

# NOTICE

## PROVINCIAL COURT OF MANITOBA

### RE: Request to File Material in the Provincial Court

Further to the Notices to profession issued on June 23, 2014 and January 10, 2018, effective immediately, whenever and wherever material is filed in the Provincial Court, in any Court Centre, a **Request to File Material in the Provincial Court form** must be attached to the materials whether the materials are filed at the Court Office or in Chambers. This form can be found on the Courts' Website at

<http://www.manitobacourts.mb.ca/provincial-court/legal-resources-and-links/forms/>.

Counsel are reminded to ensure the materials identify the issue(s) the materials intend to address. For example, if the case law is intended to support counsel's position on sentence, it is helpful for the presiding judge to know that and what counsel's position on sentence is or at a minimum the sentencing range. The materials should contain the name of the Counsel filing (not counsel's administrative assistant). The materials should be bound, tabbed and the relevant portions highlighted or underlined. This facilitates the timely use of court time and enables Judges to be prepared and informed in presiding over matters, which is central to the effective administration of justice.

#### ISSUED BY:

*"Original signed by:"*

---

**The Honourable Chief Judge Margaret Wiebe  
Provincial Court of Manitoba**

**DATE: September 15, 2021**