

COURT OF KING'S BENCH

ELECTRONIC FILING OVERVIEW

Note: E-filing is only permitted for Receiver/Manager applications, applications filed under the Companies' Creditors Arrangement Act and plans of arrangement under the Corporations Act.

e-Filing Protocol effective February 14, 2024

Counsel/Trustee will:

1. prepare document(s) for e-filing:
 - a. convert document(s) to PDF;
 - b. assemble document;
 - c. run optical character recognition (OCR);
 - d. insert bookmarks and hypertext links (i.e. schedules, exhibits, case law, authorities);
 - e. complete and sign KB e-Filing Form
 - i. apply digital signature of counsel/trustee or a person authorized by counsel
 - ii. it is acceptable to scan the eFiling Form with an ink signature;
 - f. should an e-document be deemed confidential, use Adobe Acrobat software and encrypt document with a password and provide the document's password by phone or voicemail to Court of King's Bench Bankruptcy Coordinator at 204-945-5384.
2. email e-document(s) to KBRegistry@gov.mb.ca

Note: Manitoba government's maximum file (document) size for an Internet email is approximately 25-28 megabytes.

 - a. Should the file size exceed allowable limit, counsel or a court runner attends 100-408 York Avenue and submits PDF document(s) via USB device to the Bankruptcy Coordinator.
3. receive an email acknowledgement advising document(s) are *accepted/rejected and any applicable court filing fees be paid forthwith.
4. forward filing fee payment ([cheque payable to Minister of Finance](#)) to KB Cashier, 100-408 York Avenue.
 - a. *payment must be received by KB Cashier before Bankruptcy Coordinator can complete the process of registering and adding the official court copy (PDF) to the Court Registry system.
5. Once the Bankruptcy Coordinator authenticates and applies a non-editing security policy to the "Original Court Copy", counsel/trustee will receive the court-authenticated copy via email for their records / for subsequent service.

For general e-filing inquiries please contact the Bankruptcy Coordinator at 204-945-5384.

For technical e-filing inquiries please contact the Systems Analyst at 204-590-9277.