

PROVINCIAL COURT - SERVICE REQUEST FORM



Date:

Requestor:

Law Firm: Phone No.:

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/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:
Last Name First Name Middle

Include any aliases
Last Name First Name Middle

Date of Birth: Adult Youth
Year Month Day

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:

<input type="checkbox"/> Copies (4 pages or less)	Minimum fee \$2.50	\$	_____
<input type="checkbox"/> Copies (5 pages or more)	First page \$1.00 + Subsequent pages _____ x \$0.50/page	\$	_____
<input type="checkbox"/> Certified Copy	\$30.00 per document	\$	_____
<input type="checkbox"/> Research Fee	\$10.00 plus applicable copy fees	\$	_____
The following fees are <u>not</u> applicable to a party in a proceeding, or counsel of record:			
<input type="checkbox"/> Document Retrieval: located in court office	\$5.00	\$	_____
<input type="checkbox"/> Document Retrieval: not located 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: _____