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| **Service - Non-Personal** |  | |  |
| Service - Non-Personal - \*Generally | 160(R)-161(L) | | 5 |
| Service - Non-Personal - \*When permitted | 158(R) | | 3 |
| Service - Non-Personal - Acting in person | 160(R) | | 5 |
| Service - Non-Personal - Circumstances | 158(R) | | 3 |
| Service - Non-Personal - Document Exchange | 160(R)-161(L) | | 5 |
| **Service - Non-Personal - Lawyer of record** |  | |  |
| Service - Non-Personal - Lawyer of record - Courier | 161(L) | | 5 |
| Service - Non-Personal - Lawyer of record - Document Exchange | 160(R)-161(L) | | 5 |
| Service - Non-Personal - Lawyer of record - Email | 161(L) | | 5 |
| Service - Non-Personal - Lawyer of record - Fax | 161(L) | | 5 |
| Service - Non-Personal - Lawyer of record - Mail | 160(R) | | 5 |
| Service - Non-Personal - Lawyer of record (or limited retainer in scope) | 160(R) | | 5 |
| Service - Non-Personal - Non-party | 160(R) | | 5 |
| Service ‑ Not required ‑ originating document when | 157(L) | | 1 |
| Service - Order to dispense with (R. 16.04(1)) | 159(R) | | 4 |
| Service - Order to dispense with (R. 16.04(3)) - Deemed served date | 160(L) | | 4 |
| Service ‑ original document ‑ not necessary | 157(R) | | 2.1 |
| **Service - Originating Process** |  | |  |
| Service - Originating process | 148(L) | | 6 |
| Service - Originating Process - Exceptions (delivered defence, intention to defend, notice of appearance) | 157(L) | | 1 |
| Service - originating process - extension | 148(L) | | 6 |
| Service ‑ originating process ‑ not required | 157(L) | | 1 |
| Service - Originating Process - Personal or Alternative  SEE: Service - Personal Service (R. 16.02) | 157(L) | | 1 |
| Service - Originating Process - Served personally / alternative  SEE: Service - Personal Service (R. 16.02) | 157(L) | | 1 |
| Service ‑ Outside of Ontario ‑ effect of serving SOD | 163(L) | | 9.1 |
| Service ‑ Outside of Ontario ‑ examples when permitted without leave | 162(L-R) | | 9 |
| Service ‑ Outside of Ontario ‑ judicial discretion | 161(R) | | 9 |
| Service ‑ Outside of Ontario ‑ judicial discretion | 163(L-R) | | 9.1 |
| Service ‑ Outside of Ontario - motion | 161(R)-162(L) | | 9 |
| Service ‑ Outside of Ontario ‑ Motion ‑ set aside (evidence from moving party) | 163(L) | | 9.1 |
| Service ‑ Outside of Ontario ‑ Motion ‑ set aside (evidence maybe not necessary from plaintiff) | 163(L) | | 9.1 |
| **Service - Outside Ontario** | 162(L)-163(L) | | 9 |
| Service - Outside Ontario - Attornment | 163(L-R) | | 9.1 |
| Service - Outside Ontario - Court retains discretion (inconvenient forum) | 163(L) | | 9.1 |
| Service - Outside Ontario - Court's discretion | 163(L) | | 9.1 |
| Service - Outside Ontario - Hague Convention (contracting/non-contracting states) | 163(R)-164(L) | | 9.2 |
| Service - Outside Ontario - Inconvenient forum | 163(L) | | 9.1 |
| **Service - Outside Ontario - Manner of Service** - Bilateral treaty | 163(R)-164(L) | | 9.2 |
| Service - Outside Ontario - Manner of Service - Contracting state | 163(R)-164(L) | | 9.2 |
| Service - Outside Ontario - Manner of Service - Non-contracting state | 163(R) | | 9.2 |
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| Service - Outside Ontario - Proof of Service - Non-contracting state | 163(R) | | 9.2 |
| Service - Outside Ontario - Setting aside (before statement of defence) | 163(L) | | 9.1 |
| Service - Outside Ontario - Stay / set aside - Motion to | 163(L) | | 9.1 |
| Service - Outside Ontario - Staying proceeding (before statement of defence) | 163(L) | | 9.1 |
| **Service - Outside Ontario - With leave (R. 17.03)** | 162(L) | | 9 |
| Service - Outside Ontario - With leave (R. 17.03) - Must serve order and evidence | 162(L)-163(L) | | 9 |
| **Service - Outside Ontario - Without leave (R. 17.02)** | 162(L)-163(L) | | 9 |
| Service - Outside Ontario - Without leave (R. 17.02) - Court retains discretion | 163(L) | | 9.1 |
| Service - Partnership | 136(L)-137(L) | | 6.1 |
| Service ‑ Personal and Substituted ‑ both done - SOC | 160(R) | | 4 |
| Service - Personal Service - Service on a Corporation | 158(L) | | 2.3 |
| Service - Personal Service - Service on a Sole Proprietor | 158(R) | | 2.5 |
| Service - Personal Service (R. 16.02(1)(b)) - Municipality | 158(L) | | 2.2 |
| **Service - Personal Service (R. 16.02)** |  | |  |
| Service - Personal Service (R. 16.02) - \*Where not required | 157(L-R) | | 1 |
| Service - Personal Service (R. 16.02) - \*Where required | 157(L) | | 1 |
| **Service - Personal Service (R. 16.02) - Individual** |  | |  |
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| Service - Personal Service (R. 16.02) - Individual - Disability (R. 16.02(1)) | 157(R) | | 2 |
