



PROVINCIAL COURT
OF SASKATCHEWAN

PROVINCIAL COURT PUBLIC ACCESS GUIDELINE

Accessing Court Records from the Provincial Court of Saskatchewan
Guideline for the Public and the Media

March 2026

Table of Contents

1.	Introduction	2
2.	Access to Court Files and Records	3
	General Rules	
	Public Access to Court Records	
3.	Access to Courthouses and Courtrooms	4
	Open Court Principle	
	Exceptions to Public Access	
	How to Confirm	
4.	Use of Electronic Devices in the Courtroom	5
	Photography, Audio and Video Recording	
	Media Guidelines	
	Conduct Expectations	
5.	Virtual Hearings and Remote Access	6
	Requesting Access	
	Judicial Discretion	
	Rules for Virtual Attendance	
6.	Audio Recordings and Transcripts	6
	Requesting Court Audio Recordings	
	Transcripts	
7.	Access vs. Publication	7
	Key Rule	
	Your Responsibility	
	Examples: Access vs Publication	
8.	Appendices	
	Appendix A - Quick Reference Table; Access to Court Records	9
	Appendix B - Quick Reference Table; Access To Court Proceedings	11
	Appendix C - Provincial Court Access Request Form	12
	Appendix D - YCJA Order In Council	15

1. INTRODUCTION

Purpose

This Public Access Guideline explains what information about Provincial Court proceedings is available to the public and the media, and how that access works in practice. The aim is to uphold the open court principle and promote transparency and predictability, while safeguarding privacy and the fairness of court proceedings.

Scope

This Guideline applies to the Provincial Court of Saskatchewan only. It does not apply to the Court of King's Bench for Saskatchewan or the Court of Appeal for Saskatchewan, each of which has its own policies and practices relating to access.

Guiding Principles

Access to court proceedings and court records is guided by the following principles:

- **Open Court Principle:** The general rule in Canada is that court proceedings are open to the public and may be reported in full. The Provincial Court endorses the open court principle and judges recognize that public understanding, respect, and confidence in the administration of justice can be increased by facilitating public and media access to the courts.
- **Judicial Independence and Discretion:** Judges may make orders that limit or expand access where necessary to protect the integrity of the judicial process and the administration of justice. Judicial orders always prevail over this Guideline.
- **Protection of Privacy:** Specific statutes and court orders safeguard the identities and personal information of some justice system participants including victims, witnesses, youth, and parties in sensitive matters.
- **Fair Trial Rights:** Access may be limited to ensure impartiality of proceedings and the right to a fair trial.
- **Access vs. Publication:** Obtaining access to court information does not always mean it may be published. Everyone - media and the public alike - is responsible for complying with publication bans, sealing orders, or other legal restrictions.

How to Use This Document

This Guideline provides:

- An overview of public access to court records (including court documents, filed exhibits, etc) and public attendance in courtrooms.

- Rules and processes for obtaining audio recordings and transcripts from court proceedings.
- Expectations for electronic devices and virtual attendance in the courtroom.
- A concise summary of publication bans and other legal limitations.

If you are seeking a specific court record or have questions about a particular proceeding, start with the relevant section and refer to the appendices for quick-reference tools and forms.

Important Notes

- This Guideline summarizes access rules; it does not provide legal advice.
- Where law or a judge's order conflicts with this document, the law or order prevails.
- If you are unsure whether a publication ban or other restriction applies, seek clarification before publishing. Court staff can cite the existence of a ban or order but cannot give legal advice on how the restriction should be interpreted or applied.

2. ACCESS TO COURT FILES AND RECORDS

General Rules

Court records and documents filed with the Provincial Court are available to the public unless a law or court order restricts access. Provincial Court offices - there are 13 in Saskatchewan - store and maintain all files related to cases heard in their courthouse, and cases heard in their circuit point locations.

Members of the public or media who view or obtain a court record are not automatically permitted to publish its contents. You are responsible for following all publication bans and other legal restrictions in place on the file.

Public Access to Court Records

Records that are available to the public are listed in *Appendix A: Quick Reference Table - Access To Court Records*.

