



# Territorial Court of Yukon

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**May 1, 2020**

## **NOTICE TO THE PROFESSION AND THE PUBLIC**

**This is an update to the Territorial Court Notices dated April 7 and March 24, 2020.**

The Territorial Court of Yukon and Small Claims Court will be accepting filings by email at the following email address: [courtfilings@gov.yk.ca](mailto:courtfilings@gov.yk.ca) during the pandemic in an effort to reduce the potential for spread of COVID-19.

**A further notice will be provided once regular filing procedures resume.**

The procedure for filing Territorial Court documents via email will be as follows:

1. Parties shall send completed scanned copies of documents to be filed to: [courtfilings@gov.yk.ca](mailto:courtfilings@gov.yk.ca).
2. Parties will receive an automatic response acknowledging receipt stating the documents have been forwarded to a Clerk of the Court for review.
3. A Clerk of the Court will then review the documents and if everything is in order, they will print, file the documents, and provide them to the Judge.
4. If the Clerk of the Court is unable to file your documents because of a deficiency, they will be in contact with you regarding the details of the deficiency.
5. Once the documents have been filed, the Clerk of the Court will email you and include a scanned copy of the filed first page of each of your documents for your records.
6. Parties shall provide original copies of the filed documents to the Court Registry either by mail or by hand once regular court operations resume. Contact information for Yukon Court Registries may be found at [www.yukon.ca/en/legal-and-social-supports/court-registries](http://www.yukon.ca/en/legal-and-social-supports/court-registries)

The procedure for filing Small Claims documents via email will be as follows:

1. Parties shall send completed scanned copies of documents to be filed to: [courtfilings@gov.yk.ca](mailto:courtfilings@gov.yk.ca).
2. Parties will receive an automatic response acknowledging receipt stating the documents have been forwarded to a Small Claims Counter Clerk for review.



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3. When the emailed documents require a filing fee, payment of the filing fee may be made via telephone using a credit card, or by remitting a cheque to the appropriate Court Registry by mail. Contact information for Yukon Court Registries may be found at [www.yukon.ca/en/legal-and-social-supports/court-registries](http://www.yukon.ca/en/legal-and-social-supports/court-registries).
4. A Small Claims Counter Clerk will print and review the documents and if everything is in order and the payment of the filing fee has been received, the Small Claims Counter Clerk will file the documents.
5. Once the documents have been filed, the Small Claims Counter Clerk will contact you by email indicating how you may access documents to be served, and any information regarding procedure.
6. If the Small Claims Counter Clerk is unable to file your documents, they will contact you with further instruction.

This Notice does not change the matters that are being heard by the Court. **Please refer to our Notices of April 7 and March 24, 2020 for processes relating to the scheduling of court matters.**

**Please continue to monitor the Territorial Court website, [www.yukoncourts.ca](http://www.yukoncourts.ca), for updates or follow us on twitter at @YukonCourts.**

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CHISHOLM, P.  
CHIEF JUDGE OF THE  
TERRITORIAL COURT OF YUKON