



COURT OF KING'S BENCH FOR  
SASKATCHEWAN

## ADMINISTRATIVE NOTICE

### Civil Litigation Searches

Previously, persons requesting a civil litigation search were required to request a separate search in each judicial centre. With the introduction of a new case tracking system, J-STAR, province-wide searches can now be completed from a centralized location for cases commenced on or after January 1, 2005.

As a result, commencing on December 1, 2024, a new process for civil litigation searches will be implemented. This Administrative Notice sets out that process.

#### 1. General

All requests for a civil litigation search must include the following information:

1. The name and contact information of the requesting party, including a phone number, a mailing address and if available, an email address;
2. The names of the parties to be searched. The names of the parties will be searched exactly how they appear in the request;
3. The dates or time period to be searched (*i.e.*, from January 1, 2015 or a ten-year search);
4. The method of payment (*i.e.*, deposit account, credit card or cash; for provincial searches, only deposit accounts and credit cards will be accepted). Note that the search results will not be provided to the requesting party until payment is received; and
5. Whether a formal certificate of search is requested.

A search by a party name will produce a list of all civil actions commenced for or against the named person or company.

The applicable fees for all civil litigation searches are as follows:

- \$20.00 for each name searched; and
- \$10.00 for each certificate issued, when requested.

If you require the civil litigation search results to show matters that were commenced on or before January 1, 2005, separate requests should be submitted to each judicial centre in accordance with Part 3 of this Administrative Notice. Search fees will be charged in each judicial centre.

If there are no search results and no certificate of search is requested, written confirmation of there being no results will be provided to the requesting party. If a certificate is requested, a certificate indicating that no results were found will be provided.

If there are search results and no certificate of search is requested, the requesting party will be provided with a list of civil actions for or against the searched person or company. If a certificate is requested, a certificate indicating that results were found will be provided in addition to the list of civil actions.

Generally, a copy of the search results will be faxed or emailed to the requesting party. If a certificate is requested, the original certificate will also be mailed.

## **2. Provincial Litigation Search**

A provincial search will disclose results for civil actions commenced in every judicial centre within the Province of Saskatchewan. A provincial search can only be requested of civil actions commenced on or after January 1, 2005.

All requests for a provincial litigation search should be submitted via email to [kbcivilsearch@gov.sk.ca](mailto:kbcivilsearch@gov.sk.ca) and contain all information described in Part 1 of this Administrative Notice.

A fee will be charged for each party name searched, and for each certificate issued when requested, as described in Part 1. Certificates will indicate that the search was conducted provincially. The requesting party will not be charged for searches per judicial centre.

Court files are specific to a location. If results are found, the location of the matter will be disclosed as part of the civil litigation search and access to the matter may be granted at the judicial centre with carriage of the matter.

## **3. Judicial Centre Specific Litigation Search**

A judicial centre specific search will disclose results for civil actions commenced only in the judicial centre requested.

All requests for a judicial centre specific litigation search should be submitted to the judicial centre(s) where the search is requested. Contact information for each judicial centre can be found here: <https://sasklawcourts.ca/kings-bench/about-the-court/contact-the-court/>. Requests for provincial litigation searches submitted to individual judicial centres may not be completed.

A fee will be charged for each party named searched and for each certificate issued, when requested, in every judicial centre where the search is conducted.

#### 4. Disclaimer & Refunds

The accuracy of court searches is dependent on spelling and punctuation. Searches will be conducted using the names of parties exactly how they appear in the request for search. For instance, if “Ltd.” is contained in the request, search results for “Limited” will not appear in the results.

There may be documents filed or actions commenced that have not yet been recorded in the Court’s system, or other information that is not identifiable. No guarantee can be made that information will be located.

Refunds will not be processed for this service and additional searches will not be conducted free of charge due to spelling mistakes or other errors in the initial request. The fee covers the cost of processing your request and is required regardless of whether information is located.

Access to civil court matters is governed by Public Access to Court Records in Saskatchewan: Guidelines for the Media and the Public, which can be found here: <https://sasklawcourts.ca/resources/media-room/>

This Administrative Notice is issued the 31st day of October, 2024



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