



NOTICE TO MEMBERS OF THE LAW SOCIETY

Date: March 20, 2020
From: Krista J. MacKay, Q.C., Prothonotary

Filing of Documents

We are now working with a skeleton staff and would appreciate if lawyers would, before attempting to file documents, consider if the filing is necessary at this time. If the document can wait to be filed until we have more fulsome staffing situation, we would encourage and appreciate lawyers hanging onto their documents until that time.

Filing by Email

Later today, you will be receiving a Practice Direction regarding email and facsimile filing of documents. We are encouraging all counsel to file by email where possible. This will reduce the volume of in-person attendance at the courthouse and will also limit the number of faxes being received by the court. We are also in the process of establishing an email address for e-transfer of filing fees and will advise when that is ready to accept e-transfers of funds. Until then, payment should be made by cheque mailed to the appropriate courthouse.

Filing of Affidavits

In the usual course, affidavits are required to be sworn in person prior to being filed. Due to the current health situation, and until further notice, the Court will accept insufficiently sworn affidavits provided that the lawyer filing the affidavit undertakes to file, prior the hearing date, an original affidavit that complies with the formal requirements, failing which the party would not be entitled to rely on it or may be required to withdraw it.

Netlegal and Requesting copies of judgments, Satisfaction, Letters Probate, etc.

Please be advised that Netlegal is up and running for judgment searching online.

If you require a copy of a judgment, Satisfaction, Letters Probate, etc., please fax the Registry Office in Charlottetown at 902-368-0266 with the Court File number and name of document you are requesting and we will email or fax a copy to you. Please indicate where you would like it sent (fax or email) and please provide a contact number so that we can call you with any questions we may have.

Interoffice Mail at the Courthouse

Instead of attending in person, please contact the Commissionaire's desk in Charlottetown at 902-368-6000 or Summerside office at 902-888-8187 to inquire if you have mail in your mail box. If you do have mail, the Commissionaire (or Summerside staff) will obtain and provide it to you upon your arrival.

Law Library After Hours

Please contact me to arrange in advance if you need to visit the Law Library after hours. If you have not received prior approval you will not be permitted into the library after hours.

Contact Information

When filing documents, please ensure to provide contact information so that court staff can reach you, if needed.

Writ Enforcement by Sheriff's office

We will be not be accepting payments on writs in person until further notice. We are issuing a Notice advising anyone wishing to make a payment is to contact the Sheriff's office at 902-620-3573 (Charlottetown) to make a payment via credit card, by mail or to set up direct deposit.

We appreciate your co-operation in these matters as we work through the current health crisis.



Krista J. MacKay, Q.C.

Prothonotary of the Court of Appeal and Supreme Court