

# NOTICE

## COURT OF KING'S BENCH

### RE: Change in Protocol for Filing King's Bench Court Documents in Regional offices

Effective January 2, 2025, there will be a change in the protocol for filing documents in the Court of King's Bench. This change is being implemented to address the delays and inefficiencies caused by the current drop-off tray system.

#### Current Process:

- Counsel drop off documents in a tray.
- Documents are processed later by staff.
- Missing information or errors lead to back-and-forth communication, causing further delays.

#### New Process:

- All documents must be filed and processed directly with a Court of King's Bench Deputy Registrar.
- Drop-off trays will no longer be available. Any documents left on the KB counter will be returned to counsel for direct filing with the Deputy Registrar.

#### Temporary Exceptions:

- In the event of unexpected closures of front counter services, a drop-off tray will be made available but will be limited to urgent filings only.

#### Benefits of the New Process:

1. **Immediate Processing:** Documents will be processed on the spot, reducing delays and motion dates can be confirmed at time of filing.
2. **Direct Communication:** The Deputy Registrar can address any issues or missing information immediately with Counsel.
3. **Increased Efficiency:** Eliminates the need for back-and-forth communication, streamlining the filing process.
4. **Improved Accuracy:** Ensures that all documents are complete and correctly filed the first time.
5. **Better Service:** Although counsel may need to wait to file their documents, the overall service will be more efficient and reliable.

We understand that this change may require an adjustment period. However, we are confident that this new process will ultimately provide better service and more efficient handling of court documents.

Thank you for your cooperation and understanding.

**ISSUED BY:**

***“Original signed by Signe Vincent”***

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**Signe Vincent, A/Provincial Registrar  
Court of King’s Bench (Manitoba)**

**DATE: December 11, 2024**