To request access to any of these records, use *Appendix C: Provincial Court Access Request form*. Once completed, the form should be submitted to the court office of jurisdiction over the file.

3. ACCESS TO COURTHOUSES AND COURTROOMS

Open Court Principle

Provincial Court courthouses and courtrooms are open to everyone during daytime hours of operation. Members of the public and the media are welcome to enter courtrooms and observe court proceedings at any time, with a few exceptions to the general open court principle rule.

Provincial Court proceedings open to the public include:

- Adult criminal matters
- Youth criminal matters (subject to *YCJA* publication restrictions)
- Traffic Court matters
- Small Claims Court matters

Exceptions to Public Access

Some court proceedings may be closed to the public to protect privacy, safety, or the fairness of the proceeding. These include:

- Child protection hearings - closed under *The Child and Family Services Act*.
- Pre-trial conferences - held privately with judges and lawyers to manage the case before trial.
- In-camera proceedings - closed when the law or a judge requires it for reasons such as witness safety, sensitive evidence, or national security.
- Certain pre-trial applications in adult criminal matters - for example:
 - Applications involving production of third-party records in sexual offence cases (*Criminal Code*, ss. 278.1-278.91)
 - Applications involving the use of private records of a sexual offence complainant (*Criminal Code*, ss. 278.92-278.94)
 - Applications involving the use of evidence of other sexual activity of the complainant in a sexual offence prosecution (*Criminal Code*, ss. 276, 278.93-278.94)

How to Confirm if Courtroom is Open for Public Access

- Daily court dockets available at the court office will normally indicate whether a hearing is closed. If you are uncertain, ask court staff.
- Staff can confirm if a proceeding is closed to the public, but cannot provide legal advice.
- See *Appendix B: Quick Reference Table - Access To Court Proceedings* for a summary of proceedings and if they are open to the public.

4. USE OF ELECTRONIC DEVICES IN THE COURTROOM

- 1) Members of the public may not use electronic devices in the courtroom unless the Court permits it in advance.
Those who are permitted to use electronic devices in the courtroom, on silent mode, are: accredited media, lawyers, self-represented litigants, or on-duty law enforcement officials.
- 2) Media use of electronic devices in the courtroom is subject to the guidelines provided in [PC Criminal Practice Directive XIII: Audio/Visual Recording or Broadcasting Court Proceedings](#), the [Saskatchewan Law Courts Electronic and Wireless Devices Policy](#), and the [Electronic Text-Based Communication from Saskatchewan Courtrooms: Media Protocol](#).

Photography, Audio, and Video Recording

- Taking photographs, making audio or video recordings, or broadcasting from within courthouses is prohibited without prior judicial permission.
- To seek authorization from a judge to record or photograph court proceedings, refer to [PC Practice Directive XIII: Audio/Visual Recording or Broadcasting Court Proceedings](#).
- Media seeking access to an empty courtroom for photo/video purposes should contact the Courts Communications Officer.

Media Guidelines

- Laptops, tablets, and phones may be used in the courtroom for notetaking, audio recording, and text-based media communications only, unless the judge gives permission for other uses.
- All devices must be on silent mode. No calls, alerts, or disruptive use is permitted.
- Media must have a Ministry-issued Court ID or personal employment ID visible in the courtroom.
- Live, text-based updates to social media or news websites by accredited media are permitted, so long as journalists do not disrupt the proceeding and comply with any publication bans or court orders.
- Media-related communications and practices in the courtroom are governed by: [Saskatchewan Law Courts Electronic Text-Based Communication from Saskatchewan Courtrooms: Media Protocol](#).

Conduct Expectations

- All device use must maintain courtroom decorum and respect the dignity of proceedings.
- Violations may result in removal from the courtroom, confiscation of devices, or contempt of court proceedings.

5. VIRTUAL HEARINGS AND REMOTE ACCESS

Requesting Access

- Members of the public and media may request permission to attend a hearing remotely (by phone or video).
- Requests from the public must be made in advance by contacting the court office of jurisdiction over the proceeding.
- Media requests must be made in advance by contacting the Courts Communications Officer.

