

NOTICE

COURT OF QUEEN'S BENCH

RE: 2:00 P.M. FILING DEADLINE

In an effort to improve the service delivery times at the Court of Queen's Bench Registry located at 100C – 408 York Avenue, Winnipeg, Manitoba, a drop-off system is being implemented for documents which are required for filing by 2:00 p.m. A tray labeled "2:00 P.M. DROP-OFFS" will be located on the Queen's Bench Registry counter by the Queen's Bench Cashier.

Only court documents that have a 2:00 p.m. filing deadline that day are to be placed in the drop-off tray with applicable fees (NO CASH).

A requisition in the form attached to this Notice must accompany each document outlining the reason for the 2:00 p.m. filing deadline. A supply of requisitions will be located adjacent to the drop-off tray.

The drop-off tray will be available from 12:00 noon to 2:00 p.m. daily with all documents removed at precisely 2:00 p.m., processed and forwarded to the appropriate location.

Any documents placed in the drop-off tray, which are not in accordance with the guidelines, will be returned to the party and subject to a \$5.00 rejection fee.

As an alternative to amending the filing deadline time, this initiative is expected to improve counter service during peak hours at the Queen's Bench Registry.

ISSUED BY:

Original signed by
Kelly L. Wilson
Provincial Registrar

DATE: August 2008

File No. _____

REQUISITION

I REQUIRE this document to be filed by 2:00 p.m. for the following reason:

Date of Case Conference: _____

Date of Motion: _____

Date of Hearing / Trial: _____

Other: _____

State reason – i.e. In accordance with Rule _____ or As per Order of _____