

### **PRACTICE NOTE 3**

#### **FILING DOCUMENTS**

From time to time the Court does not become aware of certain documents that lawyers file with the Registrar until Court is convened. This usually occurs when there has been an adjournment to allow time to file Briefs, with a return day being set, or in matters that are being brought quickly before the Court. As the staff in the Registrar's Office are not usually aware of any particular urgency in bringing the documents to the Court's attention, it is often not until the judge is in Court that he or she becomes aware of a certain document.

Therefore, to alleviate this problem, it will be the responsibility of the lawyer who is filing the document to instruct the Court Clerk who receives the documents that the document should be delivered immediately to the judge hearing the matter. Any adjournment that is caused by a lack of instructions to deliver the document immediately to the judge may be dealt with by an award of costs against the offending lawyer.

Your assistance in making the court work more efficiently in this area would be much appreciated.