

**Supreme Court, Trial Division
Registry Practice Advisory**

FILING OF DOCUMENTS

Background and Purpose:


1. Registry counter services are available at all six permanent Supreme Court locations across the Province: St. John's, Grand Bank, Gander, Grand Falls/Windsor; Corner Brook and Happy Valley/Goose Bay.
2. Questions have arisen as to the consistency and uniformity of Registry counter practices as to the filing of documents at some court locations.
3. It is essential, to the extent reasonable, that Registry counter practices at all court locations be consistent and uniform.

Registry Advisory:

4. Effective immediately, all documents submitted for filing at all Supreme Court Trial Division Registries across the Province will be date and time stamped at the time they are submitted for filing. A document that is accepted for filing will be considered to have been filed at the time the document is submitted for filing, unless the Court otherwise orders.

5. Trial Division Registry Business Hours:

St. John's	-	9:00 a.m. – 5:00 p.m. daily
Grand Bank	-	8:30 a.m. – 4:30 p.m. daily
Gander	-	8:30 a.m. – 4:30 p.m. daily
Grand Falls/Windsor	-	8:30 a.m. – 4:30 p.m. daily
Corner Brook	-	8:30 a.m. – 4:30 p.m. daily
Happy Valley/ Goose Bay	-	8:30 a.m. – 4:30 p.m. daily


Christopher P. Curran, Q.C.
Registrar