

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 was implemented for documents that are required for court the next day and therefore must be filed by 2:00 p.m. the day prior. A box labeled "2:00 P.M. DROP-OFFS" is located on the Queen's Bench Registry service counter by the Queen's Bench Cashier.

Guidelines for 2:00 p.m. Drop-off Box:

- Only court documents that have a 2:00 p.m. filing deadline for next day court.
- Only Case Management Information Statements that must be filed pursuant to QB Rules 70.24(14) and 70.24(14.1) – 2 days prior.
- No court documents will be accepted that require a hearing date.
- No court documents will be accepted that are subject to a prescribed filing fee.

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

The drop-off box 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.

This initiative is expected to improve counter service during peak service hours at the Queen's Bench Registry.

ISSUED BY:

"original signed by"

Kelly L. Wilson
Provincial Registrar

DATE: October 2012