

# Canadian Citation Committee

## Case Naming Guidelines

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## A. General Principles

### 1. Definition

[1] In these Guidelines, the case name is the abbreviated title of a decision. These guidelines allow you to create a case name that is both concise and meaningful, based on the names of the main parties involved in the case.

### 2. Location

[2] The case name is the first element of the citation to a decision (see the *Uniform Preparation, Citation and Distribution of Canadian Decisions*, CCC, 2008). Place the case name after the label "Citation:" followed by the neutral citation for the decision.

Examples

<i>Label</i>	<i>Case name</i>	<i>Neutral citation</i>
Citation:	Arsenault-Cameron v. Prince Edward Island,	2000 SCC 1
Citation:	Reference re Firearms Act (CA),	2000 SCC 31

### 3. Visual Presentation

[3] The font style and other elements of visual presentation is left to the court's discretion. However, use proper capitalization for all terms, *i.e.* "MacDougall", not full caps as in "MACDOUGALL".

### 4. Language

[4] Create the case name in the same language as the reasons for decision. When a party has a bilingual name (*e.g.*, Shell Canada Products Limited / Produits Shell Canada Limitée), retain only the name corresponding to the language of the reasons.

### 5. Multiple Proceedings

[5] When the decision involves two or more proceedings, create the case name from the first proceeding listed in the decision's heading.

Example

	<i>Decision's heading</i>	<i>Case name</i>
1.	Between: John Smith, Plaintiff, and Dave's Equipment Inc., Defendant, And Between: Jane O'Brien, Plaintiff, and Dave's Equipment Inc., Defendant.	Smith v. Dave's Equipment Inc.

## B. Name of a Party

[6] This section describes how to standardize or abbreviate the name of a party . There are three types of parties: persons, organizations and government bodies.

[7] Make all attempts to ensure that a party is referred to consistently in all cases in which the party is involved.

### B.1 Persons

#### 6. Surname

[8] Use only the person's surname. Omit the first name and initials as well as any title, alias or other descriptive term (ex. 2-7).

[9] In case of uncertainty about how to segregate the surname from the full name – which might happen more often for compound names – try to find hints in the reasons for decision, locate other decisions involving this party, or refer to the *Chicago Manual of Style*, under the section "Personal Names". When still in doubt, retain only the last word of the person's name.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
2.	Robert T. McTeague Jr., Q.C.	McTeague
3.	Terry Sean deWitt (a.k.a. Ross)	deWitt
4.	Mr. Robert Lepage-Johnson, Esq.	Lepage-Johnson
5.	Mrs. Deborah Van de Wiel, a bankrupt	Van de Wiel
6.	Chief Terry Peter Paul	Peter Paul
7.	Capt. Ali Mohammed Abu Sheika	Abu Sheika

#### 7. Protection of Identities

[10] When the identity of a person named in the case must legally remain undisclosed at some point in court proceedings, protect the identity wherever the name appears: in the case name, in the decision's heading, in the reasons for decision, in any subsequent proceeding in the case, and in all references to the case in other decisions. Special attention should be paid to (more restrictive rules may apply to your province or territory):

- Persons accused of criminal sex offences, where the disclosure of their name could lead to the unlawful identification of a complainant or child witness;
- Children and parents involved in proceedings regarding family and child protection;
- Young offenders.

[11] When a real name must be replaced by initials or by a pseudonym because of a publication ban on the individual's identity, follow the instructions found in the Canadian Judicial Council's document entitled "Removing Names from Decisions", which constitutes Appendix A of *Use of Personal Information in Judgments and Recommended Protocol* (2005, available in the Publications section of the CJC site).

## 8. Unknown or Anonymous Person

[12] For unknown or anonymous persons, use the full fictitious name or set of initials provided in the decision's heading, without modification. In rare instances where a person is not named in the decision, use a standard term such as "Unnamed person".

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
8.	Jane Doe and other persons unknown	Jane Doe <i>but not Doe</i>
9.	Mr. X, a Patient at Regional Mental Health Care (Windsor)	Mr. X <i>but not X</i>
10.	D.S., an infant	D.S. <i>but not S.(D.)</i>

## 9. Person acting for Others

[13] When a person named in the decision's heading is acting in a representative or official capacity and not in their personal capacity, use only the name of the person being represented (ex. 16, 17). See also Rules 32 to 35 – Person or Body representing Others.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
11.	Roger Wise, litigation guardian of Samuel Young	Young
12.	Anne Marsden and David Marsden, Substitute Decision Makers for Mrs. Eva Bourgoïn	Bourgoïn

## 10. Estate of a Deceased Person

[14] For a deceased person's estate, add "Estate" after the surname of the deceased person (ex. 11, 12).

[15] **Omitted terms.** Omit any executor, administrator or Public Trustee **representing** the estate without being part of the proceedings in their personal capacity (ex. 13, 14). See also Rules 32 to 35 – Person or Body representing Others .

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
13.	The Estate of Robert Leonard Todd	Todd Estate

14. La succession de Paul-Émile Tremblay Tremblay (Succession)

15. Adrian Thompson, executor of the estate of Gerald Anderson Anderson Estate

16. The Public Trustee of Manitoba, as the Administrator of the Estate of Richard Parker, Deceased Parker Estate

[16] **Exception.** If the first named person in the decision's heading is an executor or administrator **also acting on his or her own behalf**, use their surname in the case name (ex. 15).

Example

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
17.	Marjolaine Pelletier, on her own behalf and as Executrix of the Estate of the Late Raphael Lionel Beauchemin	Pelletier

## 11. Group of Persons

[17] When the party is a group of persons, use the name of the group (ex. 18) or, if the group has no formal name, create a group name based on the description of the group made in the decision's heading (ex. 19-21). See also B.2 – Organizations.

