

**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.