



**Effective Date:** 2010/07/01

**Number:** AN - 1

**Title:**

## **Administrative Notice**

### **Document Filing Standards**

**Summary:**

This Administrative Notice describes the standards applied by the court registry when reviewing electronic and paper documents submitted for filing. These standards apply both to documents submitted to registry counters for filing, and documents submitted electronically. These standards do not apply to divorce or probate documents.

**Direction:**

**Responsibility of parties and counsel**

1. Parties and counsel are responsible for ensuring that documents submitted for filing conform to the requirements of the Rules of Court, and meet applicable time limits.
2. The acceptance of a document for filing by the court registry does not mean that the document complies with the requirements of the Rules of Court or any other enactment.

**Responsibility of the registry**

3. Registry staff is responsible for ensuring that documents are directed to the correct court file and for providing timely and efficient access to filed documents.

**Compliance with standards**

4. Registry staff will check documents for compliance with the standards set out in this notice. Documents that do not meet the standards will not be accepted for filing.

**All documents must include registry number, registry location and style of proceeding**

5. A document will not be accepted for filing unless it includes the following information:
  - a. the registry file number
  - b. the registry location
  - c. the style of proceeding.

**Specified documents must include date, time and place of hearing or trial**

6. A document setting a matter for hearing or trial (including documents listed in Schedule A) will not be accepted for filing unless the document includes the date, time and place of the hearing or trial.

**Notice of Trial and Trial Certificate must include all information specified in form**

7. The following documents will not be accepted for filing unless all of the information required by the form is provided:
  - a. Notice of Trial (Forms 40 and F44)
  - b. Trial Certificate (Forms 42 and F46).

**Where not specified, matter will be treated as within the jurisdiction of a master**

8. A Notice of Application (Forms 32 and F31) which does not indicate whether or not the matter is within the jurisdiction of a master will be treated as though it is within the jurisdiction of a master.

**Where not specified, time estimate for hearing of matter will be treated as less than two hours**

9. A document which does not indicate whether the estimated time for hearing of the matter is more or less than two hours, will be treated as though the time for hearing is less than two hours.

**Filing fees payable at time of filing of documents**

10. Where a fee applies to the filing of a document, the fee must be paid at the time of filing.



Master William McCallum  
Supreme Court Registrar

### **Schedule A**

Form 19	Notice of Case Planning Conference
Forms 32 ( F31)	Notice of Application
Forms 40 (F44)	Notice of Trial
Form 42 (F46)	Trial Certificate
Form 49 (F55)	Appointment
Form 56 (F66)	Subpoena to Debtor
Form 58 (F68)	Notice of Application for Committal
Form 68 (F75)	Notice of Hearing
Form 72	Notice of Hearing of Stated Case
Form 73 (F79)	Notice of Appeal if Directions Required
Form 75 (F81)	Notice of Hearing of Appeal
Form 121 (F98)	Notice of Appeal from Master, Registrar or Special Referee
Form F19	Notice of Judicial Case Conference