[18] For a class action (also called **representative action** or **class proceeding**), use only the surname of the first person named as the group representative (ex. 21).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
18.	Committee for the Equal Treatment of Asbestos Minority Shareholders	<i>As named</i>
19.	All tenants of the residential complex at 400 Devonshire Avenue	Tenants of 400 Devonshire Avenue
20.	A Group of concerned residents of Thames and Mersey Avenues	Group of Residents of Thames and Mersey Avenues
21.	A Group of Employees of Dairy Farms Inc.	Group of Employees of Dairy Farms Inc.
22.	Edward Mint, Sam Stroud, Steve Dundas, representatives of all residents of Alberta who are holders of Class "B" Debentures issued by Vegas Gambling Inc.	Mint

## B.2 Organization

### 12. Name of Organization

[19] For organizations, use the full name as presented in the style of cause, except as otherwise stated below.

[20] "Organization" means:

- private-sector groups, partnerships, institutions, associations or corporations (ex. 23 to 27), including:
  - regulated professional corporations (ex. 28)
  - religious groups (ex. 29), and
  - workers' unions (see Rule 20 – Workers' Union);
- public entities created by statute as a "corporation" or "body corporate", including:
  - Crown corporations and departmental corporations (ex. 30);
  - incorporated public boards, commissions and agencies (ex. 31);
  - incorporated publicly funded councils, institutes and foundations (ex. 32);
  - education and research bodies, universities and colleges (ex. 33, 34);
  - health and social service agencies (ex. 35, 36)
  - correctional institutions (ex. 37);
  - intergovernmental bodies (international, or federal / provincial / municipal) (ex. 38);
  - municipalities and municipal corporations (see Rules 17, 17.1, 17.2 – Municipality);
  - aboriginal communities and corporations (see Rules 18, 18.1, 18.2, 18.3 – Aboriginal Community);
  - school boards (see Rule 19 – School Board).

[21] When in doubt as to how to handle a public board, commission or agency, see also Part B.3 - Government Body in Civil Proceedings. You may also consult lists of public bodies on the Canadian Citation Committee's website (<http://lexum.org/ccc-ccr>).

[22] **Abbreviations.** Do not abbreviate terms such as Incorporated, Limited or Association unless they are already abbreviated in the decision's heading.

[23] **Omitted terms.** Omit the following terms:

- Narrative descriptions of corporate status appearing after the name, such as "..., a corporate body" or "..., a partnership" or "In trust" (ex. 23, 24)
- Definite articles such as "The", unless they cannot be segregated from the full name (ex. 25).
- Persons and bodies who are merely representing the organization (See Rule 14, Governing Body of an Organization).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
23.	Wappen-Reederei GmbH & Co. KG, a body politic and corporate of Hamburg, Germany	Wappen-Reederei GmbH & Co. KG
24.	Point North Investments (In trust)	Point North Investments

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
25.	The Banker & the Bandit Ltd.	<i>As named</i>
26.	Michelin North America (Canada) Incorporated	<i>As named</i>
27.	Goodman Price Henderson LLP	<i>As named</i>
28.	College of Teachers	<i>As named</i>
29.	Roman Catholic Episcopal Corporation of the Diocese of Hamilton	<i>As named</i>
30.	Canada Post	<i>As named</i>
31.	Alberta Alcohol and Drug Abuse Commission	<i>As named</i>
32.	Canadian International Grains Institute	<i>As named</i>
33.	St. Francis Xavier University	<i>As named</i>
34.	Alberta Science and Research Authority	<i>As named</i>
35.	Calgary Health Region	<i>As named</i>
36.	Children's Aid Society of Ottawa	<i>As named</i>
37.	Matsqui Institution	<i>As named</i>
38.	Vancouver International Airport Authority	<i>As named</i>

### 13. Former Name, Trade Name and Alias

[24] Retain former names, trade names and aliases appearing in the decision's heading. Place them after the organization's name, in parentheses.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
39.	30620 Nova Scotia Ltd., carrying on business as "Tallpix Internet"	30620 Nova Scotia Ltd. (Tallpix Internet)
40.	Metro Transit, an operating name of Metropolitan Authority	Metropolitan Authority (Metro Transit)
41.	The Salvation Army Maternity Hospital, (also known as the Grace Maternity Hospital)	Salvation Army Maternity Hospital (Grace Maternity Hospital)



## 14. Governing Body

[25] Omit names or terms denoting an organization's governing body, such as "Board of Trustees", "Governors", President, CEO, or Director, are considered to be **acting for** the organization or **representing** the organization.. For chiefs and councillors of aboriginal communities, see Rule 18.1 (ex. 81-83).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
42.	The Board of Management of the Grace Maternity Hospital	Grace Maternity Hospital
43.	Board of Governors of Trent University	Trent University
44.	Robert Brighton, C.E.O. of RB Corporation	RB Corporation
45.	Mike Perry, Director of West Bay Child and Family Services	West Bay Child and Family Services

[26] **Exception.** If the first named person in the decision's heading is a person **acting on his or her own behalf** as well as on behalf of the organization, use their personal name (ex. 46).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
46.	James Maurer and John Smith, on their own behalf and on behalf of McMaster University Faculty Association	Maurer

