

Introducing Restricted Access

Restricted access is a new enhancement to CSO that allows authorized CSO users to view file details and documents for Supreme Court family files in e-Search. This page provides an overview of restricted access. For more detailed information, see the [Restricted Access User Guide](#).

Who can get restricted access?

To get restricted access to a Supreme Court family file in CSO, you must be a registered CSO user with a valid and active CSO account, and be one of the following:

- counsel for a party to the file
- a person authorized by a party's counsel
- a party to the file, or
- a person authorized by a party to the file.

How much does it cost to use restricted access?

The normal e-Search service fees apply to viewing the file details and documents with restricted access.

How do I get restricted access to a file?

The first step in getting restricted access is to create a restricted access request in CSO. You can do this when you are e-filing to a Supreme Court family file or by searching for the file in e-Search.

Once you have created the request in CSO, the steps required to authorize restricted access will vary depending on your relationship to the file:

Counsel for a party

If you are counsel, there is a one-time in person verification process. You must print a copy of the request you created and bring it to any court registry along with your Law Society membership card and photo ID. Registry staff will verify that you are a lawyer and that you are counsel of record. The verification will be recorded in your CSO profile.

Once verified as a lawyer in CSO, you will be able to complete any future restricted access requests online, without having to go to the registry. Also, you will be able to authorize restricted access for other CSO users in your CSO account on files for which you are counsel without the user having to attend at the registry.

Law office staff

If you are law office staff working with counsel for a party, counsel will be able to authorize your access online if they are a CSO user and have completed the verification noted above. If the lawyer is not a CSO user or has not been verified, then you must follow the same process as an agent, described below.

Agent

If you are an agent for a party or for counsel for a party, you must print a copy of the request you created and bring it to any court registry along with a letter of authorization from the party or counsel and photo ID. The letter of authorization must specifically authorize you personally so that the authorization can be matched to your CSO profile. Registry staff will verify your request and authorize your restricted access to the file in e-Search.

Party

If you are a party, you must print a copy of the request you created in CSO and bring it to any court registry along with photo ID. Registry staff will verify that your request and authorize your restricted access to the file in e-Search.

For more detailed information on how to request access, see the [Restricted Access User Guide](#).