

NOTICE TO THE PROFESSION

RE: SUBMITTING COURT ORDERS FOR SIGNATURE

RE: RELEASE OF QUEEN'S BENCH FILES

Submitting Court Orders for Signature

Orders submitted for endorsement in the Court of Queen's Bench should be filed with the Queen's Bench Registry Officers to ensure that the order is signed and processed as quickly as possible. Orders that are directly mailed or delivered to the Judge's Chambers are not properly processed and tracked on the computerized Registry system and can result in signed orders being misplaced or distribution of copies being delayed. Counsel are strongly encouraged not to mail or deliver orders directly to Judges Chambers, *except when otherwise directed by the Judge.*

Release of Queen's Bench Files

In situations where counsel require a file be released to them such as to attend before a Stand-By Judge or to process an order signed in court, the Motions Coordination staff or Court Clerk will complete an *Authorization to Release Queen's Bench File* form to which counsel's undertaking is attached. Your compliance with these procedures will help to improve document/file management practices in the Court and enable us to provide a higher level of service delivery to clients.

J.J. Oliphant, Associate Chief Justice
Court of Queen's Bench of Manitoba

December 1999