



COURT OF KING'S BENCH FOR
SASKATCHEWAN

ADMINISTRATIVE NOTICE

Dealings with Registry Offices

Participants in the court system must collaborate and work together to ensure that matters are processed smoothly and to reduce the risk of errors. To assist with the effective and efficient administration of all court matters, this Administrative Notice sets out general guidelines for dealings with the registry offices.

General

1. All interactions with court staff should be professional and courteous. Court staff are an integral extension of the Court and should be treated as such. Verbal abuse and harassment will not be tolerated.
2. While court staff are committed to ensuring clients have the most up-to-date information regarding court process, they are unable to provide legal advice. Providing guidance on the specific process that should be utilized to achieve a desired outcome constitutes legal advice. This applies to all participants in the court system, including self-represented litigants and lawyers.
3. The court should be advised, as early as possible, of adjournments and settlements. Adjournments and settlements frequently occur with very little notice, which contributes to delay in scheduling other matters.
4. Court staff are unable to prepare copies of documents for clients. If copies of documents are required, the requesting party should attend the court house in person to make copies or send a court runner or agent to do so.
5. When a judgment or order is granted, a clean copy of the order or judgment should be filed for issuance. A sufficient number of copies should be filed. Compliance with Rule 10-4 of *The King's Bench Rules* is required.
6. Requests to appear remotely for any scheduled appearance should be made as early as possible to ensure that the registry offices have sufficient time to make appropriate arrangements.
7. The registry office should be contacted well in advance if translators are required or if there are any other special requests. This ensures that the registry office has sufficient time to make appropriate arrangements.

8. The registry offices are open to the public from 10:00 a.m. to 4:00 p.m., with some registry offices closed over the lunch hour. In-person dealings with the registry office should be completed by 4:00 p.m. to ensure registry office staff have sufficient time to enter and file documents. The opening hours of each registry office can be found at: <https://sasklawcourts.ca/kings-bench/court-locations/>

Corresponding with the Registry Office

9. When corresponding with the registry office in writing relating to a specific matter, the correct file number and style of cause should be referenced. This includes correspondence via email, which should include the file number in the subject line.
10. When writing to or emailing the court, ensure all parties are copied on the communication.
11. When replying to an email from the court, ensure that the “reply all” option is selected. This ensures that appropriate court staff are included in the email.
12. Prompt responses to emails and phone calls relating to scheduling of court matters is expected. This helps to ensure that matters are scheduled expeditiously. If a prompt response is not received, dates may not be held and may be offered to other matters.

Fax Filing Considerations

13. Material should not be faxed to registry offices outside of opening office hours (between 10:00 a.m. and 4:00 p.m.), unless the material relates to an urgent matter.
14. Documents that must be separated by tabs, including affidavits with 25 or more pages (see Rule 13-34), must not be fax filed. Court staff are unable to tab documents for clients.
15. Documents over 50 pages in length should not be sent to registry offices via fax, unless special arrangements have been made in advance. This helps to ensure that short and urgent material is received and processed in a timely fashion.

Filing Requirements

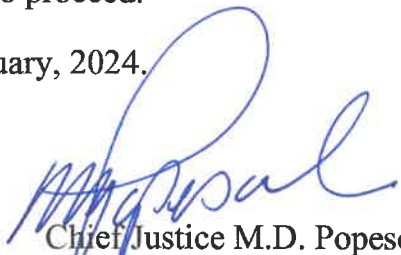
16. All documents should be reviewed to ensure that the proper file number, judicial centre and style of cause are referenced. This assists in preventing misfiling and expedites the filing process (see Rule 13-20).

17. Timely filing, in accordance with filing deadlines set out in *The King's Bench Rules*, helps to ensure material is properly placed on the court file and is reviewed by a judge.
18. When available, lawyers should use the drop box to file non-urgent documents. This helps to ensure that staff are available at the counter for urgent matters and to assist self-represented litigants.
19. Cover letters with an outline of the material being filed are appreciated. Often, a file is held in abeyance until further material is filed. A short, concise cover letter with direction to court staff ensures that the material is placed on the court file and directed to a judge. If the filing is urgent, this should be clearly indicated on the cover letter.
20. Material should only be filed using one method. For greater certainty, the same document should not be filed by fax and in-person.
21. If a document contains multiple pages, it should be stapled. Improper stapling increases the risk of pages being lost.
22. Printed copies of authorities that are available on www.canlii.org should not be appended to the list of authorities or filed without leave of the Court (see Rule 13-38.1).

Adjournments and Vacating Dates

23. The court must be advised, in writing, when a matter has settled and/or is not proceeding, and a hearing or appearance can be vacated. While local registrars appreciate a verbal indication of a settlement, a matter cannot be formally vacated until written confirmation is received.
24. Self-represented litigants and lawyers are encouraged to provide a letter to the registry office if an adjournment will be sought at an upcoming court appearance and/or if there is a consent adjournment. This helps to ensure that a judge does not spend time reviewing a matter that is not expected to proceed.

This Administrative Notice is issued the 7th day of February, 2024.


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