

KING'S BENCH – SERVICE REQUEST FORM



Date: _____

Requestor: _____ Phone No.: _____
area code + ph. no. - no parenthesis or spaces

Law firm: _____

Address: _____ Email: _____

Please Note:

Return the completed service request form to the court office where the file is located.
 For court locations and hours of operation visit: <https://www.manitobacourts.mb.ca/court-of-queens-bench/location-and-contact-info/>
 You will be contacted prior to the request being completed, and may be required to provide payment at that time.

Requestor to Complete (see instructions on following page):

File Information:
 To obtain file information go to www.manitobacourts.mb.ca, choose 'Registry' at the top of the home page, then from the menu provided follow the prompts. If the file number, document number(s) and name(s) are not provided below, a research fee will apply.

File Number: _____

Title of Proceedings: _____ VS _____

Service(s) Requested:
 Copy of Document(s): _____
Indicate document number and document name as per Court Registry System

Certified Copy: Yes _____ # of Certified Copies

Requesting a: Divorce Certificate Grant of Probate Other: _____

Delivery Format: Mail Pick up at Court Office Email (not available for certified copies)

For Office Use Only

Copies	4 pgs or less: \$2.50 min 5 pgs or more: \$1.00 for pg1 + \$0.50 subsequent pgs	_____ = Total Pages	
_____ # of Certified Copies, Divorce Certificate or Grant of Probate (\$30.00 each)			
<input type="checkbox"/> Research Fee (\$10.00 plus copying fees)			
<input type="checkbox"/> Reasons for Judgment (\$1.00 per page)		_____ = Total Pages	
The following fees are <u>not</u> applicable to a party to a proceeding or counsel of record:			
Document Retrieval: file located	in court office (\$5.00)	not in court office (\$10.00)	
Other: _____			
		TOTAL	

Request Taken by: _____ ID Reviewed: _____ Type of ID Reviewed: _____

Fees Paid On: _____ Receipt No. or LA Certificate No.: _____

Completed By: _____ Date Completed: _____

INSTRUCTIONS

KING'S BENCH – SERVICE REQUEST FORM

Complete the following mandatory fields:

1. Today's date,

The requestor's contact information:

1. Name,
2. The name of the law firm (if the requester is a lawyer),
3. Full address, including postal code,
4. Phone number, and
5. Email address (if applicable).

Then go to the '**Requestor to Complete**' box and provide the **File Information**.

To obtain the file information go to www.manitobacourts.mb.ca, choose 'Registry' at the top of the home page and follow the prompts.

Once the file information is known, complete the Service Request Form as follows:

1. Indicate the applicable file number. Example: CI89-01-12345
The file number must include:
 - a. The initials of the court division (CI-Civil, PR-Probate, FD-Family, etc.)
 - b. The two digit number representing the year the file was registered.
 - c. The two digit code representing where the court location where the file is registered (01-Winnipeg, 02-Brandon, etc.)
 - d. The numeric file number.
2. The title of proceedings (i.e., the parties involved in the matter).
3. Indicate the document number and document name of the copies required.
 - a. The document number and document name can be located within the Court Registry System.
4. Check off the box to indicate if the copy is to be certified.
 - a. This may be a requirement for certain types of applications where court documents are required to include an official stamp or seal.
5. Check off the applicable box if a divorce certificate or a grant of probate is required.
6. Check off the box to indicate how you would like to receive the requested document(s).

Next Step:

Return the completed Service Request Form to the nearest court office. For court locations and hours of operation visit:

<https://www.manitobacourts.mb.ca/court-of-queens-bench/location-and-contact-info/>

The requestor may be required to produce at least one piece of government issued photo ID.

Service Fees:

Payment is required prior to receiving the requested service(s).

Applicable service fees are prescribed within the *Court Services Fees Regulation* M.R. 150/2021. The fees are also located at the bottom of the Service Request Form in the '**For Office Use Only**' box.

If you are not a party to the proceeding or counsel of record, a retrieval fee will be charged based on the location of the file.

Requests Relating to Older Files:

These requests may take longer to process as the records may be located offsite.