

How to set up your Ontario.ca Login and Justice Service Online (JSO) Profile

This guide explains how to create an Ontario.ca Login 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: [Ontario.ca Login](#).
- 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 Ontario.ca Login page**' button to continue.

 Français

Justice Services Online

Our sign-in has changed.

To begin submitting court documents for filing or issuance using Justice Services Online (JSO), you must create an [Ontario.ca Login](#) or log in to your existing account.

You can find more information on how to set up your

- [account at Ontario.ca Login — Help](#)
- [JSO profile](#)

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

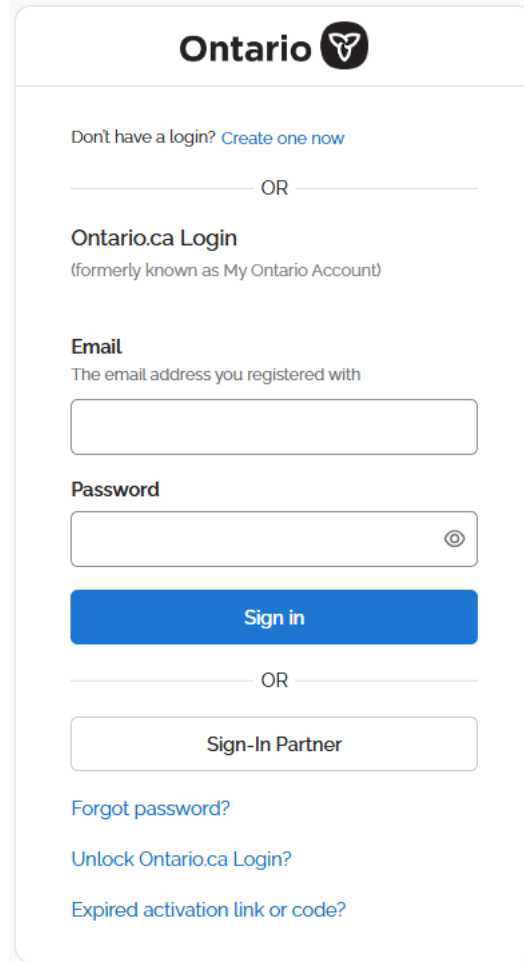
Proceed to Ontario.ca Login page

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

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Ce document est également disponible en français.

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



The screenshot shows the Ontario.ca Login sign in page. At the top is the Ontario logo. Below it, there is a link "Don't have a login? [Create one now](#)". A horizontal line with "OR" in the center separates this from the main login section. The main section is titled "Ontario.ca Login" with a subtitle "(formerly known as My Ontario Account)". It contains two input fields: "Email" (with the hint "The email address you registered with") and "Password" (with a toggle icon). Below these fields is a blue "Sign in" button. Another horizontal line with "OR" in the center follows. Below this is a "Sign-In Partner" button. At the bottom, there are three links: "Forgot password?", "Unlock Ontario.ca Login?", and "Expired activation link or code?".

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

Ontario 

Create an Ontario.ca Login

Email *

Password requirements:

- ✓ At least 8 characters
- ✓ At least 1 lowercase letter
- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- ✓ At least 1 symbol
- ✓ Does not contain part of username

Password *

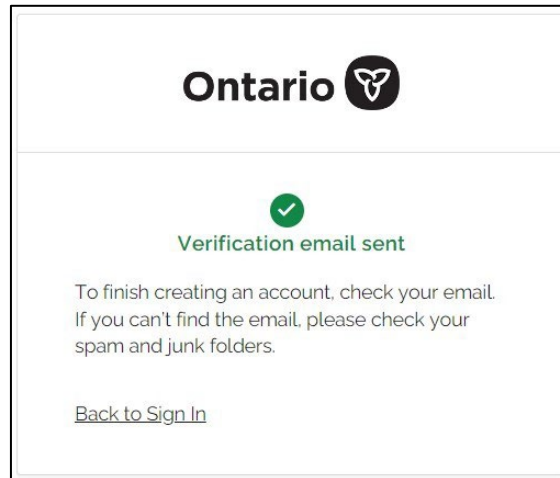
 

☒ I agree to the [Terms of Service](#)

