

NOTICE

COURT OF QUEEN'S BENCH OF MANITOBA WINNIPEG CENTRE

RE: EMAIL FILING FOR CRIMINAL MATTERS

The Court of Queen's Bench Registry remains open for filing, however given current public health advisories, counsel will be permitted to file documents by email for **criminal matters** in Winnipeg Centre, effective immediately.

In order to ensure timely processing and filing of documents, the Court of Queen's Bench Registry requires the below procedures to be followed:

- Documents submitted must relate only to criminal proceedings in Winnipeg Centre and are to be sent to QBfiling.Winnipeg@gov.mb.ca
- Opposing counsel, if known, should be copied on the email for the purpose of service and to receive confirmation of filing
- The subject line should use the following naming convention:
FILE NUMBER (if available) – STYLE OF CAUSE – TYPE OF DOCUMENT
- Documents are required to:
 - be in PDF format
 - be limited to 50 pages or less
 - **not** be password-protected or encrypted
- If multiple documents are submitted in one email, each document must be attached as a separate file
- The body of the email should include:
 - a list and description of the document(s) attached
 - the name, role (ie. lawyer, agent, Crown, defence, etc.) and contact information of the person submitting the request
- The email size must not exceed 28MB

Delivery or receipt of an email is not confirmation that a document has been accepted for filing. Emails will be reviewed in the order they are received. A Deputy Registrar will reply to the email to confirm that the document(s) has been accepted for filing. The document(s) will be printed by the Deputy Registrar and filed as of the date of that reply.

Using this email filing process, counsel is thereby acknowledging that the PDF document is a true copy of the original document and that they will retain the original for 5 years after the last appeal period expires for a document to be used as evidence in court, whose authenticity is subject to a challenge, or that is subject to cross-examination, unless the court orders otherwise.

These measures will remain in effect while the pandemic response level in Winnipeg is code red or orange.

ISSUED BY:

“Original signed by Amy Jackson”

**Amy Jackson, Registrar
Court of Queen’s Bench (Manitoba)**

DATE: January 18, 2021