



# **Judgment Registry Search Manual**

## **Disclaimer**

The materials in this training manual are for demonstration purposes only. The forms are subject to change at any time without notice. Use of outdated forms may result in transactions being rejected or delayed.

Always go to the Information Services Corporation (ISC) website to download the most recent versions of the forms.

Information Services Corporation (ISC) of Saskatchewan will not be responsible for loss resulting from the use of outdated forms.

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## **Introduction**

The Judgment Registry is a database of active federal and provincial judgments, provincial maintenance judgments, federal writs of execution and enforcement instructions that are registered against personal property and lands in Saskatchewan. It was established under Section 18(1) of *The Enforcement of Money Judgments Act*. The act came into force on May 28, 2012.

Enforcement Instruction were included in a Judgment Registry search as of February 3, 2018. Enforcement Instruction provides notice that a creditor has commenced action on a judgment.

The Judgment Registry replaces the Saskatchewan Writ Registry, which in turn replaced the general records of the former Saskatchewan Land Titles offices. Under *The Land Titles Act, 2000*, all judgments have to be registered in the Judgment Registry to affect goods and lands in the province.

Anyone can search the land registry at any time to determine if a judgment has been registered against a particular title or interest.

## **Overview**

This manual explains how to search the Judgment Registry. It includes information about:

- search fees;
- name search features;
- how a Judgment Registry search compares to a search in the Saskatchewan Personal Property Registry;
- how to do a debtor name search in the Judgment Registry;
- how to view your search results; and
- how to print your results or have ISC send them to you.

## **Format**

In this manual, **bold type** is used for the names of specific buttons, features, fields and sections in the Judgment Registry application.

Underlining is used for emphasis.

**Red text** identifies a cross-reference. Clicking on this text will take you to the page listed.

## **Searching in the Judgment Registry**

You can access the Judgment Registry from the ISC website. To search the registry, you will need to log in to the website using your ISC user name, client number, account number and password.

See **page 8** for details on how to access and search the registry.

You can search the registry by any of the following criteria:

- Debtor name.
- Judgment Registry number or Enforcement Instruction number.
- Land title registration number.

To search by serial number, click the **Launch SPPR** link on the left-hand side of the ISC signed-in homepage.

### ***Search Fees***

There is a flat fee to view the details of a judgment. This fee applies to each one of your search results. If your search does not return any results, no fee is charged. For fee information, please see the fee's under the fees tab.

If you would like a copy of your search results, you can either print it yourself for free, or ask ISC to send it to you. If you choose the second option, additional fees will apply.

There is a charge for search results delivered by email or fax, and regular mail (See ISC Fee tab).

### ***Name Searches***

The system is set up so that it will only return exact matches to your search criteria, unless you specify otherwise.

When you are doing a search by debtor name, you may wish to broaden your search by having the system return results that are similar to your criteria, but that might not match them exactly. This can be useful in situations where you do not know the precise spelling of a debtor's name.

To receive similar as well as exact matches, use:

- the **Include names that are similar in spelling** feature;
- the **wildcard** feature (%); or
- the **replace character** feature (\_).

Use the **Include names that are similar in spelling** feature when you know how to pronounce a name, but not how to spell it.

Use the % feature when you only know a few letters of the name you are searching for, and use the \_ feature to represent one unknown letter in a name.

If you are not sure of the correct spelling of a firm or family name, you can either check the **Include names that are similar in spelling** box or use wildcards.

You can use wildcards in any field. However, you can only use the **Include names that are similar in spelling** feature in the **Firm Name** and **Family Name** fields.

**Note:** You cannot use both types of features (i.e. the similar in spelling option and wildcards) in the same field at the same time. Doing so will produce an error message.

The table on the next two pages highlights the different name search features and explains when to use each one.

Search Feature	Description	When to Use	Example
----------------	-------------	-------------	---------

Search feature not used	The system will search for exact, character-for-character matches only.  No similar names will be returned.	When you are sure of how to spell a name.	Search term: <b>MacTavish</b>  Results: <b>MacTavish</b>
Include names that are similar in spelling	The system will search and retrieve any results with letter combinations that it recognizes as similar to the one keyed in the <b>Firm</b> or <b>Family Name</b> field.	When you are not sure how to spell a name, but are familiar with how it is pronounced.	Search term: <b>MacTavish</b>  Results: <b>MacTavish,</b> <b>McTavish</b>
% wildcard	The system will return all results that contain the same first three (or more) letters.  Note that the first three letters of the name must be keyed in for this wildcard to operate.	When you do not know the exact spelling of the name you are searching.	Search term: <b>joh%</b>  Results: <b>Johnson,</b> <b>Johnnson,</b> <b>Johnsson</b>

Search Feature	Description	When to Use	Example
----------------	-------------	-------------	---------



