



Issued: July 15, 2020

NOTICE TO THE LEGAL PROFESSION AND PUBLIC

COVID-19: RESUMPTION OF IN-PERSON SERVICES OFFERED BY COURT REGISTRIES AND SHERIFF'S OFFICE

Following consultation with the Office of the Chief Public Health Officer, Court Services has put a number of precautions in place to prevent the spread of COVID-19. These include symptom screening, encouraging physical distancing where possible, and requesting the use of hand-sanitizer and wearing of masks for all who enter court facilities.

With these precautions it is possible to re-open court registries and the Sheriff's Office to the public as of July 20th, 2020.

Court Registries

All court registries will be open for all services during regular posted hours as of 9:30 a.m. on Monday, July 20th, 2020.

Remote Services will continue to be offered as follows until further notice for those who do not wish to attend in person.

Filing of documents – documents may be filed by placing them in the drop-box located just inside the front door of the Yellowknife and Hay River courthouses. No drop-box is available at the Inuvik courthouse.

All documents must be inserted in an envelope indicating the court for which the documents are intended, and filing instructions must be provided that specify:

- Whether copies or certified copies are required and how the person filing the documents would like to receive them. The documents can be emailed or the clerk can arrange for a time for pick up at the front lobby of the courthouse.
- Contact information for the person filing the documents.
- Instructions with respect to payment of fees. Fees can be paid by pre-authorized credit card on file, by credit card over the telephone, or by money order or cheque. **DO NOT DEPOSIT CASH.**

Fine & Restitution Payments – All fines can be paid online at www.nwtcourts.ca. If online payment is not possible, a money order or personal cheque can be deposited in the drop-box described above. **DO NOT DEPOSIT CASH.**

File Searches - Searches will be performed by court officers. Requests should be emailed to either territorialcourt@gov.nt.ca (Yellowknife & Inuvik), territorialcourthR@gov.nt.ca (Hay River) or supremecourt@gov.nt.ca specifying the **exact** name(s) to be searched and contact information for the requestor. Court officers will perform searches for the name(s) provided and provide screenshots of results returned. Applicable search fees can be paid by pre-authorized credit card on file, by credit card over the telephone, or by money order or cheque. **DO NOT DEPOSIT CASH.**

Please contact the appropriate court registry for assistance for any other service related inquiry at the numbers below:

Yellowknife Territorial Court	867-767-9289 or 866-822-5864 (toll free)
Supreme Court	867-767-9288 or 866-822-5864 (toll free)
Hay River Territorial Court	867-874-6509 or 866-885-2535 (toll free)
Inuvik Territorial Court	867-777-7300 or 866-344-3940 (toll free)

Sheriff Services

The Sheriff's Office will be open for all services during regular posted hours as of 9:30 a.m. on Monday, July 20th, 2020.

Remote Services will continue to be offered as follows until further notice for those who do not wish to attend in person.

Drop-box filing of hard-copy documents will continue in the manner described above for the Yellowknife courthouse. All posted telephone and email contacts continue to be monitored. See <https://www.justice.gov.nt.ca/en/divisions/court-services-division/sheriffs-office/> for contacts.

The following services will resume:

- Document service
- Seizures of assets or land
- Evictions, except those relating to unpaid rent

Please contact the Sheriff's Office for assistance for any other service related inquiry at 867-767-9290 or 888-873-7620 (toll free).



Jeff Round
Director, Court Services