



**Effective Date:** 2018/11/28

**Updated Date:** 2024/01/15

**Number:** AN - 17

**Title:**

## **Administrative Notice**

### **Registry Vetting of Orders in Civil and Family Proceedings**

**Summary:**

Historically, it has been considered best practice in civil and family proceedings to have the registry vet orders prior to their being presented for signature by a presider on the bench. However, some parties and counsel seem to be unaware of this practice. This Administrative Notice directs that a party or counsel proposing to present a draft order to a presider for signature on the bench first have the order vetted by the registry.

**Direction:**

1. A party who wishes to have an order signed on the bench by the judge, associate judge or registrar presiding, should have the draft order vetted by the registry prior to presenting it to the presider.
2. While counsel and the party are responsible for the content of orders, the prior vetting of draft orders by the registry serves to reduce errors pertaining to the format, preamble, correct name and title of presider, party names, date of order or other relevant dates and amounts stated in orders.
3. The deputy district registrar who vets the draft order will endorse it with the notation "Checked" to denote to the presider that the order has been vetted.
4. The requirement for prior vetting does not apply in respect of orders made at discharge hearings before a Registrar in Bankruptcy.
5. Where counsel or a party are not seeking to have an order signed on the bench, the order should be submitted to the registry in the ordinary course.

**Christopher E. Hinkson**  
**Chief Justice**