Judicial Discretion

- The presiding judge decides whether to allow remote attendance via video or phone.
- Factors the Court may weigh in determining virtual attendance include fairness, security, privacy, and technical capacity. Judicial orders always prevail.

Rules for Virtual Attendance

- Join on time and identify yourself if asked.
- Keep your microphone on mute unless called upon.
- Maintain the same level of respect and decorum as if you were physically in the courtroom.
- For members of the public, audio or video recording, photography, or screenshots of the hearing are prohibited unless expressly authorized by the presiding judge.
- Media are permitted to audio record hearings for accuracy purposes only.

6. AUDIO RECORDINGS AND TRANSCRIPTS

All Provincial Court proceedings are recorded by court officials in the office of jurisdiction over the proceedings.

Requesting Court Audio Recordings

- Members of the public and the media may apply to receive an audio recording of a proceeding using *Appendix C: Provincial Court Access Request form*. Approval is at the discretion of the Court.
- No Unauthorized Recording. Members of the public are not permitted to make their own audio or video recordings in the courtroom.
- Audio recordings by the media are governed by [*PC Criminal Practice Directive XIII: Audio/Visual Recording or Broadcasting Court Proceedings, the Saskatchewan Law*](#)

Transcripts

- Text copies of court transcripts can be obtained through Transcript Services, Government of Saskatchewan, not directly from the Court. Transcript Services will seek the authorization of the Court before proceeding with completing transcript orders.

7. ACCESS VS. PUBLICATION

Key Rule

Receiving access to court information does not automatically give you the right to publish the information. Publication bans, statutory restrictions, and sealing orders continue to apply.

Your Responsibility

- Members of the public and the media are responsible for knowing and following publication bans.
- Court staff can confirm the existence of a ban but cannot provide legal advice on how the ban should be interpreted or applied.
- Breaching a publication ban may result in legal consequences, including charges of contempt of court.

Examples: Access vs. Publication

Access Allowed	Publication Not Allowed
Youth dockets showing names are not posted or made public. Printed copies are for court administrative purposes only. You may hear the youth's name said in open court.	You cannot publish the youth's name or identifying details (<i>Youth Criminal Justice Act, ss. 110-111</i>).
You may attend to observe a sexual assault trial.	You cannot publish the complainant's identity if a ban is in place (<i>Criminal Code, s. 486.4</i>).
You may receive a copy of an Information, endorsement or other court document.	You cannot publish details covered by a statutory ban (e.g., bail hearing evidence under <i>Criminal Code, s. 517</i>), or a discretionary or mandatory publication ban.

You may read or present a victim impact statement in court (with permission).	You cannot publish it unless authorized by the presiding judge.
You may attend to observe a preliminary inquiry.	You cannot publish evidence heard at the preliminary inquiry if a publication ban is in place (<i>Criminal Code</i> , s.539(1)).

8. APPENDICES

- Appendix A: Quick Reference Table - Access to Court Records
- Appendix B: Quick Reference Table - Access to Court Proceedings
- Appendix C: Provincial Court Access Request form
- Appendix D: Youth Criminal Justice Act Order in Council 473/2017

Appendix A - Access to Court Records by Record Type

This table is a quick reference for public and media users. It shows which Provincial Court records are accessible, whether copies can be provided, and any conditions that apply. Access does not guarantee permission to publish.

Record Type	Accessible to the Public?	Copy Available?	Conditions / Notes
Adult criminal docket	Yes	Yes	Publicly posted
Court decisions	Yes	Yes	May be redacted if sensitive information is included
Information / charging documents	Yes	Yes	Subject to publication bans and redactions
Gladue Report	No	No	Judge's permission required
Pre-sentence report	No	No	Judge's permission required
Victim impact statement	No	No	Judge's permission required
Search warrant (before execution)	No	No	May be released only by judicial order
Search warrant (executed and unsealed)	Sometimes	Sometimes	Unless restrictions apply
Mental Health Warrant / Youth Drug Detox Warrant	Sometimes	Sometimes	Unless restrictions apply
Criminal Trial Exhibits	Sometimes	Sometimes	Access is discretionary; permitted unless restricted by a judge to protect privacy, safety, or fair trial rights.
Medical/Psychiatric Reports	No	No	Confidential. Access only with judicial authorization (limited to parties, counsel, or others authorized by statute or court order).
Youth court record (YCJA)	No	No	Access only for certain people (e.g. youth,