## 15. Division of an Organization

[27] Use the name of an organisation's division where the name of the division **can stand alone** and be understood without reference to the name of the parent organization (ex. 47). Where the division name **cannot stand alone**, use the name of the **parent organization** without including the division name (ex. 48, 49). If the organization is a worker's union, see Rule 20.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
47.	Molson Sports and Entertainment, a division of Molson Canada	Molson Sports and Entertainment
48.	Branch Affiliate of the Metro Toronto High Unit of the Ontario English Catholic Teachers Association	Ontario English Catholic Teachers Association
49.	The Nova Scotia Woodlot Owners and Operators Association – Central Wood Suppliers Division	Nova Scotia Woodlot Owners and Operators Association

## 16. Subsidiary of an Organization

[28] For subsidiary and adjudicative bodies (such as appeal panels and disciplinary bodies), established by organizations (such as incorporated boards and commissions, municipalities,

aboriginal communities, correctional institutions and professional regulatory bodies), use the name of the **parent organization**, followed by the name of the **subsidiary body** in parentheses (ex. 50 to 54). See also additional examples under Rule 17.1 – Municipal Government Body; and Rule 18.2 – Subsidiary Body of an Aboriginal Community

[29] **Omitted terms.** If a person is named in an **official capacity** as chairperson or other **representative** of the subsidiary body, omit their name and title. Use only the name of the body (ex. 54).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
50.	The Matsqui Institution Inmate Disciplinary Board	Matsqui Institution (Inmate Disciplinary Board)
51.	The Disciplinary Hearing Subcommittee of the College of Teachers	College of Teachers (Disciplinary Hearing Subcommittee)
52.	Hearing Panel of the Board of the Alberta Gaming and Liquor Commission	Alberta Gaming and Liquor Commission (Hearing Panel)
53.	Election Appeal Board of the Samson Cree Nation	Samson Cree Nation (Election Appeal Board)
54.	Max O'Connor, in his capacity as chair of the Disciplinary Board of Kingston Penitentiary	Kingston Penitentiary (Disciplinary Board)

## 17. Municipality

[30] Municipalities or similar local communities (such as cities, villages or regional districts) are corporations with authority delegated by provincial legislation. Use their common geographical name, followed by their descriptive designation (such as "city", "municipality" or "regional municipality") in parentheses (ex. 55 to 64).

[31] When there is more than one descriptive designation, use only the most specific one (ex. 61).

[32] **Omitted terms.** A municipality's **governing bodies** (such as the "Mayor", "Town Council", or "Councillors") are considered to be simply **representing** the organization. Omit these terms (ex. 62, 63).

[33] **Municipal by-law prosecutions.** When the municipality rather than Her Majesty the Queen is named as the prosecutor, use the name of the municipality rather than "R." as the prosecutor (ex. 64).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
55.	City of Toronto	Toronto (City)
56.	The Municipality of Metropolitan Toronto	Metropolitan Toronto (Municipality)
57.	Greater Vancouver Regional District	Greater Vancouver (Regional District)

58.	Regional Municipality of Sudbury	Sudbury (Regional Municipality)
59.	Township of West Lincoln	West Lincoln (Township)
60.	United Counties of Prescott and Russell	Prescott and Russell (United Counties)
61.	Municipality of the County of Pictou	Pictou (County)
62.	Mayor of Ottawa	Ottawa (City)
63.	The Town Council of the Town of Conception Bay South	Conception Bay South (Town)
64.	City of Toronto [in a quasi-criminal case involving charges against a tavern for contravention of municipal by-laws]	Toronto (City)

### 17.1. Municipal Government Body

[34] For municipal government bodies, use the name of the community, followed by the name of the subsidiary body in parentheses. Omit the descriptive designation for the community (ex. 65-71). Examples:

- police services and fire services (ex. 65, 66);
- municipal boards, commissions and agencies (ex. 67);
- adjudicative bodies established by municipalities, such as assessment appeal boards and planning appeal boards (ex. 68).

[35] Where provincial legislation delegates authority to a municipality to appoint officers, use the name of the **municipality** in the case name, not the province (ex. 69). See also "Municipal body v. provincial body" below the Examples.

[36] **Omitted terms.** If persons are named in their official capacity (by their personal name or title), such as chairperson or other **representative** of the subsidiary body, omit their name and title. Use only the name of the body (ex. 70, 71).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
65.	Winnipeg Police Service	Winnipeg (Police Service)
66.	Regional Municipality of Durham Police Services Board	Durham (Police Services Board)
67.	Public Utilities Commission of the Corporation of the Town of Kincardine	Kincardine (Public Utilities Commission)
68.	Subdivision and Development Appeal Board of the City of Edmonton	Edmonton (Subdivision and Development Appeal Board)
69.	Development Officer appointed under the Municipal Government Act for the Municipality of the County of Annapolis	Annapolis (Development Officer)

70. Chief of Police John Smith (Toronto Police Service) Toronto (Police Service)

71. Paul Teichroeb, Chief License Inspector, City of Vancouver Vancouver (License Office)

[37] **Municipal body v. provincial body.** Some bodies that appear to be municipal are actually provincial bodies. Use the name of the **province** (not the municipality) (ex. 72, 73).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
72.	Assessor of Area #9 - Vancouver	British Columbia (Assessor of Area 9 – Vancouver)
73.	District Registrar of the Winnipeg Land Titles Office	Manitoba (Land Titles)

## 17.2. Corporation Including a Municipality's Name

[38] Some corporations created for a regional public purpose include the name of a municipality but are not municipal bodies. Treat them as organizations under the general rule by simply using their name as presented in the heading (ex. 74, 75).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
74.	Calgary Arts Development Authority Ltd.	<i>As named</i>
75.	Vancouver International Airport Authority	<i>As named</i>

## 18. Aboriginal Community

[39] For an aboriginal community use its official name, which might differ from the name used in the decision's heading. Use the term "First Nation" rather than "Indian Band", which is no longer used in official names.

