

NOTICE

PROVINCIAL COURT

RE: Information to Facilitate the Scheduling of Hearings Requiring French Language Interpretation in all Provincial Court locations

Where there is no Crown Attorney involvement, Counsel or the self-represented party must make it known to the appropriate Provincial Court Coordinator that interpretation services in the French language are required.

Prior to any dates being provided, the coordinator must ensure the availability of Interpretation Services and a French speaking Judge. Assignment of a French speaking Court Clerk/Monitor will follow.

Counsel or the self-represented party is also asked to provide background material (such as copies of court documents and/or material that will be relied on at hearing) to the same Provincial Court Coordinator. Preferably this information should be provided two weeks prior to the hearing date so that it can be forwarded to the interpreters for their pre-court preparation.

Where there is Crown Attorney involvement, the appropriate Crown Attorneys Office will continue to coordinate their own interpretation request with Translation Services before contacting the appropriate Provincial Court Coordinator to obtain a hearing date before a French speaking Judge. Assignment of a French speaking Court Clerk/Monitor will follow.

Crown Counsel will continue to provide any background material directly to the Interpreters for their pre-court preparation within the same two week timeline.

A list of the Court Coordinators for Provincial Court courthouses across the province is attached to this Notice for easy reference and to facilitate arrangements.

ISSUED BY:

Original signed by
Chief Judge Raymond Wyant
(Manitoba)

DATE: November 2007

COURT COORDINATORS LISTS

PROVINCIAL COURT COURT COORDINATORS LIST

Location	Address	Coordinator	Phone #
Winnipeg Includes scheduling for: - Circuit Courts out of Winnipeg Region - Morden - Portage la Prairie - Selkirk - Steinbach	Main Floor 408 York Avenue Winnipeg, MB R3C 0P9	Trial Coordinator	945-5657/8538
<i>For Morden, Portage la Prairie, Selkirk and Steinbach, contact can be made with the Administrators set out below:</i>			
<i>Morden</i>	<i>301 Wardrop Street Morden, MB R6M 1X6</i>	<i>Administrator</i>	<i>1-204-822-2882</i>
<i>Portage la Prairie</i>	<i>25 Tupper Street North Portage la Prairie, MB R1N 3K1</i>	<i>Administrator</i>	<i>1-204-239-3339</i>
<i>Selkirk</i>	<i>101-235 Eaton Avenue Selkirk, MB R1A 0W7</i>	<i>Administrator</i>	<i>1-204-785-5078</i>
<i>Steinbach</i>	<i>284 Reimer Avenue Steinbach, MB R0A 2T3</i>	<i>Administrator</i>	<i>1-204-785-5078</i>
Brandon Includes scheduling for: - Minnedosa - Virden, Neepawa - Russell, Rosburn - Waywayseecappo - Killarney - Boissevain - Sioux Valley	100-1104 Princess Avenue Brandon, MB R7A 0P9	Trial Coordinator	1-204-726-6247
Dauphin	114 River Avenue West Dauphin, MB R7N 0J7	Trial Coordinator	1-204-622-2194
Flin Flon	104-143 Main Street Flin Flon, MB R8A 1K2	Trial Coordinator	1-204-687-1670
Swan River	201-4 th Avenue South Swan River, MB R0L 1Z0	Trial Coordinator	1-204-734-2252
The Pas	300-3 rd Street East The Pas, MB R9A 1L2	Trial Coordinator	1-204-627-8420
Thompson	59 Elizabeth Road Thompson, MB R8N 1X4	Trial Coordinator	1-204-677-6773