

July 15, 2020

## **CENTRAL DEPOSIT ACCOUNTS IN THE COURT OF QUEEN'S BENCH**

The Ministry of Justice, Court Services Branch is pleased to announce that central deposit accounts for payment of Local Registrar fees in the Court of Queen's Bench will soon be available.

This change is part of the Ministry of Justice's initiative, in partnership with the Court of Queen's Bench, to improve access to justice including the efficiency of Court administration to better serve Saskatchewan residents and other court users.

Changes to deposit accounts will impact all current deposit account holders. Please be sure to read this entire notice and the accompanying documents, because **these changes may require timely action by deposit holders.**

All deposit account holders who wish to maintain a (now centralized) deposit account must complete the attached *Request for Provincial Deposit Account* and submit it to any Local Registrar's office. To ensure that the deposit holder's new central account is created and available by August 17, 2020, being the first day the new central accounts will be active, the Request form must be submitted **no later than August 7, 2020**

The new central accounts will fully replace local deposit accounts established at each or any local judicial centre. The old local deposit accounts will not be available for use after August 7, 2020.

No deposit account activity will be available between August 10 to 14, 2020 inclusively, to enable staff to decommission old and to create new deposit accounts. Deposit holders anticipated patience during this transition period is much appreciated by Court staff.

If you have any questions or comments, they may be directed to:

Email: [qbproject@gov.sk.ca](mailto:qbproject@gov.sk.ca).

Phone: Adam Hicks at 306 527-1240

## CENTRAL DEPOSIT ACCOUNTS IN THE COURT OF QUEEN'S BENCH

### *Summary of Deposit Account Changes*

- **One Provincial Deposit Account.**
  - Streamlining a firm or person's accounts across the nine judicial centers into one central account.
  
- **New Updates:**
  - Quarterly Statements will be emailed based on the contacts on file.
  - Till receipts will display the current balance of the provincial accounts after each transaction.
  - New Accounts can be replenished by cash, cheque or money order at any of our nine locations.
  - The Ministry is aligning all its practices into a streamlined approach to improve efficiencies and service. As is done in other operations, such as The Provincial Court, payments out of Court will come from Court Services Head Office in Regina. Payments out will no longer come from the local offices. These payments in cheque form will be mailed out weekly, every Wednesday. This may result in a small delay in receiving Payment Out cheques.
  
- **Transition to new Account:**
  - Current (old) deposit accounts will no longer be accessible by the end of day on August 7, 2020.
  - No deposit accounts will be available for use between August 10, 2020 to August 17, 2020, inclusive.
  - To open a new deposit account by August 17, 2020, the attached form *Request to Open a Deposit Account* must be delivered to any Local Registrar's Office by **August 7, 2020** together with an opening deposit of at least ten dollars.
  - Upon request, any balances remaining in a firm or person's old deposit accounts may be transferred to their new central account.
  - If no request to transfer the balance in the old deposit account(s) to the new account is received, or if a new account is not opened, a refund of the balance remaining in the old account will be automatically processed. It is expected that the time for processing refunds of balances in a closed deposit account may take up to four weeks made.

## **What to expect leading up to August 17, 2020.**

*If you apply for a centralized account:*

- **Deadline is August 7, 2020 for a decision:**
  - Deposit account applications must be completed and submitted to any local office by August 7, 2020 for accounts to be ready on August 17, 2020. Please only submit one application per account and submit to only one local office.
  - If you do not apply for a deposit account by August 7, 2020, your application will be received but no deposit account will be ready until two weeks after August 17, 2020.
  
- Current Deposit Accounts:
  - Current (old) deposit accounts will be unavailable from August 10-14, 2020. This means that no matter your decision to close the accounts or to open a new provincial account, no access to either will be available during this transition period.
  - Based on your communication, funds will be either automatically transferred to your new provincial account or refunded to you.
  - Each Local Registrar's Office will be responsible for closing their own accounts after August 17, 2020 so there might be a delay in receiving funds from the old accounts. If there are payout requests, and you hold multiple accounts in different cities, you will receive a cheque from each location throughout the month of June.

*If you don't apply for centralized account*

- Payments can still be received by debit, credit, or cheque.
- Faxes will only be accepted with an active provincial deposit account or with credit card.
- Deposit accounts can be applied for at any time after August 17, 2020. Each Local Registrar's Office will have applications available.

## **How to Apply**

1. Fill out the attached form "Request for Provincial Deposit Account."
2. Attach cheque with amount to be deposited into account (at least \$10.00).
3. Deliver the request form and payment to any local office.
4. An email will be sent before August 17, 2020, to notify you of the approval.

**Request for Opening a Deposit Account  
for Court of Queen’s Bench for Saskatchewan  
J-STAR System**

**Mail, Fax or Hand Deliver Completed Form to:** Any Local Registrar’s Office in Saskatchewan.

**Legal Business/Individual Name:** \_\_\_\_\_  
(Example: 101111111 Saskatchewan Ltd. or Fredrick Billy Jones)

**Common Name for the Account:** \_\_\_\_\_  
(Example: Smith & Smith Law Office or Fred Jones)

**Type of Account:**  Law Firm  Individual  
 Business / Corporation  Media

**Office Mailing Address (Only One Office Address Per Account):**

Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number (if applicable): \_\_\_\_\_  
General Office Email: \_\_\_\_\_

Office email must be included and recommend not specific to an individual to ensure consistency and regular delivery of information. Required for all applications except individuals.

**Primary Account Holders (Who can authorize changes to the account):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number (if applicable): \_\_\_\_\_  
Email: \_\_\_\_\_

Signature of Primary Account Holder: \_\_\_\_\_

**Request for Opening a Deposit Account  
for Court of Queen's Bench for Saskatchewan  
J-STAR System**

**Secondary Account Holders** (Not Required but another individual who can authorize changes to the account):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Secondary Account Holder: \_\_\_\_\_

**Procedure for New Account Setup:**

- Complete the form and all the required information.
- Deliver the form to any Local Registrar's Office. Your information will be verified and entered into the J-STAR System. Once accepted into the system, an email will be sent notifying you of the approval. This will also act as a confirmation of your email account.
- A cheque with your initial account deposit must be made payable to Minister of Finance and delivered to any of the Court of Queen's Bench locations. This will activate your provincial deposit account.
- After the account is activated, each transaction at the court office will have a receipt issued. The receipt will include the current deposit account balance.
- To replenish your deposit account, any Court of Queen's Bench location can complete the transaction.
- **Statements will be sent to the office address provided.** If other than an individual applying, please ensure the email address provided is an office email. Only accounts with activity during a particular time period will receive a copy of the statement.
- **Please note it is your responsibility to notify the Court of Queen's Bench (contact any Local Registrar's Office) in writing of any changes to contacts, addresses, phone numbers or key contacts.** Signatures are required from the past account holder, or appropriate authorized individuals, to change and update any information.