[40] The community's own website or the "Aboriginal Canada Portal" maintained by the Department of Indian and Northern Affairs are reliable tools to find official names of First nations, Métis and Inuit communities. (see <http://www.aboriginalcanada.gc.ca/acp/site.nsf/en/index.html>) (ex. 78).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
76.	Whitefish Lake Band of Indians	Whitefish Lake First Nation
77.	Yekooche First Nation Indian Band	Yekooche First Nation
78.	Treaty Six Grand Chief	Confederacy of Treaty Six First Nations

79. Nisga'a Lisims Government *As named*

80. East Prairie Metis Settlement *As named*

### 18.1. Community Chief or Council

[41] Omit names of governing bodies such as "Chief" or "band council" because they are merely **representing** or **acting for** the community (ex. 81-83). Please note that:

- When the first named party is a Chief or Councillors who are acting **on their own behalf** as well as representing the community, use the name of the community rather than a person's name (ex. 82);
- When the style of cause lists individual Councillors on one side of the proceeding and the Chief (with or without other Councillors) on the other side, use the name of the community for the Chief, and use the **surname** of the first-named Councillor for the opposing parties (ex. 83).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
81.	Jim Many Grey Horses, Chief of the Beaver First Nation	Beaver First Nation
82.	Peter Collins, Chief of the Fort William Indian Band, on his own behalf and on behalf of the members of the Fort William Indian Band (also known as Fort William First Nation)	Fort William First Nation
83.	Melvin Wanderingspirit and Delphine Beaulieu in their capacity as councillors of the Salt River First Nation v. Victor Marie, Chief of the Salt River First Nation	Wanderingspirit v. Salt River First Nation

### 18.2. Subsidiary Body of an Aboriginal Community

[42] For aboriginal boards, commissions and agencies, as well as adjudicative bodies established by aboriginal communities, use the name of the aboriginal community, followed by the name of the body in parentheses (ex. 84).

Example

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
84.	Election Appeal Board of the Samson Cree Nation	Samson Cree Nation (Election Appeal Board)

### 18.3. Aboriginal Corporation

[43] Aboriginal corporations (which have terms such as "Incorporated", "Corporation", or "Limited" in their name) are treated as organizations under Part B.2 (ex. 85).

## Example

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
85.	Fort William First Nation Development Corporation	as named

## 19. School Board

[44] A school board is a corporation. Where local authorities have a consistent standard for the names of their school boards, use that name (ex. 86). Omit names of governing bodies such as "Board of Education" and "Board of Trustees" (ex. 87, 88, 89), except if they are an integral part of the name (ex. 90).

### Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
86.	Parkland School Division No. 70	as named
87.	Board of Education of the Regina School Division No. 4 of Saskatchewan	Regina School Division No. 4
88.	Board of School Trustees of School District No. 37 (Delta)	Delta School District No. 31
89.	Board of Trustees of Calgary Separate School District No. 1	Calgary Roman Catholic Separate School District No. 1
90.	Grand Erie District Board of Education	as named

## 20. Worker's Union

[45] For a worker's union, use the name of the smallest unit followed (in parentheses) by the name of the Parent organization(s) and the Local number, if present. Use the following format: **Local name (Parent name, Local number)**.

[46] Where both an acronym and a full name are provided for an organization, do not retain the acronym in the case name (ex. 91, 93). Retain an acronym where no full name is provided (ex. 94).

[47] If only a Parent union is named, plus one or more Locals, use only the Parent name followed by the first named Local, without parentheses. Use the following format: **Parent name, Local number**. (ex. 94, 96).

### Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
91.	Cape Breton Municipal Office Employees, Canadian Union of Public Employees (CUPE), Local 1545	Cape Breton Municipal Office Employees (Canadian Union of Public Employees, Local 1545)
92.	Construction & General Workers Union, Local 92 of the Labourers' International Union of North America	Construction & General Workers Union (Labourers' International Union of North America, Local 92)

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
93.	Construction Workers' Union (CLAC) Local 63, Affiliated with the Christian Labour Association of Canada	Construction Workers' Union (Christian Labour Association of Canada, Local 63)
94.	Industrial Union of Marine and Shipbuilding Workers, Local No. 1 (CAW/MWF)	Industrial Union of Marine and Shipbuilding Workers (CAW/MWF, Local 1)
95.	The Professional Association of Canadian Talent (A Branch of the Canadian Media Guild, Local 30213 of The Newspaper Guild/Communications Workers of America)	Professional Association of Canadian Talent (Canadian Media Guild, Newspaper Guild/Communications Workers of America, Local 30213)
96.	International Longshoremen's and Warehousemen's Union -- Canada Area Locals 500, 502, 503, 504, 505, 506, 508, 515 and 519	International Longshoremen's and Warehousemen's Union, Canada Area Local 500

## 21. Ship, Aircraft or other party to *In Rem* Proceedings

[48] When the style of cause names a ship, aircraft or other thing and no owner is named as a party, use the thing's name or other identifier (e.g. trademark, model and serial number), followed in parentheses by the descriptive term such as "Ship" or "Aircraft", as specified by the decision's heading. For ship's names include definite articles such as "The" and "Le" if they are part of the name (ex. 97).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
97.	The Owners and all others interested in the Ship "The JENNIE Q"	The Jennie Q (Ship)
98.	The Vessel "M/V Ralph Misener" and the owners and all others interested in this Vessel	M/V Ralph Misener (Vessel)
99.	The wrecked and abandoned Boeing SB-17G aircraft, Serial No. 44-83790, its apparel and cargo, its owners and its charterers	Boeing SB-17G, Serial No. 44-83790 (Aircraft)

## B.3 Government Body in Civil Proceedings

### 22. Government Body

[49] "Government body" means, for the purposes of Rules 22 to 28:

- the Crown, but not:
  - Crown corporations or other incorporated public bodies which are "organizations" under Part B.2;
  - criminal proceedings under Part B.4.
- core government entities and government officials (see Rules 24, 25);
- courts and adjudicative tribunals (see Rule 26);
- officers or bodies appointed under an Act (see Rule 27);
- commissions of inquiry (see Rule 28);
- foreign countries (see Rule 29).

