**Guide To Using ONe-key**

1. Visit the ONe-key login page: <https://www.one-key.gov.on.ca/iaalogin/IAALogin.jsp>
2. Don't have a ON*e-key* ID? Follow instructions to obtain an ID.
3. If you already have an account, login with your ID and password.
4. Once logged in, click on “Justice Services Online”. You will be redirected to the online portal to submit court documents.
5. Find the “Contact Information” heading and ensure the information is correct for you.
6. Once you can confirm that your contact information is accurate, click on the green “Start” button under “Family Submissions Online” to submit a family court document to request filing or issuance.
7. Read and agree to the Terms of Use, then click “Start”.
8. Step 1: Case information
	1. Provide an email address to receive communications from the court office about your submission.
	2. Select the type of case (Family – Ontario Court of Justice)
	3. Select the type of submission (File documents for a new case / File documents for an existing case)
	4. Select the court location.
		1. If you are filing documents for a new case, you must usually start your case in the municipality where you or the other party lives, or where the children live (if your case involves decision-making responsibility for a child or parenting time).
		2. If you are filing documents for an existing case, choose the court location where documents were previously filed. The court name and address are usually written on the top front page of the court forms in your case.
9. When filing documents for a new case, the portal will guide you through the steps required to proceed.
10. When filing documents for an existing case, identify the court file number.
	1. The court file number is located on the top right corner of any document that has been issued by the court. Please ensure that you provide the number correctly, or you will not be able to proceed using this online service.
11. Using the drop-down menu under the “Documents” heading when filing documents for an existing case, select the document you wish to file and proceed to upload.
12. After reviewing the information, click the green “Submit” button to finalize your submission.