

Procedure for Payment of Filing Fees in the Court of Appeal and Supreme Court by e-transfer

1. Where a party has undertaken to pay fees by e-transfer, they must comply with the following procedures.
2. **Prior** to sending filing fees by e-transfer, a party must wait for confirmation from a Deputy Registrar that their document was accepted for filing as parties are still required to follow the applicable Rules of Court.
3. After receiving confirmation of acceptance for filing, e-transfers should be sent to courtfees@courts.pe.ca with the following information in the comments section:
 - a. Court File Number
 - b. Document type
4. Parties should print, save or screenshot the confirmation from their financial institution of the transfer for their records.
5. If you have any difficulties with your e-transfer, please contact the Deputy Registrar who notified you of acceptance for filing.

Effective March 30, 2020