[50] When in doubt as to how to handle a public body described in this section, visit the Canadian Citation Committee website (<http://lexum.org/ccc-ccr>), which includes a list of public bodies for the federal level as well as for some of the provincial jurisdictions. See Rule 12 – Name of Organization.

### 23. Government Name

[51] For governments, use the common geographical name of the jurisdiction (ex. 100-102). If the name of the jurisdiction is not obvious in the decision's heading, determine the jurisdiction by looking at the reasons or by any other reliable means (ex. 102).

[52] **Omitted terms.** Omit references to the Crown or Her Majesty the Queen (ex. 100-102), except if the proceedings involve criminal, quasi-criminal or statutory offences, in which case you should apply Part B.4 – Criminal Proceedings.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
100.	Her Majesty the Queen in Right of Canada	Canada
101.	The Crown in right of Alberta	Alberta
102.	Her Majesty the Queen [the case deals with civil proceedings involving the province of British Columbia]	British Columbia

### 24. Core Government Entity

[53] When the decision's heading refers to a specific core government entity, place the name of this entity in parentheses after the name of the jurisdiction (ex. 103-119). But see **Exceptions** at the end of this Rule.

[54] This Rule applies to:

- Government departments, ministries, and offices (ex. 103, 105, 106, 108-110, 113-118);



- Legislative institutions (ex. 104, 119).
- Core government agencies, boards, and commissions which are not incorporated (ex. 105, 106, 110). Note: The legislation which established the entity specifies whether it is a body corporate or not. Publicly-funded agencies that are incorporated and independent from the government are treated as organizations, with no preceding geographical name (ex. 31, 32, 34, 36). See Part B.2 - Organization.
- Federal and provincial police services (ex. 107). For municipal policing, see Rule 17.1 – Municipal government body.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
103.	The Ministry of Transportation	Ontario (Transportation)
104.	Senate of Canada	Canada (Senate)
105.	Treasury Board of Canada	Canada (Treasury Board)
106.	Canada Firearms Centre	Canada (Firearms Centre)
107.	Ontario Provincial Police	Ontario (Provincial Police)

[55] **Omitted terms.**

- Omit references to the Queen or Crown which “represents” the government (ex. 108).
- Omit redundant references to the name of the jurisdiction (ex. 109), but note that "Canadian" is not considered redundant, and is required for online searching (ex. 110).
- Omit redundant designations such as "Ministry of", "Department of", or "Office of". Focus on the terms which describe the core activity of the Department or other body (ex. 103, 108, 113-118).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
108.	Her Majesty the Queen in Right of Canada as represented by the Department of Citizenship and Immigration	Canada (Citizenship and Immigration)
109.	Public Works and Government Services Canada	Canada (Public Works and Government Services)
110.	Canadian Human Rights Commission	Canada (Canadian Human Rights Commission)

[56] **Exceptions.**

- When a Ministry is named as the **prosecutor** in a quasi-criminal or statutory offence case, refer to the Ministry as "R." (ex. 111). See also Part B.4 – Criminal Proceedings.
- When a Canadian government ministry is acting **on behalf of a foreign country**, use the name of the foreign country (ex. 112). See also Rule 26 – Foreign Country.

## Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
111.	Ontario Ministry of the Environment [case involving environmental offences]	R.
112.	The Attorney General of Canada, on behalf of the Republic of Italy, Applicant	Italy

## 25. Government Officials

[57] Government officials such as Ministers, Deputy Ministers, Directors, etc., are simply **representing** or **acting for** the body for which they work. Omit references to officials and use only the core name of the entity they represent. Specifically:

- Omit designations such as "Minister of", "Deputy Minister of", "Minister responsible for", "Minister of State for" or "Secretary of State for" (ex. 113, 114, 118).
- When a minister is named for two or more unrelated portfolios, use only one of them in the case name. Use the most relevant in relation to the matter decided in the case (for example, "Attorney General") or the first named in the style of cause (ex. 114).
- Omit designations such as "Office of" (ex. 115), "Director of" (ex. 116), "Registrar of" (ex. 73, 125), "Commissioner of" (ex. 134), unless they are an integral part of the name and cannot be omitted (ex. 117).

## Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
113.	The Minister of National Revenue	Canada (National Revenue)
114.	Minister of Forests and Range and Minister Responsible for Housing	British Columbia (Forests and Range)
115.	Office of the Auditor General	New Brunswick (Auditor General)
116.	The Director of Family and Child Services	British Columbia (Family and Child Services)
117.	Information and Privacy Commissioner	Ontario (Information and Privacy Commissioner)
118.	Patrick Sellers, Deputy Minister of the Priorities and Planning Secretariat	Nova Scotia (Priorities and Planning Secretariat)
119.	The Honourable Jason Welsh M.P., Speaker of the House of Commons	Canada (House of Commons)

## 26. Court or Tribunal

[58] For courts and decision-making entities of the government (such as tribunals or adjudicative bodies), use the common geographical name of their jurisdiction, followed by the entity name in parentheses. See also Rule 27 - Officer or Body Appointed Under an Act.

