

IMPORTANT NOTICE TO THE PROFESSION

RE: REMOVAL OF COURT FILES FROM THE COURT

OFFICE of the SUPERIOR COURT OF JUSTICE

The Policy with respect to the removal of Court Files will be changing. In the past, lawyers were permitted to remove files from the court office for two reasons, one was to bring the file to a Judge, the other was to copy the file in the Library.

Effective immediately, file transfer from the Court Office to the Judiciary will be taken care of by staff of the courthouse.

Effective May 30, 2011, file review will take place at the counter of the Court Services Office for files that require a short period of time. For longer file review, an appointment will be provided for you. You must contact Linda Peltier, Supervisor of Court Operations. Ms. Peltier and the staff will do their best to accommodate your schedule. If you require copies of files they will be made for you at the tariff rate unless your client has a fee waiver. For files requiring a significant number of photocopies you can flag the pages you wish to have copied and the staff will make every effort to have copies within 24 hours.

Linda Peltier can be contacted at 519-973-6625.

Colleen Caza

President

Essex Law Association