



COURT OF QUEEN'S BENCH FOR
SASKATCHEWAN

ADMINISTRATIVE NOTICE

Court File Numbers

The Court, with the support of the Ministry of Justice's Court Services Branch, embarked on a scheduling and record management database project called J-STAR. Phase I of the rollout of J-STAR, which focused on case management functions including tracking commenced actions, documents filed, and scheduled court proceedings, is now in the final stages of completion. The Court is now proceeding with Phase II, which will include the introduction of an electronic filing system. Phase II will allow lawyers to view court records and file documents online to the extent to which it is feasible and appropriate.

The introduction of J-STAR required changes to the Court's file numbering system. File numbers now include an abbreviation of the judicial centre in which the matter was initiated to avoid duplications of file numbers between judicial centres.

File numbers are now configured as follows:

Type of Matter – Abbreviated Judicial Centre – Five-Digit File
Number – Commencement Year

For example, a criminal matter commenced in Saskatoon will be given a file number such as CRM-SA-00092-2021. A civil matter commenced in Regina will be given a file number such as QBG-RG-02542-2022.

A legend of the abbreviations used in the new file numbering configuration is attached.

Going forward, all documents produced by the Court, including judgments and correspondence from the Local Registrar's Offices will include the above noted file number format.

The Court requests that lawyers adopt the above noted file numbering format on any documents filed with the Court.

This Administrative Notice is issued the 21st day of June, 2022.


Chief Justice M.D. Popescul
Court of Queen's Bench for Saskatchewan

LEGEND

Matter Types

Adoption	ADP
Bankruptcy	BKY
Civil	QBG
Criminal	CRM
Divorce	DIV
Estate / Surrogate	SUR
Family Law	FLD
Family Services	FSM

Judicial Centres

Battleford	BF
Estevan	ES
Melfort	MF
Moose Jaw	MJ
Prince Albert	PA
Regina	RG
Saskatoon	SA
Swift Current	SC
Yorkton	YT