[59] **Omitted terms.**

- Omit redundant references to the jurisdiction (ex. 120, where "of Alberta" is not retained). However, note that:
  - "du Québec" must be retained for clarity in "Cour du Québec" (ex. 122);
  - "Canadian" is not considered redundant and is needed for online searching (ex. 124).
- Omit designations such as "Judge", "Chairperson", or "Registrar", since these officials are **representing** or **acting for** the court or tribunal (ex. 125, 126).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
120.	The Provincial Court of Alberta	Alberta (Provincial Court)
121.	Ontario Court of Justice	Ontario (Court of Justice)
122.	Cour du Québec	Québec (Cour du Québec)
123.	Yukon Workers' Compensation Appeal Tribunal	Yukon (Workers' Compensation Appeal Tribunal)
124.	Canadian International Trade Tribunal	Canada (Canadian International Trade Tribunal)
125.	Registrar of Probate for the County of Miramichi	New Brunswick (Probate Court)
126.	The Honourable Robert Solomon, Provincial Court Judge	Manitoba (Provincial Court)

[60] **Other adjudicative bodies.**

- For adjudicators or adjudicative panels which don't appear to have a formal name designated in their legislation, see Rule 27 – Officer or Body Appointed Under an Act.
- For adjudicative bodies and disciplinary committees established by organizations, use the name of the **parent organization**, followed by the **tribunal name** in parentheses. See:
  - Rule 16 – Subsidiary of an Organization, such as professional regulatory bodies (ex. 51), or correctional institutions (ex. 50, 54);
  - Rule 17.1 – Municipal Government Body (ex. 68);
  - Rule 18.2 – Subsidiary of an Aboriginal Community (ex. 84).

**27. Officer or Body Appointed Under an Act**

[61] Sometimes the decision's heading refers to a public officer, adjudicator or adjudicative body **appointed under an Act**, rather than to a specific government entity. When the statute that created the entity does not provide a formal name for the entity, use its common name between parentheses after the jurisdiction name. The "common name" is the name used in subordinate legislation or by the government in its public communications (ex. 127).

[62] If a common name cannot be readily located, create one using the same format (ex. 128-130).

[63] If a public officer is named, use only their title in the case name (ex. 130).

## Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
127.	Appeal board appointed pursuant to the Social Assistance Act	Nova Scotia (Social Assistance Appeal Board)
128.	Arbitrator appointed pursuant to the <i>Occupational Health and Safety Act</i>	Prince Edward Island (Occupational Health and Safety Arbitrator)
129.	Appeal Panel appointed pursuant to Section 8 of the <i>Widows' Pension Act</i>	Alberta (Widows' Pension Appeal Panel)
130.	K. Miller, in the capacity as an Arbitrator under the <i>Residential Tenancy Act</i>	British Columbia (Residential Tenancy Arbitrator)

[64] **Alternative Rule.** Alternatively, use the geographical name of the jurisdiction, followed in parentheses by the short title of the Act, followed by the title of the appointed officer or body (ex. 131).

## Example

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
131.	Registrar appointed under the <i>Petroleum Resources Act</i>	Nova Scotia ( <i>Petroleum Resources Act</i> , Registrar)

## 28. Commission of Inquiry

[65] For commissions of inquiry appointed under legislative authority, use the common geographical name of their jurisdiction, followed by the inquiry name in parentheses (ex. 132, 133).

[66] If the inquiry was not given a formal name at the time of its creation, create an inquiry name containing a concise and significant description of its subject matter (ex. 134).

[67] **Omitted terms.** Omit references to the general legislation under which the inquiry was created such as the *Inquiries Act* (ex. 134). Also, when inquiry commissioners are named in the style of cause, they are acting in their official capacity, not their personal capacity. Therefore, omit their name and title, and use only the name of the inquiry (ex. 134).

## Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
132.	Commission of Inquiry into the Sponsorship Program and Advertising Activities	Canada (Commission of Inquiry into the Sponsorship Program and Advertising Activities)
133.	Toronto Computer Leasing Inquiry	Toronto (Computer Leasing Inquiry)
134.	The Honourable Justice Richard L. Miller, in his capacity as Commissioner under the <i>Inquiries Act</i>	New Brunswick (Commission of Inquiry into the Kingsclear Youth Training Centre)

## 29. Foreign Country

[68] For foreign countries, use their short name as specified by ISO 3166-1. The ISO 3166-1 list of short names of countries is available online at: <http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
135.	The Czech Republic, Requesting State	Czech Republic
136.	The Attorney General of Canada, on behalf of the Republic of Italy, Applicant	Italy

## B.4 Criminal Proceedings

### 30. Criminal Proceedings

[69] "Criminal proceeding" means a prosecution involving any criminal, quasi-criminal, regulatory, or statutory offence, in which the Crown is the prosecutor. In such proceedings the reasons for decision contain terms such as "charged", "offence", "convicted", "accused" or "sentence" (in French: "prévenu", "infraction", "condamné", "accusé", "peine").

### 31. Name of Crown in Criminal Proceedings

[70] Except as noted after the Examples, for the Crown in criminal proceedings use the abbreviation "R.", which stands for "Rex" or "Regina" (ex. 137, 138).

[71] In criminal proceedings the Crown is always named first in the case name, in the form "R. v. [accused]" (ex. 167, 168). See Rule 36 – Adversarial Form.

[72] When a **government Ministry** is named as the **prosecutor** in cases involving quasi-criminal or statutory offences, use the abbreviation "R." rather than the name of the Ministry (ex. 139).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
137.	Her Majesty the Queen	R.
138.	The King	R.
139.	Ontario Ministry of the Environment [prosecutor for environmental offences]	R.