_ wildcard	<p>This symbol is used to represent one unknown letter.</p> <p>Note that the first three letters of the name must be keyed in for this wildcard to operate.</p>	When you do not know the exact spelling of the name you are searching.	<p>Search term: <b>Sm_th</b></p> <p>Results: <b>Smith, Smyth</b></p>
Search feature not used	<p>The system will search for exact, character-for-character matches only.</p> <p>No similar names will be returned.</p>	When you are sure how to spell a name.	<p>Search term: <b>McTavish, Brad</b></p> <p>Results: If there is a judgment listed in the database under <b>McTavish, Bradley</b>, that judgment will <u>not</u> appear in your search results.</p>
% wildcard	<p>The system will return all results that contain the same first three (or more) letters.</p> <p>Note that the first three letters of the name must be keyed in for this wildcard to operate.</p>	When you are not sure of the exact spelling of the name you are searching for.	<p>Search term: <b>McTavish, Brad%</b></p> <p>Results: If there is a judgment listed in the database under <b>McTavish, Bradley</b>, that judgment <u>will</u> appear in your search results.</p>

### ***The Judgment Registry vs. the Saskatchewan Personal Property Registry***

As an ISC customer, you have two options when it comes to searching for judgments: the Judgment Registry and the Saskatchewan Personal Property Registry (SPPR).

If you are only looking for active judgments, the best place to search is in the Judgment Registry. If you are looking for all active liens (including judgments), the best place to search is in the SPPR. Enforcement Instructions are displayed in both searching options.

The table below shows the differences between a Judgment Registry search and a search in the SPPR:

	<b>Judgment Registry Search</b>	<b>Saskatchewan Personal Property Search</b>
Results provided in a search	Active judgments, including writs of execution, maintenance orders and enforcement instructions.  Results do not show whether a judgment is on title as an interest.	Active judgments, interest, liens, including writs of execution and maintenance orders and enforcement instructions.  Results do not show whether a judgment is on title as an interest.
Cost	Per registration cost.	A flat fee for any exact and similar matches to the criteria entered.
Results sent from ISC	See ISC Fee schedule under Land Registry	See ISC Fee schedule under PPR.
Search features	You can search using wildcard, replace character and similar match options.	Similar matches are presented. You must select the matches to incorporate them into a PDF.
Search criteria	Debtor name (family or firm).  Registration number (Judgment Registry number, Enforcement Instruction or land titles registration number).	Debtor name (person or business).  Registration number (SPPR, Judgment Registry, Enforcement Instruction or land titles registration number).  Serial number property.

	Judgment Registry Search	Saskatchewan Personal Property Search
Search steps	<ul style="list-style-type: none"> <li>• Enter your criteria.</li> <li>• View the Debtor Name List.</li> <li>• View the Judgment List.</li> <li>• Select one registration. A fee will be applied at this point.</li> <li>• View the details of the registration.</li> <li>• Select printer-friendly version.</li> <li>• If you are reviewing other judgments, use the Back to Judgment List button and select the next registration number.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter your criteria.</li> <li>• Confirm your search criteria.</li> <li>• View the results list. Select “similar” to have those matches included in your detail report. A fee will be applied at this point.</li> <li>• Select Output List to view detailed results.</li> <li>• View the details – view, save and/or print your document.</li> </ul>
Search results	If you have to view two judgments, each document is separate.	If you have to view two judgments, they are incorporated into one search.
Format	Printer-friendly document that cannot be saved.	Portable Document Format (PDF) document that can be saved to your computer.
Results saved for access?	No.	Yes. Results are saved in the output list for 45 days. You can also save them on your computer.

### ***Step-by-Step Debtor Name Search***

Follow these steps to complete a debtor name search in the Judgment Registry:

1. Log in to the ISC website using your account information. If you do not already have an account with ISC, click the

**Register** button on the sign in page and follow the instructions to set one up.

2. Once you are on the ISC homepage, click the **Judgment Search** link on the left-hand side of the page. The **Judgment Search** section will display.

**Judgment Search** Client Reference:

Search in the Judgment Registry using Debtor Name, Registration Number (Judgment or Enforcement Instruction) or Land Titles Registration Number as the criteria.

Search By:

Firm Name:  \* Required

Family Name:  \* Required

Include names that are similar in spelling

Given Name:

Second Name:

Enter first name only in the Given Name field.  
For more detailed information please click [Name Search Help](#).  
Select SPPR Application to search by Serial Number.

3. Choose **Debtor Name** from the **Search By** dropdown menu and enter your search criteria.

Remember that unless you use one of the special search features, the system will only return exact matches to your criteria.

The picture on the next page shows an example of a search by debtor name using the **Include names that are similar in spelling** feature.

**Judgment Search** Client Reference:

Search in the Judgment Registry using Debtor Name, Registration Number (Judgment or Enforcement Instruction) or Land Titles Registration Number as the criteria.