Youth court record (YCJA)			lawyer, specified agencies) and within time limits. See <i>Appendix D</i> for additional classes of persons authorized by the provincial government under section <i>119(1)(r) of the YCJA</i> .
Record suspension	No	No	Access only for subject of pardon or party acting on the subject's behalf
Family law file	No	No	Protected by law
Child protection file	No	No	Protected by law
Sealed record	No	No	Only accessible if the court removes the seal
Small Claims / civil documents	Yes	Yes	Unless restricted by law or court order

Appendix B - Access to Court Proceedings

This table is a quick reference for public and media users. It shows which types of Provincial Court proceedings are open to the public, which are closed, and which are conditionally open depending on judicial direction or statutory restrictions.

Proceeding Type	Open to Public?	Conditions / Notes
Adult criminal trials and hearings	Yes	Subject to any publication bans or court orders
Youth criminal matters	Yes (with restrictions)	Open to attend, but identities protected under Youth Criminal Justice Act
Traffic court matters	Yes	Subject to any publication bans or court orders
Small claims / civil proceedings	Yes	Generally open unless restricted by law or court orders
Child protection hearings	No	Closed under <i>Child and Family Services Act, s. 45</i>
Pre-trial conferences	No	Closed to protect fair trial rights
In-camera proceedings	No	Closed for privacy, safety, or legal reasons
Certain adult pre-trial applications	No	Closed for sensitive matters: third-party records (<i>CC ss. 278.1-278.91</i>), prior sexual history (<i>CC ss. 276-276.5</i>)

Appendix C - Provincial Court Access Request form

REQUEST FOR ACCESS TO PROVINCIAL COURT RECORDS

To be completed by the applicant:

This is a public document.

Name of Applicant: _____

Address: _____

Phone: _____ Fax: _____

Information requested:

Please describe the records you are requesting. For criminal court records, please specify as much of the following information as possible: full name of accused, date of birth of accused, Information number, charges, date of next court appearance.

I accept that this request is subject to the following conditions:

1. The person making the request for access bears the legal responsibility for the proper use of this information, including confirming whether a publication ban or other court order exists regarding the use of the information. Inappropriate use of this information could constitute contempt of court or lead to a charge under the *Criminal Code*.
2. All applicable fees for searches, photocopies, faxing, and electronic transmitting (emailing or scanning) shall be paid in advance of receiving any material.

3. Please allow time for the search to be completed. Incomplete forms or missing information may cause delays.
4. If files are located in other court offices, an access request must be directed to that office. Files will not be moved between court offices.
5. A search may not locate all of the files relating to a person. Search results may be affected by alternate spellings or aliases.
6. A court record reflects proceedings that took place on a specific day and at a specific location. It is not a criminal record search. A file may have been opened but may not have resulted in a conviction. Files must be reviewed carefully by the searcher.
7. Files produced are not guaranteed to relate to the person named in the search. Connecting the identity of court proceedings to persons in the community is the legal responsibility of the person seeking and using the information.

I confirm that I have read and understood the conditions above. I accept full legal responsibility for any use of the information I receive from the court records.

Signed _____

Name of Searcher: _____

Date submitted: _____

To be completed by Provincial Court staff:

Outcome of search. (Note whether any information is provided. If so, include name of person information was provided to.)

Signed: _____

Date: _____



Completed Access Request forms should be submitted to the **Provincial Court office** of jurisdiction over the file being requested.

Forms can be submitted by email, fax, mail, or in-person.