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| Service - Personal Service (R. 16.02) - Individual - Original not necessary | 157(R)-158(L) | | 2.1 |
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| Service - Personal Service (R. 16.02) - Notice to alleged partner (Form 8A) | 158(L-R) | | 2.4 |
| Service - Personal Service (R. 16.02) - Originating Process | 157(L) | | 1 |
| Service - Personal Service (R. 16.02) - Partners (Form 8A) | 158(L-R) | | 2.4 |
| **Service - Personal Service (R. 16.02) - Partnership** | 158(L-R) | | 2.4 |
| Service - Personal Service (R. 16.02) - Partnership - \*Who to serve | 158(L-R) | | 2.4 |
| Service - Personal Service (R. 16.02) - Partnership - All partners (wise) | 158(L-R) | | 2.4 |
| Service - Personal Service not required | 157(L) | | 1 |
| Service - Personal Service required | 157(L) | | 1 |
| Service ‑ Personally ‑ corporation (to lawyer or record or personally to person) | 157(L) | | 1 |
| Service ‑ personally ‑ examining non-party | 157(L) | | 1 |
| Service ‑ personally ‑ originating process | 157(L) | | 1 |
| Service ‑ personally serve (for non-party ON resident, examining rep. of corporation, motion for contempt) | 157(L) | | 1 |
| Service - Proof (R. 16.09) - Certificate of Service | 161(R) | | 8 |
| Service - Proof of Service  SEE ALSO: Service - Outside Ontario - Proof | 161(R)-162(L)  163(L) | | 8  9.2 |
| Service ‑ question regularity | 159(L) | | 3.1 |
| Service - Removal of Lawyer - Disability | 133(L) | | 2.12 |
| Service - Sole Proprietorship | 137(R)-138(L) | | 6.2 |
| Service ‑ Substitute Service - Insurer | 160(L-R) | | 4 |
| **Service - Substituted Service** | 159(R)-160(R) | | 4 |
| Service - Substituted Service - \*Definition | 159(R) | | 4 |
| Service - Substituted Service - Applicability - limited | 159(R) | | 4 |
| Service - Substituted Service - Appropriate circumstances | 159(R)-160(R) | | 4 |
| Service - Substituted Service - Court discretion | 160(L) | | 4 |
| Service - Substituted Service - Defendant’s Insurer in Tort | 160(L) | | 4 |
| Service - substituted service ‑ judicial discretion to validate | 160(R) | | 4 |
| Service - Substituted Service - Limited use | 159(R) | | 4 |
| Service - Substituted Service - Methods available | 160(L) | | 4 |
| Service - Substituted Service - Motion to - Affidavit | 159(R)-160(R) | | 4 |
| Service - Substituted Service - Motion to - Proposed method | 159(R)-160(R) | | 4 |
| Service - Substituted Service - Must prove other attempts unsuccessful | 160(L) | | 4 |
| Service - Substituted Service - Order - Date Service Effected | 160(L) | | 4 |
| Service - Substituted Service - Order - Dispensing With Service | 159(R) | | 4 |
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| Service - Substituted Service - Purpose of | 159(R) | | 4 |
| Service - Substituted Service - Setting Aside | 160(R) | | 4 |
| Service - Substituted Service - Validating other service | 160(R) | | 4 |
| Service - Substituted Service - When | 159(R) | | 4 |
| Service - Substituted Service - Wide discretion | 160(L) | | 4 |
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| Service of Application   SEE: Application - Service | 153(L-R) | | 3.7 |
| Service of Documents not requiring personal service | 160(R)-161(R) | | 5 |
| Service of Notice of Motions  SEE: Motions - Notice of Motion - Service & Filing | 192(L-R) | | 2.6 |
| Serving Disabled Parties   SEE: Parties - Disability - Service on (R. 16.02(1)) | 131(R)- 132(L) | | 2.7 |
| **Set Aside** |  | |  |
| Set Aside ‑ Action not maintainable | 262(R) | | 1.4 |
| Set Aside ‑ Application for Award | 276(R) | | 2.2.1(b) |
| Set Aside ‑ Case management powers | 280(L) | | 3.2.1 |
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| Set Aside ‑ default judgment ‑ as of right (when) | 177(R) | | 2.4.2 |
| Set Aside ‑ default judgment ‑ high test | 177(R) | | 2.4.2 |
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| Set Aside - Default Judgment - Who Hears Motion | 177(R) | | 2.4.1 |
| Set Aside - Default Judgment or Noting of Default - Test | 177(R) | | 2.4.2 |
| Set Aside ‑ Default Judgment vs. noting of default ‑ two test | 177(R) | | 2.4.2 |
| Set Aside ‑ Dismissal for delay | 184(R) | | 8.8 |
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| Set Aside ‑ Motion ‑ Notice Serve | 200(L) | | 9 |
| Set Aside ‑ Order ‑ Fraud or Facts Discovered | 265(R) | | 1.10 |
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| Set Aside ‑ Service ‑ Corporation (caution) | 158(L) | | 2.3 |
| Set Aside ‑ Substituted service | 160(L) | | 4 |
| **Set-Off** |  | |  |
| Set-off - Counterclaim - Where Set-off Appropriate | 186(L) | | 2.6 |
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| Set-Off & Counterclaim - Advantages of set-off | 172(L-R) | | 4.2.8(d) |
