

SUPREME COURT OF YUKON

PRACTICE DIRECTION
GENERAL-12

*Copying and Scanning of
Court Registry Documents*

The practice of obtaining copies of documents at the Registry will be as follows:

1. Anyone requesting photocopies of documents will fill out the attached Supreme Court Requisition form and hand it to a staff member at the counter.
2. It is anticipated that the party or their lawyer will be required to return the next day for their photocopies. (A longer period of time may be required for larger orders.)
3. Fees will be paid at the time the photocopies are picked up at the Supreme Court Registry. The cost of a photocopy is set out in the Supreme Court Rules, Appendix C as follows:

For copies, per page: \$0.50
4. For faxed or scanned and emailed documents, there is no charge with respect to the first page. If more than one page is being faxed or scanned and emailed, the following charges apply:

(a) fee for faxing: \$7.50
(b) cost per additional page faxed: \$0.50
(c) cost per page scanned: \$0.50
5. It may not be possible to comply with special requests for immediate copies.

Veale J.
January 15, 2016

SUPREME COURT PHOTOCOPY REQUISITION FORM

This document is to be completed by a party when requesting photocopies.
(Please be specific as the copies that you receive and the fees that you will be charged will be based on this information)

S.C. File No. _____

Document Name, including any details about pages to be copied	# of pages	# of copies	Cost

TOTAL OWING \$ _____

Requestor's Name: _____

(The Area Below The Line Is For Court Use Only)

Date & Time received: _____

Date & Time completed: _____

Comments (if any): _____

_____ Copier's Initials: _____