ESTEVAN

1016 4th Street
Estevan, SK, S4A 0W5
Fax: (306) 637-4536
Email: pcestevan@gov.sk.ca

LA RONGE

1320 LaRonge Avenue
(Mailing Address: Box 117)
La Ronge, SK, S0J 1L0
Fax: (306) 425-4269
Email: pclaronge@gov.sk.ca

LLOYDMINSTER

4815-50th Street
Lloydminster, SK, S9V 0M8
Fax: (306) 825-6497
Email: provinciacourtllloydminster@gov.sk.ca

MEADOW LAKE

207 3rd Avenue East
Meadow Lake, SK, S9X 1E7
Fax: (306) 236-7598
Email: meadowlakeprovinciacourt@gov.sk.ca

MELFORT

107 Crawford Avenue East
Melfort, SK, S0E 1A0
Fax: (306) 752-6126
Email: provcourtmelfort@gov.sk.ca

MOOSE JAW

Room 211, 110 Ominica Street West
Moose Jaw, SK, S6H 6V2
Fax: (306) 694-3043
Email: mjpc@gov.sk.ca

NORTH BATTLEFORD

#3 Railway Avenue East
North Battleford, SK S9A 2P9
Fax: (306) 446-7432
Email: pcnorthbattleford@gov.sk.ca

PRINCE ALBERT

188 11th Street West
Prince Albert, SK, S6V 6G1
Fax: (306) 953-2819
Email: pcprincealbert@gov.sk.ca

REGINA

1815 Smith Street
Regina, SK, S4P 2N5
Fax: 306-787-7037
Email: pcregina@gov.sk.ca

SASKATOON

220 19th Street East
Saskatoon, SK, S7K 0A2
Fax: (306) 933-7043
Email: provinciacourtclerks.saskatoon@gov.sk.ca

SWIFT CURRENT

121 Lorne Street West
Swift Current, SK, S9H 0J4
Fax: (306) 778-8581
Email: pcswiftcurrent@gov.sk.ca

WYNYARD

Box 1449 – 410 Avenue C East
Wynyard, SK, S0A 4T0
Fax: 306-554-5531
Email: pcwynyard@gov.sk.ca

YORKTON

120 Smith Street East
Yorkton, SK, S3N 3V3
Fax: (306) 786-1422
Email: pcyorkton@gov.sk.ca

Appendix D - Youth Criminal Justice Act Order in Council 473/2017



Province of Saskatchewan

Order in Council 473/2017

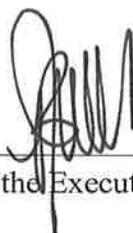
Approved and Ordered: 11 October 2017



Lieutenant Governor

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that:

- (a) Your Honour's Order 148/2013, dated March 12, 2013, is repealed; and
- (b) the classes of persons set out in the attached Schedule A are designated as classes of persons who may access the records identified and for the purposes set out in the attached Schedule A.



President of the Executive Council

(For administrative purposes only.)

Recommended by: Minister of Justice and Attorney

General Authority: Youth Criminal Justice Act (Canada),
section 119

JAGNK- 10-08-17

Schedule A to OC 473/2017

Members of the following classes of persons, on request, shall be given access to a record kept under section 114 and may be given access to a record kept under sections 115 and 116 of the Youth Criminal Justice Act (Canada), subject to the provisions of the Act, applicable privacy legislation, government departmental protocols and the terms and conditions set out in this Schedule. This access is permitted from the date that a record is created until the end of the applicable period set out in subsection 119(2) of the Youth Criminal Justice Act (Canada):

- 1) Courtworkers as defined in clause 13.1(1)(c) of The Justice and Attorney General Act (Saskatchewan) assisting the young person to whom the record relates, with respect to youth court records;
- 2) The Victims Services' workers within the Ministry of Justice, with respect to youth court records and police report summaries, for the purpose of providing services and supports to victims and witnesses that may be required to testify in court and for the purpose of assessing or reviewing applications for compensation under The Victims of Crime Act, 1995 (Saskatchewan);
- 3) The workers and/or volunteers of police-based and domestic violence victims services programs in Saskatchewan with respect to youth court records and police report summaries, for the purposes of providing services and support to victims of crime;
- 4) Saskatchewan Government Insurance workers for the proper administration of the provincial regulatory scheme for licensing and suspension of drivers of motor vehicles, including:
 - (a) the proper administration of The Traffic Safety Act (Saskatchewan), The Automobile Accident Insurance Act (Saskatchewan) and all related regulations and programs thereunder; or
 - (b) canceling, revoking, suspending, or otherwise dealing with any right, benefit, license, permit or privilege that may be cancelled, revoked, suspended or otherwise dealt with on the finding of guilt of a driving offence;
- 5) Ministry of Social Services and the First Nations Child and Family Services agencies who are officers under The Child and Family Services Act (Saskatchewan), for the purpose of carrying out their duties and responsibilities pursuant to The Child and Family Services Act (Saskatchewan);
- 6) Counsel, counsel representing a child through the Children's Counsel program, judges, courts, or parties to the proceedings of a child protection matter in which the young person is involved;