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| Set-Off & Counterclaim - Counterclaim vs. setoff | 172(L-R) | | 4.2.8(d) |
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| Set-Off & Counterclaim - Equitable Set-off (plea both) | 171(R)-172(L) | | 4.2.8(b) |
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| Setting Action Down for Trial - Simplified Procedure  SEE: Simplified Procedure - Setting Action Down | 293(L) | | 9 |
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| Settled Account ‑ special defence (plead it) | 171(L) | | 4.2.7(R) |
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| Settlement - Non-party - Unascertained | 136(L) | | 4 |
| Settlement - Parties under Disability  SEE: Litigation Guardian - for Plaintiff/Applicant - Settlement  SEE: Parties - Disability - Settlement | 132(L) | | 2.8 |
| Settlement - Simplified Procedure - Lawyer’s Duty | 293(L) | | 8 |
| Settlement - Simplified Procedure - Settlement Discussion Required | 293(L) | | 8 |
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| Several contracts ‑ parties | 141(R) | | 1.4.1(b) |
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| Short title - Document Requirements | 147(L) | | 5 |
| **Significant Changes (mandatory mediations; 180 days) - Rule 24.1** | **282(L-R)** | | **4.2** |
| Simplified Procedure - Applies mandatorily | 116(R) | | 1.3.5 |
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| Simplified Procedure - \*Key Features | 289(L-R)  &  116(R) - 117(L) | | 2  &  1.3.5 |
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| Simplified Procedure - Affidavit of Documents - List of Names and Addresses Required | 291(R) | | 4 |
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| Simplified Procedure - Amount | 116(R) | | 1.3.5 |
| Simplified Procedure - Amount - Excess Claim | 117(L-R) | | 1.3.5 |
| Simplified Procedure - Application - Exceptions | 116(R)- 117(L) | | 1.3.5 |
| Simplified Procedure ‑ Application (does not apply) | 147(L) | | 4.2 |
| **Simplified Procedure - Availability** | 289(L)  &  289(R)-290(R) | | 1  &  3 |
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| Simplified Procedure - Availability - Not Applicable Where... | 289(R) | | 3 |
| Simplified Procedure - Availability - Plaintiff may choose to use in any case | 289(L)  &  290(R) | | 1  &  3.2 |
| Simplified Procedure - Availability - When Used (mandatory if <$100k, P can elect) | 289(L)  &  289(R)-290(L) | | 1  &  3 |
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| Simplified Procedure - Costs - Defendant Objects Unjustifiably - Onus on Plaintiff | 294(R) | | 12.2 |
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| Simplified Procedure - Determination of an issue before trial  SEE: Determination of issue before trial (R. 21) - \*Generally | 180(L) | | 4 |
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| Simplified Procedure - Discovery (Limited) - No written | 291(R) - 292(L) | | 5 |
| Simplified Procedure - Discovery (Limited) - Not Permitted | 292(L) | | 5 |
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| **Simplified Procedure - Mandatory** |  | |  |
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| Simplified Procedure - Mandatory - Objection by Defendant | 290(L) | | 3.1 |
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| Simplified Procedure - Mandatory - Onus - Plaintiff to Prove less than $100K | 290(R) | | 3.1 |
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| Simplified Procedure - Mandatory Application- Amount | 116(R) | | 1.3.5 |
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| Simplified Procedure - Materials to be Filed | 291(R) | | 4 |
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| Simplified Procedure - Multiple Plaintiffs | 290(R) | | 3.3 |
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| Simplified procedure ‑ objection - defendant | 169(R) | | 4.2.6 |
| **Simplified Procedure - Optional** |  | |  |
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| Simplified Procedure - Optional - Plaintiff abandons | 290(R) | | 3.2 |
| Simplified Procedure - Optional - Plaintiff opt in | 290(R) | | 3.2 |
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| Simplified Procedure - Pleadings (must indicate) | 169(L) | | 4.1.4 |
| Simplified Procedure - Presenting the Case - Evidence and Cross-Examining | 260(R) | | 5.11 |
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| Simplified Procedure - Pre-Trial Conference - Notice of (45 days before) | 293(L) | | 10 |
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| **Simplified Procedure - Pre-Trial Conference - Timeline** |  | |  |
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| Simplified Procedure - Purpose | 289(L) | | 1 |
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