**Search By:**  ▼

**Firm Name:**  \* Required

**Family Name:**  \* Required

Include names that are similar in spelling

**Given Name:**

**Second Name:**

Enter first name only in the Given Name field.  
For more detailed information please click: [Name Search Help](#).  
Select SPPR Application to search by Serial Number.

**Note:** If you search by Judgment Registry number, Enforcement Instruction number or land titles registration number instead of by debtor name, and there are active judgments that match your criteria, the search fee will be applied as soon as you click Search.

4. Click **Search**. If there are active judgments that match your search criteria, the **Debtor Name List** will display.





The top of the screen displays the date and time of your search, your search method and the criteria you used.


**Judgment Search Results**

**Search By:** Judgment















**With Criteria:** As Of Date = 29-Dec-2017 08:37:01  
Family Name = Eberle  
Similar Selected = Yes

The **Debtor Name List** tab lists the records that match your criteria. The active records that are returned include name and address information to help you decide if you want to proceed with viewing a judgment.

Debtor Name List	
<b>4 Record(s) Found</b>	
Name	Mailing Address
 EBERLE, KIM	33 DIXON CRESCENT Regina Saskatchewan S4V1V3 Canada
 EBERLE, KIM	UNKNOWN Other
 EBERLE, KIMBERLEY	33 DIXON CRESCENT Regina Saskatchewan S4N1V3 Canada
 Eberlie, Kimberly	33 Dixonn Crescent Regina Saskatchewan S4N1V3 Canada
<b>4 Record(s) Found</b>	
<a href="#">Back to Search</a>	

- Click the **Document** icon () next to a debtor name to view more information about the judgments that have been registered against that debtor. The **Judgment List** section will display, showing the Judgment Registry number, registration type of each judgment and whether an Enforcement Instruction has commenced along with its registration number.

Enforcement Instruction were included in a Judgment Registry search as of February 3, 2017. Enforcement Instruction provides notice that a creditor has commenced action on a judgment.

Judgment List				
<b>14 Record(s) Found</b>				
Judgment Registry Number	Registration Type	Enforcement Instruction	Enforcement Instruction Registration #	
 116444344	Conversion Maintenance Order	No	N/A	
 116447198	Conversion Federal Writ of Execution	Yes	300072230	
 116471846	Conversion Provincial Writ of Execution	No	N/A	
 116513460	Conversion Maintenance Writ of Execution	No	N/A	
 116564306	Conversion Maintenance Order	No	N/A	
 118250084	Maintenance Order (EMJ)	No	N/A	
 121838354	Maintenance Writ of Execution (EMJ)	No	N/A	
 300007714	Writ of Execution Federal (EMJ)	Yes	300072216	
 300070288	Writ of Execution Provincial or Creditors' Relief Certificate (EMJ)	No	N/A	
 300071171	Enforcement Charge - Provincial Judgment	No	N/A	
 300072107	Enforcement Charge - Provincial Judgment	Yes	300072197	
 300072115	Enforcement Charge - Federal Judgment	No	N/A	
 300072116	Enforcement Charge - Provincial Maintenance Judgment	No	N/A	
 300072117	Enforcement Charge - Federal Writ of Execution	Yes	300072245	
<b>14 Record(s) Found</b>				
<b>Note:</b> Use the buttons on this page to navigate rather than your browser's back and forward buttons.				
<a href="#">Back to Debtor List</a>		<a href="#">Back to Search</a>		

6. Click the **Document** icon next to a judgment on the **Judgment List** to view details about that judgment. If the judgment has a Enforcement Instruction linked to the judgment this information will be included in the **Judgment Details** screen will display.

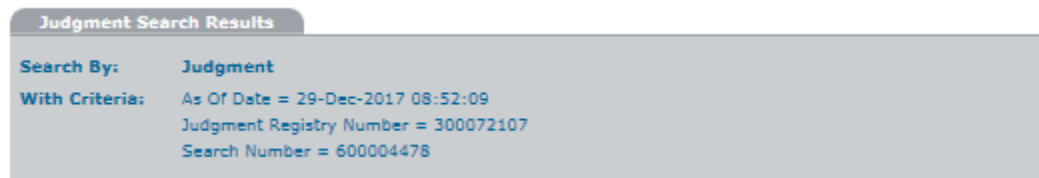
An \$8.00 fee will be applied each time you click on a **Document** icon on the **Judgment List**.

**Note:** If you want to go back to **Debtor List** or the **Search** section, use the blue buttons at the bottom of the tab. Do not use the back button in your browser. Doing so will cause an error, and you will have to restart your judgment search.

### *The Judgment Details Screen*

There are five parts to the **Judgment Details** screen.

The top of the screen shows the date and time you viewed the judgment, the Judgment Registry number assigned to the judgment, and your search number.