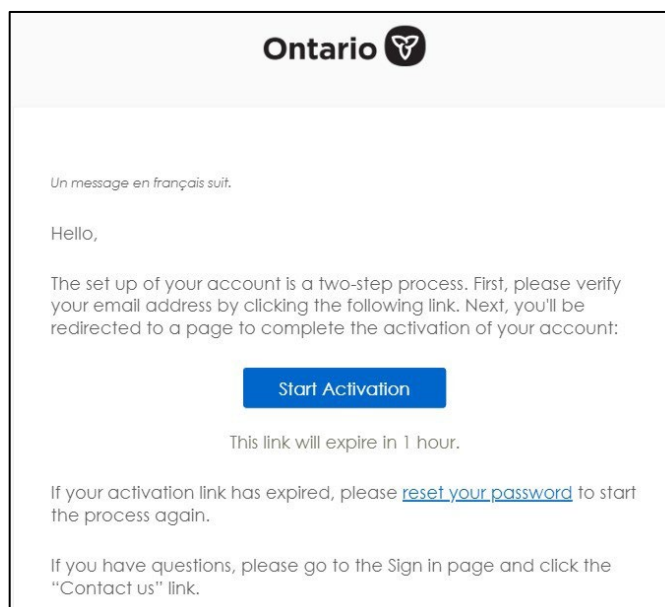
Create an Ontario.ca Login

Already have an Ontario.ca Login? [Sign In](#)

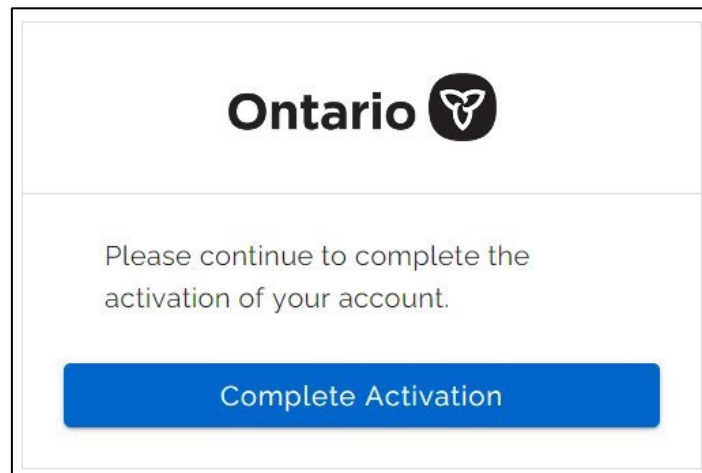
- 5) Once all required fields have been complete, click '**Create an Ontario.ca Login**'.
- 6) By clicking 'Create an Ontario.ca Login', you will be taken to another page indicating that a verification email has been sent to the specified email address.



- 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 JSO. Select the box indicating that you have read and agree to the Terms of Use.

Click the **Next** button.

Ontario 

Français

Menu

Justice Services Account Registration

Welcome to justice services online

Terms of use

Justice Services Online

Terms of Use

By accessing Justice Services Online ("JSO") you are agreeing to these Terms of Use. Each time you use JSO you indicate your acknowledgment and acceptance of the terms and conditions below, which may be revised periodically without prior notice. These Terms of Use affect your legal rights and obligations. If you do not accept these Terms of Use, do not access or use the JSO.

The JSO website contains portals providing access to particular services ("Portals"). Each Portal has separate Terms of Use. By accessing a Portal, you are agreeing to that Portal's Terms of Use in addition to the JSO Terms of Use. Where the JSO Terms of Use are different from the Terms of Use of a particular Portal or linked service, the Portal or service Terms of Use will apply to the extent of the difference.

[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.]

[Click [here](#) for the Court Case Search Tool Terms of Use.]

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.

Created

January 10, 2018

☒ 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.*

Exit

Next

10) 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 

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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](#)

Exit

Confirm registration

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

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

Ontario 

Français 

Services

Civil

Civil Claims Online

- Issue and file a Statement of Claim or Notice of Action
- Issue and file a Third, Fourth or Subsequent Party Claim
- File another document

File a Statement of Claim subsequent to a Notice of Action

Start

Start

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 **Ontario.ca Login Profile** section to edit Ontario.ca Login. **Note:** *changes made in your JSO Profile will not be reflected in Ontario.ca Login. You must update each profile separately.*

Drafts	+
Transactions History/Download Documents	+
JSO Profile	+
Ontario.ca Login Profile	+
Terms of use	+
Accessibility for People with Disabilities	+
Security Information	+