#### [73] Exceptions.

- For **municipal by-law prosecutions** where the municipality rather than Her Majesty the Queen is named as the prosecutor, use the name of the municipality as the prosecutor in the case name (ex. 140). See also Rule 17 - Municipality.
- In rare cases where the prosecutor is an individual instead of the Crown (referred to as a **private prosecution**), use this individual's surname (ex. 141).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
140.	City of Toronto, prosecutor	Toronto (City)
141.	Carmeta Gentles, private prosecutor	Gentles

## B.5 Person or Body Representing Others

### 32. Entity Representing a Party

[74] When the first named party in the style of cause is an entity which merely **represents** a party or **acts on behalf of** a party, do not include their name. They are acting in an official capacity, not in a personal capacity. Use only the name of the represented party.

### 33. Person Representing a Party

[75] Here are some examples of representative persons or acting in an official capacity, whose names and titles should be omitted:

- Executors/executrices and administrators of estates of deceased persons (ex. 142), including a Public Trustee appointed by government (ex. 143). See also Rule 10 – Deceased Person;
- Persons representing minors or persons under a disability (ex. 144, 145);
- Managers and directors of organizations (ex. 146, 147, 148);
- Municipal government officials (ex. 62, 149, 150);
- Chiefs of aboriginal communities (ex. 78 to 80, 151, 157);
- Members of parliament, ministers and government officials (ex. 113 to 118, 152, 153);
- Judges, chairpersons or members of adjudicative tribunals as well as Commissioners in charge of public inquiries (ex. 130, 154 to 156).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
142.	Adrian Thompson, executor of the estate of Gerald Anderson	Anderson Estate
143.	The Public Trustee, as the Administrator of the Estate of Richard Parker, Deceased	Parker Estate
144.	Roger Wise, litigation guardian of Samuel Young	Young
145.	Anne Marsden and David Marsden, Substitute Decision Makers for Mrs. Eva Bourgoin	Bourgoin
146.	Robert Brighton, C.E.O. of RB Corporation	RB Corporation
147.	Mike Perry, Director of West Bay Child and Family Services	West Bay Child and Family Services
148.	Arnold Abramson, Warren H. Downs and Kevin Hilton, Trustees of the Westin Salaried Canadian Pension Plan	Westin Salaried Canadian Pension Plan
149.	John Smith, Chief of Police of the Toronto Police Service	Toronto (Police Service)
150.	Paul Teichroeb, Chief License Inspector, City of Vancouver	Vancouver (License Office)

151.	Jim Many Grey Horses, Chief of the Beaver First Nation	Beaver First Nation
152.	Patrick Sellers, Deputy Minister of the Priorities and Planning Secretariat	Nova Scotia (Priorities and Planning Secretariat)
153.	The Honourable Jason Welsh M.P., Speaker of the House of Commons	Canada (House of Commons)
154.	The Honourable Robert Solomon, Provincial Court Judge	Manitoba (Provincial Court)
155.	Max O'Connor, in his capacity as chair of the Disciplinary Board of Kingston Penitentiary	Kingston Penitentiary (Disciplinary Board)
156.	The Honourable Justice Richard L. Miller, in his capacity as Commissioner under the <i>Inquiries Act</i>	New Brunswick (Commission of Inquiry into the Kingsclear Youth Training Centre)

[76] **Exceptions** (where a personal name must be used).

- When the first named person is **acting on his or her own behalf** as well as representing another party, use their personal name (ex. 157), except when the Chief of an aboriginal community is acting on his or her own behalf as well as representing the community, use the name of the **community** in the case name (ex. 158). See also Rule 18.1 – Community Chief or Council.
- For a class action (also called representative action or class proceeding), use only the surname of the first person named as the group representative (ex. 159). See also Rule 11 – Group of Persons.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
157.	Linda Joan Jennings on her own behalf and as Administrator of the Estate of David Vernon Batke	Jennings
158.	Peter Collins, Chief of the Fort William Indian Band, on his own behalf and on behalf of the members of the Fort William Indian Band (also known as Fort William First Nation)	Fort William First Nation
159.	Edward Mint, Sam Stroud, Steve Dundas, representatives of all residents of Alberta who are holders of Class "B" Debentures issued by Vegas Gambling Inc. [a class proceeding]	Mint

### 34. Organization Representing a Party

[77] Here are some examples of representative organizations whose names should be omitted:

- Companies or other bodies acting for a group of companies or bodies (ex. 161);
- Accounting firms acting as trustees or receivers in bankruptcy proceedings (ex. 162). See also Rule 37 – Non Adversarial Form (ex. 176).

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
160.	Sable Offshore Energy Inc., as agent for and on behalf of the Working Interest Owners of the Sable Offshore Energy Project	Working Interest Owners of the Sable Offshore Energy Project



161. PricewaterhouseCoopers, trustee in bankruptcy of Lowry Computers Inc. Lowry Computers Inc.

### 35. Government Body Representing a Party

[78] Here are some examples of government bodies whose names should be omitted:

- Provincial government Public Trustee who is representing a deceased person, a minor, a person under a disability, or a dependent adult (ex. 163). See also Rule 9 – Person acting for Others and Rule 10 – Deceased Person.
- The Government of Canada when representing a foreign government (ex. 164). See also Rule 29 – Foreign Country.

Examples

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
162.	The Public Trustee, as the Administrator of the Estate of Richard Parker, Deceased	Parker Estate
163.	The Attorney General of Canada, on behalf of the Republic of Italy, Applicant	Italy

[79] **Exception.** When Her Majesty the Queen is "**represented by**" a department, ministry or office of the government, or by a government official (ex. a Minister), use the core name of the department, ministry or office (ex. 164). See also Rule 24 – Core Government Entity.

