



PROVINCIAL COURT
OF SASKATCHEWAN

CRIMINAL PRACTICE DIRECTIVE 5

FILING OF COURT DOCUMENTS

Effective: October 1, 2026

Purpose

This Practice Directive sets out the required procedures for filing court documents in criminal matters before the Provincial Court of Saskatchewan.

Application

This Practice Directive applies to all Provincial Court locations in Saskatchewan and to all counsel, self-represented parties, and court users who are filing documents in relation to criminal proceedings.

Directives

1. Court documents must be filed with the Court registry located at or nearest to the court location where the accused is required to appear.
2. Documents are considered filed upon receipt by the appropriate Court registry.
3. Court documents may be filed:
 - 3.1 In person;
 - 3.2 By regular or registered mail;
 - 3.3 By facsimile (fax); or
 - 3.4 By email or other approved electronic means.

A list of Provincial Court registry email addresses and contact information is available on the Saskatchewan Law Courts website: <https://www.sasklawcourts.ca>.

4. Pursuant to *The Provincial Court Fee Regulations*, fees are applicable when documents that are intended to form part of the Court file are filed by fax or electronic means.