

# COURT OF QUEEN'S BENCH

## ELECTRONIC FILING OVERVIEW

### e-Filing Protocol (Counsel) effective November 13, 2018

Counsel will

1. prepare document(s) for e-filing:
  - a. convert document(s) to PDF;
  - b. assemble document;
  - c. run optical character recognition (OCR);
  - d. insert bookmarks and hypertext links (i.e. schedules, exhibits, case law, authorities);
  - e. complete and sign QB e-Filing Form
    - i. apply counsel's digital signature or signature of a person authorized by counsel
    - ii. it is acceptable to scan the eFiling Form with counsel's ink signature;
  - f. should an e-document be deemed confidential, use Adobe Acrobat software and encrypt document with a password and provide the document's password by phone or voicemail to Court of Queen's Bench Civil Motions Coordinator at 204-945-3043.
2. email e-document(s) to [QBRegistry@gov.mb.ca](mailto:QBRegistry@gov.mb.ca)

Note: Manitoba government's maximum file (document) size for an Internet email is approximately 25-28 megabytes.

  - a. Should the file size exceed allowable limit, counsel or a court runner attends 101A-408 York Avenue and submits PDF document(s) via USB device to the Civil Motions Coordinator (Ms. Cheryl Laniuk or her backup).
3. receive an email acknowledgement from Civil Motions Coordinator advising document(s) are \*accepted/rejected and any applicable court filing fees be paid forthwith.
4. forward filing fee payment ([cheque payable to Minister of Finance](#)) to QB Cashier, 100C-408 York Avenue.
  - a. \*payment must be received by QB Cashier before Civil Motions Coordinator can complete the process of registering and adding the official court copy (PDF) to the Court Registry system.
5. Once the Civil Motions Coordinator authenticates and applies a non-editing security policy to the "Original Court Copy", counsel will receive the court-authenticated copy via email for their records / for subsequent service.

For general e-filing inquiries please contact Cheryl Laniuk, Civil Motions Coordinator at [cheryl.laniuk@gov.mb.ca](mailto:cheryl.laniuk@gov.mb.ca) or 204-945-3043.

For technical e-filing inquiries please contact Kelly L. Wilson at [kelly.wilson@gov.mb.ca](mailto:kelly.wilson@gov.mb.ca) or 204-391-7111.