Example

	<i>Party named in the decision's heading</i>	<i>Party named in the case name</i>
164.	Her Majesty the Queen in Right of Canada as represented by the Department of Citizenship and Immigration	Canada (Citizenship and Immigration)

## C. Form of Case Name

[80] Depending upon the type of proceeding, the case name is either an adversarial form or a non-adversarial.

### 36. Adversarial Form

[81] Except as noted below the Examples, when the decision's heading lists at least two opposed parties, the case name contains:

- the first party named as the plaintiff, applicant, petitioner or appellant, and
- the first party named as the defendant or respondent.

[82] Separate the names with "v." if the reasons are released in English and with "c." if the reasons are released in French. Omit references to other parties, such as "et al."

Example

	<i>Decision's heading</i>	<i>Case name</i>
165.	Between: George Siket et al., plaintiffs, and Eugeniusz Milczek and David G. Amy, defendants	Siket v. Milczek

### [83] Exceptions.

- In **criminal proceedings** always name the Crown first, in the form "R. v. [accused]", regardless of the role of the parties in the decision's heading (ex. 166, 167).
- In **bankruptcy proceedings**, when the two "adversarial" parties are simply acting in different capacities in the same bankruptcy matter, use the non-adversarial form (ex. 175.).
- With respect to **appeals**, some appellate courts retain the order of the parties established at the trial level (ex. 168). Others list the appellant first, regardless of whether that party was the plaintiff or defendant at the trial level (ex. 169). Follow the local practice.

Examples

	<i>Decision's heading</i>	<i>Case name</i>
166.	Between: Her Majesty The Queen and Dennis Richardson, Accused	R. v. Richardson
167.	Entre : Capitaine Jean Leduc, Appelant et Sa Majesté la Reine, Intimée	R. c. Leduc
168.	Between : Mid-Sask Terminal Ltd., Respondent (Plaintiff), and Pioneer Grain Company Limited, Appellant (Defendant)	Mid-Sask Terminal Ltd. v. Pioneer Grain Company Limited

169. Between:  
 Robert T. McTeague and Ethel R. Mason,  
 Defendants/Appellants  
 and  
 J.R. Smith & Sons Limited and Jonathan Smith,  
 Plaintiffs/Respondents
- McTeague v. J.R. Smith & Sons Limited

### 37. Non-Adversarial Form

[84] When the decision's heading does not clearly list at least two opposed parties (that is, it is non-adversarial), use the first person or organization named, followed by "(Re)" (ex. 170 to 173). The abbreviation "Re" usually stands for "In the matter of", but use it also for any other procedural phrase that may be found in non-adversarial proceedings.

[85] When **both non-adversarial** and **adversarial forms** are present in the decision's heading, use the adversarial form (ex. 174). See also Rule 36 – Adversarial Form.

[86] **Exception.** When the two "adversarial" parties to a bankruptcy proceeding are acting in different capacities for the same bankrupt person or organization, use the name of the bankrupt in a non-adversarial form (ex. 175.)

Examples

	<i>Decision's heading</i>	<i>Case name</i>
170.	In the matter of a petition for the adoption of J.S., Birth Reg. No. 31 558	J.S. (Re)
171.	In the matter of the Estate of John James MacNeil	MacNeil Estate (Re)
172.	In the matter of an application by Michele Cianci pursuant to s. 74(2) of the Firearms Act	Cianci (Re)
173.	In the Matter of the Bankruptcy of Aquasure Technologies Inc., of the City of Toronto, in the Province of Ontario	Aquasure Technologies Inc. (Re)
174.	In the matter of the Estate of Dale William Semanski, deceased Between Marilyn Linder, Plaintiff, and City of Regina, Defendant	Linder v. Regina (City)
175.	IN THE MATTER OF the Bankruptcy of Impact Tool & Mould Inc. BETWEEN BDO Dunwoody Limited, Trustee of the Estate of Impact Tool & Mould Inc., a Bankrupt, Applicant (Appellant) AND Doyle Salewski Inc., in its capacity as Court- Appointed Interim Receiver of Impact Tool & Mould Inc., Respondent (Respondent)	Impact Tool & Mould Inc. (Re)

### 38. Court References

[87] For an opinion rendered under the **reference jurisdiction of a court**, create a case name containing a concise and significant description of its subject matter. For example, you may use:

- the surname of a person (ex. 176);
- the title of the legislation being interpreted (ex. 177); or
- the subject matter of the reference (ex. 178).

[88] The first element in the case name is "Reference re".

[89] When the reference pertains to a statute or regulation, and its name does not contain any indication of the enacting **jurisdiction**, include the ISO 3166-2:CA two-letter code for the enacting jurisdiction, in parentheses after the name of the legislation (ex. 177 and 178).

Examples

	<i>Decision's heading</i>	<i>Case name</i>
176.	In the matter of a Reference by the Governor in Council concerning whether the conviction of David Milgaard in Saskatoon, [...] constitutes a miscarriage of justice, and [...]	Reference re Milgaard
177.	In the matter of a reference to the Court of Appeal pursuant to [...] Respecting Bill 30, An Act to amend the Education Act to provide full funding for Roman Catholic Separate High Schools	Reference re Bill 30, An Act to Amend the Education Act (ON)
178.	Dans l'affaire d'un renvoi par la Gouverneure en conseil au sujet de la Proposition de loi concernant certaines conditions de fond du mariage civil formulée dans le décret C.P. [...]	Renvoi relatif au mariage entre personnes du même sexe (CA)

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