



COURT OF APPEAL FOR SASKATCHEWAN

July 25, 2011

To the Saskatchewan Legal Community:

You are no doubt aware of the Court of Appeal initiative to implement *eCourt*; a document and case management system, as well as a public portal for e-filing. The Court of Appeal Registry office has been working with the case and document management aspect of *eCourt* for about a year, and in early January we opened the public portal to law firms and self-represented litigants as a means to electronically file and view documents and pay Court fees.

A joint presentation by the Court of Appeal and Law Society was made to the profession in Saskatoon and Regina, in early November, to introduce the new Court of Appeal Criminal Rules and *eCourt*. At that time, we informed the Bar we would be offering further *eCourt* training to assist the profession with the preparation and filing of electronic documents. We are pleased to advise that we have conducted over 20 training sessions over the past several months to lawyers and staff whose responsibility includes the preparation of Facts, Appeal Books and Motions, etc. for the Court of Appeal. **If you have not yet had an opportunity to attend one of our training sessions, we will be offering further sessions in Saskatoon, Regina, Estevan, Weyburn, Yorkton and Swift Current. Please review the attached schedule for a time and location convenient to you.**

The sessions take approximately 2 hours and have been registered with the Law Society as continuing professional development credits. While attendance by members of the Bar is encouraged, it is important to note that these sessions are directed to those personnel in the law firms who will be actually preparing and filing the documents and any material. Opportunity will be given for firms to designate an administrator for the purposes of internal office management.

At these sessions, I provide an introduction of the *eCourt* initiative; Marlene Rodie provides instruction on how to prepare court documents in PDF (Portable Document Format), and Scott Polowyk, describes how to commence an appeal, file a motion and upload documents to the Court of Appeal Registry via the public portal. In addition, Scott will train the person assigned to the management of User Accounts and file access for your firm.

It is important to stress, that although providing documents to the Court in electronic PDF format (in addition to the paper copies) is not mandatory at this time, it will be within a number of months.

I sincerely hope that you and members of your staff are available to meet with us in August. Please contact Marlene Rodie at mrodie@sasklawcourts.ca or (306) 787-5409, with the names of those able to attend, as well as the location, date and time of your preference. If your Bar Association would like to arrange further training sessions, please do not hesitate to contact us.

Yours truly,

A handwritten signature in black ink, appearing to be 'J. Lane', written over a horizontal line.

The Honourable Mr. Justice Lane

Location	Date	Time
Estevan Q.B. Court House 1016 4 th Street	Friday, August 12, 2011	10:00
Weyburn QB Court House #18, 110 Souris Avenue	Friday, August 12, 2011	3:00
Regina, Court of Appeal Conference Room, 2425 Victoria Avenue	Monday, August 15, 2011	10:00 am 2:00 pm
Regina, Court of Appeal Conference Room, 2425 Victoria Avenue	Tuesday, August 16, 2011	10:00 am 2:00 pm
Saskatoon, Saskatoon Club 417, 21 st Street East	Monday, August 22, 2011	10:00 am 2:00 pm
Saskatoon, Saskatoon Club, 417 21 st Street East	Tuesday, August 23, 2011	10:00 am 2:00 pm
Swift Current, QB Court House 121 Lorne Street West	Thursday, August 25, 2011	1:00 pm
Yorkton, QB Court House 29 Darlington Street East	Tuesday, August 30, 2011	1:00 pm