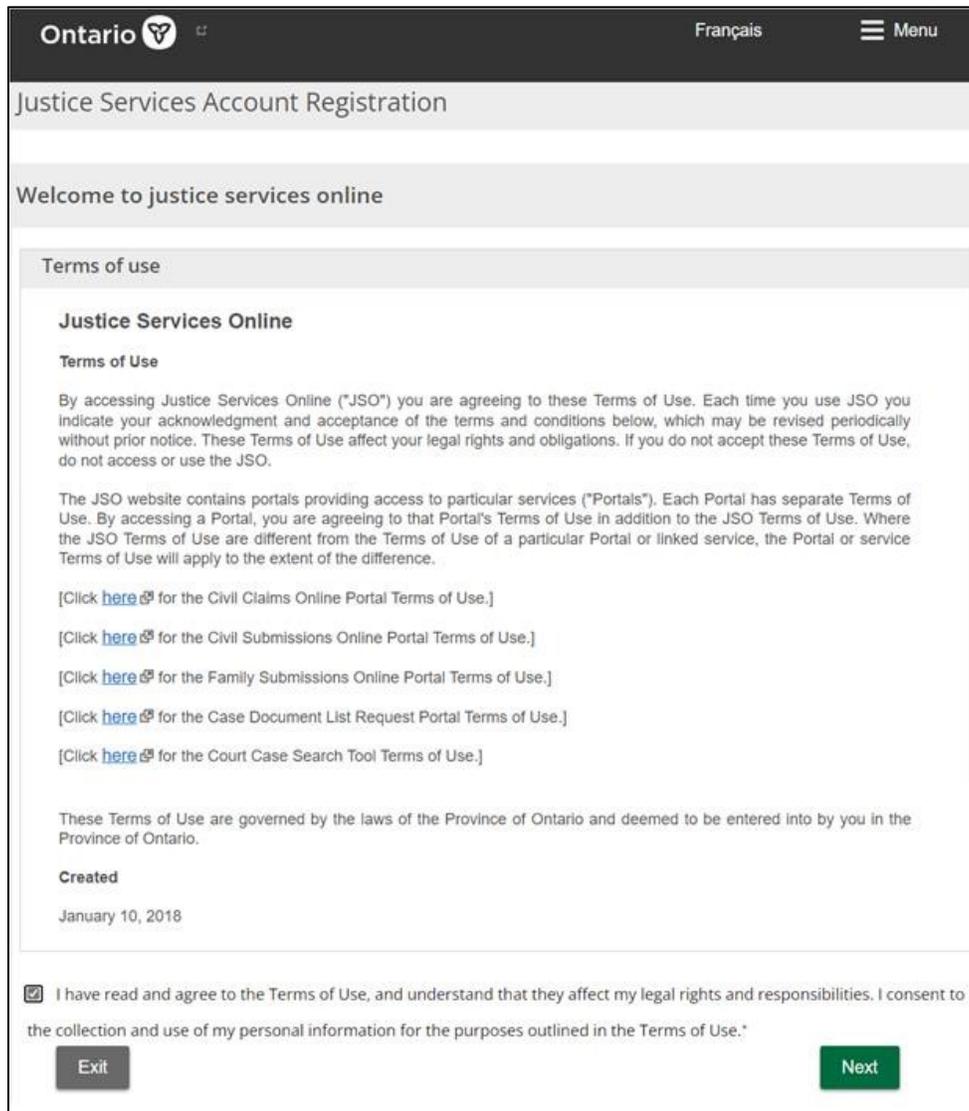
- 8) This will direct you to another window asking you to complete activation.



- 9) If you are new to JSO, you will need to register for JSO before you can submit any documents. You will be taken to the Justice Services Account Registration page.

If you wish to proceed, you must agree to the Terms of Use for Justice Services Online. Select the box indicating that you have read and agree to the Terms of Use.

Click the **Next** button.



