

# PROVINCIAL COURT - SERVICE REQUEST FORM



Date: \_\_\_\_\_  
 Requestor: \_\_\_\_\_  
 Law Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_  
area code + ph. no. - no parenthesis or spaces  
 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/provincial-court/locations-and-contact-info/location>  
 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 the following page):

**File Information:**  
 If the Name of Accused, and the detail of the pending or disposed of matters are not provided below, a research fee will apply.

Accused/Young Person: \_\_\_\_\_  
Include any aliases \_\_\_\_\_  
Last Name First Name Middle

Date of Birth: \_\_\_\_\_  
Day Month Year Adult Charges Youth Charges

Charge(s) and/or Information Number(s)	Pending Matters		Disposed Matters
	Remand Date	Courtroom	Conviction Date

Court location where charge(s) are pending or were disposed:  
 408 York Ave. Winnipeg      Brandon      Dauphin      Flin Flon      Minnedosa  
 Morden      Portage La Prairie      Selkirk      Steinbach      Swan River  
 The Pas      Thompson      Virden      373 Broadway Winnipeg

**Service(s) Requested:**  
 Copy of document(s):      Release Order      Information, Disposition & Fine Order      Peace Bond  
    Probation Order      Conditional Sentence Order  
 Other: \_\_\_\_\_

Reason for the copy:      Bail Review      Record Suspension      US Waiver  
 Other: \_\_\_\_\_

Certified Copy Required:      Yes      Delivery Format:      Pick up at Court Office      Mail      Email

**For Office Use Only:**

Copies      4 pages or less: \$2.50 min  
    5 pages or more: \$1.00 for pg1 + \$0.50 subsequent pgs      = Total Pages \_\_\_\_\_

Research Fee      \$10.00 plus applicable copy fees      \_\_\_\_\_

The following fees are not applicable to a party in a proceeding, or counsel of record:

Document Retrieval:      file(s) located      In court office (\$5.00)      and/or      Not in court office (\$10.00)      \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Request Taken by: \_\_\_\_\_      ID Reviewed:      Type of ID Reviewed: \_\_\_\_\_  
 Fees Paid On: \_\_\_\_\_      Receipt No. or LA Certificate No.: \_\_\_\_\_  
 Completed by: \_\_\_\_\_      Date Completed: \_\_\_\_\_

## INSTRUCTIONS

### PROVINCIAL COURT – 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** as follows:

1. Last name and first name of accused/young person (include middle name if known). Include all known aliases.
2. Provide the accused/young person's date of birth.
3. Check off applicable box to indicate if the charge(s) are either Adult or Youth matters.
4. Charge(s) and/or Information Number(s) section:
  - a. Name the offences for which the person was charged with, and provide the information number (i.e., court file number).
5. Pending Matters section:
  - a. If the charge(s) are currently being dealt with in court, provide the remand date (i.e., next court date) and scheduled courtroom number.
6. Disposed Matters section:
  - a. If the matter has been disposed (i.e., completed/finished) provide the **exact** date of conviction.
  - b. If the reason for copy is for a Record Suspension or US Waiver, if you cannot provide the date of conviction, please contact any police agency or RCMP detachment and request a printout of the convicted person's criminal record.
7. Check off the box to indicate the court office location of the pending or disposed matter(s).
8. Check off the box to indicate the documents required.
9. Check off the box to indicate why the copy is required.
10. 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.
11. 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 court office where the file is located. For court locations and hours of operation visit: <https://www.manitobacourts.mb.ca/provincial-court/locations-and-contact-info/location>

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 Disposed Matters:**

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