- 7) An official whose responsibilities pursuant to The Saskatchewan Assistance Act (Saskatchewan) include:
 - (a) receiving applications for assistance;
 - (b) conducting eligibility reviews; or
 - (c) verifying information of a recipient or with respect to a recipient;
- 8) Administrators of the Saskatchewan Workers' Compensation Board, for the purpose of assessing or reviewing applications for compensation under The Workers' Compensation Act, 2013 (Saskatchewan);
- 9) Members of provincial government ministries, police agencies and community and First Nation agencies, for the purposes of screening into and providing approved programs, initiatives and services that incorporate crime reduction and restorative justice principles and improve community safety and well-being respecting young persons and adults;
- 10) The following persons for the purpose of preparing any report ordered by the court, ensuring compliance with any order of the court or assisting them to properly carry out programs and services in accordance with the Youth Criminal Justice Act (Canada):
 - (a) officers under The Child and Family Services Act (Saskatchewan);
 - (b) educators, educational administrators, member of boards of education or of the Conseil scolaire fransaskois involved in the education of the young person to whom a record relates;
 - (c) workers or contractors to the board of a regional health authority within the meaning of The Regional Health Services Act (Saskatchewan), directly engaged in providing mental health, drug services, alcohol services, medical services or other health related services to the young person to whom the record relates;
 - (d) workers or contractors employed by the Ministry of Health engaged in the planning of mental health services, alcohol and drug services, medical services or other health-related services for the young person to whom the record relates;
- 11) Ministry of Justice employees for the purposes of providing legal advice, representing the Government of Saskatchewan on civil, criminal or administrative matters, and the supervision of offender case management;
- 12) Ministry of Justice employees for the purpose of consultation, advice, training, quality assurance, investigating complaints, information and data system

- development and maintenance, conducting research or evaluation, program or service review or program or service improvement, policy development and Ministry communications;
- 13) Government of Saskatchewan employees authorized in writing by the Provincial Director, for the purpose of consultation, conducting research or evaluation, program or service review or program or service improvement, policy development and communications;
 - 14) Researchers or contractors authorized in writing by the Executive Director of the Corporate Initiatives, Performance and Planning Branch, Ministry of Justice, or the Provincial Director, for access to information maintained by the Ministry of Justice for the purposes of conducting research or evaluation, program or service review or program or service improvement;
 - 15) A party to an information-sharing agreement as set out in Saskatchewan's privacy regulations, for the purposes of the identification and delivery of a common or integrated service for the young person or his or her family;
 - 16) A party to an information-sharing or data-sharing agreement for the purposes of data collection, research and analysis, integrated program review or enterprise business improvement functions;
 - 17) Ministry of Justice employees responsible for administering privacy legislation in Saskatchewan;
 - 18) Ministry of Justice security intelligence program employees and its Criminal Intelligence Service Saskatchewan partners for information exchange for the purposes of establishing and delivering integrated intelligence services that promote staff, client and public safety and the integrity of correctional operations;
 - 19) An air carrier or airport employee or for the purpose of transporting a young person by commercial aircraft who is in custody under an order of the youth justice court;
 - 20) The director appointed under the The Seizure of Criminal Property Act, 2009 (Saskatchewan) or his or her delegate, for the purpose of exercising a power or performing a function or duty under that Act;
 - 21) Any bodies or workers succeeding any of the bodies or workers mentioned in (1) to (20) above;
 - 22) Workers in other jurisdictions who have the same responsibilities as the workers described in (1) to (20) above. These workers have access in circumstances similar to those described in (1) to (20) above.