|  |  |
| --- | --- |
| **TRANSLATION REQUEST FORM** |  |
| Date: | Click or tap to enter a date. |  |  |
|  |
| Requestor: | **Click or tap here to enter text.** |  | Phone No.: | **Click or tap here to enter text.** |
|  |
| Law firm: | Click or tap here to enter text. |  | Email:  | Click or tap here to enter text. |
|  |
| Address: | Click or tap here to enter text. |  |  |
|  |  |  |  |
|  | Click or tap here to enter text. |  |  |
|  |
| Please Note: Access to a court file for a family proceeding is restricted to a party to the proceeding, a lawyer of record, a person authorized in writing, or other persons listed in rule 4.10(1) of the Court of King’s Bench Rules. |
| Email the completed translation request form to courtstranslationrequests@gov.mb.ca, or return the completed form to the nearest court office.For court locations and hours of operation visit: <https://www.manitobacourts.mb.ca/court-of-queens-bench/location-and-contact-info/> |
|  |
| **Requestor to Complete** *(see instructions on following page)***:** |
|  |
| **File Information:** |
| To obtain file information go to [www.manitobacourts.mb.ca](http://www.manitobacourts.mb.ca), choose ‘Registry’ at the top of the home page, then from the menu provided, follow the prompts. If the file number, document number(s) and name(s) are not provided below, a research fee will apply. |
|  |
| File Number: | **Click or tap here to enter text.** |  |
|  |
| Title of Proceedings: | **Click or tap here to enter text.** | vs | **Click or tap here to enter text.** |  |
|  |
| **Request for translation:** |
|  |
| Translate from: |[ ]  English | Translate to: |[ ]  English |
|  |[ ]  French |  |[ ]  French |
|  |  |  |  |  |
| Document(s) for translation: |
| Doc # | Document Name *(as per Court Registry System)* |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
|  |
|  |
| **For Office Use Only**  |
|  |
| Request Taken by: | **Click or tap here to enter text.** |  |  |  |  |  |
|  |
| ***Family File Only*** |
|  |  |  |  |
|  |[ ]  Party to the proceeding | ID Reviewed: |[ ]  Type of ID Reviewed: | Click or tap here to enter text. |
|  |  |  |  |  |  |  |
|  |[ ]  Counsel of record for | Click or tap here to enter text. |
|  |  |  |  |
|  |[ ]  Other | Click or tap here to enter text. |
|  |  |  |  |
| Completed By: | **Click or tap here to enter text.** |  | Date Completed: | Click or tap to enter a date. |  |
|  |

**INSTRUCTIONS**

**KING’S BENCH – TRANSLATION REQUEST FORM**

**Complete the following mandatory fields:**

1. Today’s date,

The requestor’s contact information:

1. Name,
2. The name of the law firm (if the requester is a lawyer),
3. Full address, including postal code,
4. Phone number, and
5. Email address.

Then go to the **‘Requestor to Complete’** box and provide the **File lnformation**.

To obtain the file information go to [www.manitobacourts.mb.ca](http://www.manitobacourts.mb.ca), choose ‘Registry’ at the top of the home page, and follow the prompts.

Once the file information is known, complete the Service Request Form as follows:

1. Indicate the applicable file number. Example: CI89-01-12345

The file number must include:

* 1. The initials of the court division (CI-Civil, PR-Probate, FD-Family, etc.)
	2. The two digit number representing the year the file was registered.
	3. The two digit code representing where the court location where the file is registered (01-Winnipeg, 02-Brandon, etc.)
	4. The numeric file number.
1. The title of proceedings (i.e., the parties involved in the matter).
2. Indicate the document number and document name for each of the documents you require to be translated.
	1. The document number and document name can be located within the ‘Registry’ website.

**Next Step:**

Email the completed translation request form to courtstranslationrequests@gov.mb.ca, or return the completed form to the nearest court office.

For court locations and hours of operation visit: <https://www.manitobacourts.mb.ca/court-of-queens-bench/location-and-contact-info/>

The requestor may be required to produce at least one piece of government issued photo ID.

**Requests Relating to Older Files:**

These requests may take longer to process as the records may be located offsite.

**Manitoba Courts – Interpretation Services Guidelines**

**Translation of Documents Filed with the Court**

Parties may exercise their right to use either of Canada’s official languages throughout court proceedings. The translation of court documents from one official language to the other is provided without cost to the parties at any time during the proceedings.

The translation of court documents is the responsibility of the Courts only after filing and will commence when:

1. An English document is filed and the opposing party responds in French or requests a translation before responding.
2. A French document is filed and the opposing party responds in English or requests a translation before responding.

The translation of all documents filed will continue throughout the proceedings until English or French is indicated to be the language of preference either by order of the Court or by consent of the parties.

As the translation of documents on a file may vary (such as a party requesting the translation of a specific court document later in the proceedings), each file is dealt with on an individual basis.