



## NOTICE TO MEMBERS OF THE LAW SOCIETY

**Date:** June 1, 2020  
**From:** Krista J. MacKay, Q.C., Prothonotary/Registrar  
**Re:** Prothonotary Hours; Court Administration Office; Family Law Filing issues

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### Prothonotary Hours

Please be advised that until further notice, I will generally be working in the Charlottetown courthouse (368-6669) on Mondays, Wednesdays and Thursdays and in the Summerside courthouse (888-8033) on Tuesdays and Fridays. Summer hours (8am-4pm) will begin on June 8, 2020. A reminder that filing hours during the summer are 8am-3:30pm.

### Searching in the Court Administration Office

Since March 16, 2020, we have been restricting admission to the Administration Office as much as possible and providing documents, such as Register of Actions printouts, to law firms directly through the e-filing email address. We have continued to allow searchers from law firms into the Administration Office for the purpose of judgment searches. With the easing of restrictions currently occurring, we are now allowing law firms to have runners or searchers attend in the office to obtain the documents they require. We would appreciate if firms would not send requests through the e-filing email address for multiple documents. It is preferable for firms to send one of their own staff persons to obtain the required documents.

In addition, as has been customary in the spring of the year, firms sometimes send summer law students to obtain these documents. Our staff has in past years assisted these students with obtaining the documents and with printing of documents. This year, however, given the continued requirements for physical distancing where possible, we will be requiring law firms to send one of their own staff members with the law students to show them how to obtain and copy any documents that are needed.

Filing of Documents for Pre-Motion Conference

Please be advised that commencing July 1, 2020, a party requesting a Pre-Motion Conference in a family matter will be required to file, at the time of filing the Pre-Motion Conference Memorandum (Form 70 BB), a copy of the most recent Income Tax Return or Notice of Assessment, along with proof of current income (eg. pay stub with year to date income; statement from Employment Insurance showing payments to date, etc.). Court administration staff will not accept for filing a Form 70 BB that is not accompanied by these documents and will have no discretion in this direction. Should you require an exemption from this requirement, please direct requests for same to my attention for assessment. This can be done by email or phone call.

Any questions regarding this may be directed to my attention.



Krista J. MacKay, Q.C.

Prothonotary and Registrar of the Court of Appeal  
and Supreme Court