The screenshot shows the 'Justice Services Account Registration' page. At the top, there is a navigation bar with the Ontario logo, the text 'Français', and a 'Menu' button. Below this is a header with the title 'Justice Services Account Registration'. The main content area is titled 'Welcome to justice services online' and contains a 'Terms of use' section. This section is titled 'Justice Services Online' and 'Terms of Use'. It contains several paragraphs of text explaining the terms of use, including a disclaimer that the terms may be revised periodically. There are five blue links with external icons, each followed by a text instruction: '[Click here for the Civil Claims Online Portal Terms of Use.]', '[Click here for the Civil Submissions Online Portal Terms of Use.]', '[Click here for the Family Submissions Online Portal Terms of Use.]', '[Click here for the Case Document List Request Portal Terms of Use.]', and '[Click here for the Court Case Search Tool Terms of Use.]'. Below these links, it states 'These Terms of Use are governed by the laws of the Province of Ontario and deemed to be entered into by you in the Province of Ontario.' There is a 'Created' section with the date 'January 10, 2018'. At the bottom of the terms section, there is a checkbox that is checked, followed by the text: 'I have read and agree to the Terms of Use, and understand that they affect my legal rights and responsibilities. I consent to the collection and use of my personal information for the purposes outlined in the Terms of Use.*'. Below this text are two buttons: a grey 'Exit' button and a green 'Next' button.

11) You will be taken to the Contact Information page.

Select whether the account is for a lawyer, paralegal or for a self-represented individual/other user in a court proceeding. *If you are a user (for example, a legal assistant) filing court documents on behalf of a lawyer or paralegal, then an account should be created for the lawyer or paralegal, using the name and details of that lawyer or paralegal.*

Provide the contact information by completing the remaining fields, and then click the **Confirm registration** button.

Ontario  Français  Menu

Justice Services Account Registration

Contact information

1. You are: * 

a Lawyer
 a Paralegal
 an individual representing yourself in a court proceeding / other

Last name *

First name *

Firm, business or corporation name

Address Line 1 *

2. Email address *

Your email address will be used for the purposes set out in the Terms of Use for Justice Services Online and the Terms of Use which apply to any Portal service you choose to use.

Confirm your email address *

[Previous](#)

You have now set up your JSO account profile and will be taken to the Justice Services Online home page.

12) To submit documents for filing and/or issuance, click the **Start** button for the correct pathway under the heading of the Services section.

Ontario  Fr Français 

Services

Civil

Civil Claims Online

- Issue and file a Statement of Claim or Notice of Action [Start](#)
- Issue and file a Third, Fourth or Subsequent Party Claim [Start](#)
- File another document
 [Start](#)

Civil Submissions Online

- Submit a document in a civil (including Divisional Court) proceeding to request filing or issuance [Start](#)

Bankruptcy

Bankruptcy Submissions Online

- Submit a bankruptcy court document to request filing or issuance [Start](#)

Family

Family Submissions Online

- Submit a family court document to request filing or issuance [Start](#)

Request a Family Case Document List [Start](#)

Small Claims Court

Small Claims Court Submissions Online

- Submit a small claims court document to request filing or issuance [Start](#)

Court Case Search

- Search and view Superior Court of Justice civil and criminal court case information and Ontario Court of Justice adult criminal court case information [Start](#)

You can also:

- Expand the **Drafts** section to view or search for a filing that you started and did not submit to the court.
- Expand the **Transactions** section to view or search through a list of all your prior filings.
- Expand the **JSO Profile** section to view the contact details for the account.
 - Click the **Edit** button to update your contact information. **Please note** that your updated contact information will only be used in future online filings. Your contact information for all previous filings will remain the same.
 - If you need to change your contact information on a previous filing (i.e., an existing court case), please file a written, signed, and dated letter/notification at the applicable court office. The letter should include your full name (as it appears on your court documents), your updated contact information, and all court file numbers affected.
- Expand the **My Ontario Account Profile** section to edit your My Ontario Account profile. *Note: changes made in your JSO Profile will not be reflected in your My Ontario Account profile. You must update each profile separately.*

Drafts	+
Transactions	+
JSO Profile	+
My Ontario Account Profile	+
Terms of use	+
Accessibility for People with Disabilities	+
Security Information	+

[Exit](#)