The **Judgment Registry Details** section lists the type of the judgment you are viewing, the date it was registered in the Judgment Registry, the date it expires, and the Judgment Registry registration number that was assigned to the judgment when it was entered in the database.

This section also shows the land titles registration number and registration date, if applicable.



Immediately below that, you will see a section that shows the date the judgment was issued. It may also show the number of the court that issued the judgment, the judicial centre it was issued in, and the original amount of the judgment, if applicable. (To find out if any of the judgment has been paid since it was registered, you will need to contact the creditor.)

**Judgment Date:** 26-Jun-2016  
**Court #:** CQB 887 of 2016  
**Judicial Centre:** Moose Jaw  
**Amount:** \$8,765.00

If any of this information is unavailable, it is because it is not mandatory, and the party that registered the judgment (the registrant) did not enter it.

Below that are sections that show name and address information for the registrant, creditor(s) and debtor(s) associated with the judgment.

Registrant			
Entity Type	Name	Mailing Address	
Firm	Lemieux Consulting Corporation	124 Test Street Regina Saskatchewan S4S4S4 Canada	

Creditors (1)			
Item	Entity Type	Name	Mailing Address
1	Family	Booker, Jeffrey	2345 Highland Rd Moose Jaw Saskatchewan S4T6Y7 Canada

Debtors (1)			
Item	Entity Type	Name	Mailing Address
1	Family	Eberlie, Kimberly	33 Dixonn Crescent Regina Saskatchewan S4N1V3 Canada

The last thing on the screen is the general property and/or serial property description, which explains what the judgment is registered against.

**General Property**  
 All of the personal property and lands of the debtor within Saskatchewan.  
 all more collateral

As per *The Enforcement of Money Judgments Act*, the standard text in this section is “All of the personal property and lands of the debtor within Saskatchewan.” The registrant may choose to add serial property items and other information as well.



The **Judgment Registry Details** section lists the type of the judgment you are viewing and will also include if an Enforcement Instruction has been registered.

Enforcement Instruction were included in a Judgment Registry search as of February 3, 2017. Enforcement Instruction provides notice that a creditor has commenced action on a judgment.

The Enforcement Instruction that was registered will provide the Enforcement Instruction registration number that was assigned when it was entered in the database, the judgment number that it is linked to, the date it was registered, the date it expires, along with Registrant and Creditor’s Representative.

This section also shows the Enforcement Instruction registration number, date it was registered along with expiry dates.

**Enforcement Instruction Linked to Judgment Registry - Details**

**Enforcement Instruction Registry Number:** 300072197  
**Type:** Enforcement Instruction  
**Registration Date:** 30-Nov-2017 07:49:00  
**EI Registration Date:** 21-Dec-2017  
**Expiry Date:** 21-Dec-2019

Below that are sections that show name and address information for the registrant and creditor’s representative. Contact the creditor’s representative to inquiry about the enforcement.

**Registrant**

Entity Type	Name	Mailing Address
Firm	Business Eleven	0000 New Test Street New Test, Regina Saskatchewan H0H0H0 Canada

**Creditor's Representative**

Item	Entity Type	Name	Mailing Address
1	Firm	Business Eleven	4444 New Test Street - added some infor here New Test, Regina Saskatchewan H0H0H0 Canada

The last thing on the screen is the general property description, which explains what the enforcement instruction is registered against.

**General Property**

Notice of Enforcement Instructions s. 31 of The Enforcement of Money Judgment Act 2012 need to create some text that can be added to these agreements.

The standard text in this section is “Notice of Enforcement Instruction s. 31 of The Enforcement of Money Judgment Act 2012.”

When you are finished viewing the details of the judgment and possibly the Enforcement Instruction, ISC recommends that you print them or arrange to have them sent to you. If you navigate away from the **Judgment Detail** screen and then want to view it again, you will have to pay another fee.

For instructions on how to print or request search results, see **page 13.**

**Note:** If you want to return to the **Judgment List** or the **Search** section at this point, use the blue buttons below the general property description. Do not use the back button in your browser. Doing so will cause an error, and you will have to restart the Judgment Registry application.

### ***How to Print or Send Search Results***

To print the results of your search:

1. Click the **Printer Friendly** icon in the top right-hand corner of the screen.
2. Choose **Print** from the **File** menu in your browser window. If

you would rather have ISC send you your search results:

1. Click the **Request Output** button in the **Judgment Registry Details** section. The **Send Output** section will display.

**Send Output**

**Judgment Registry Report (123456789)**

Send Format:  Mail (paper)  Email  Fax  CD

Attention:  \* Required

Recipient Type:  Firm  Family

Firm Name:  \* Required

Address 1:

Address 2:

City:

Province/State: Saskatchewan  \* Required

Postal/Zip Code:

Country: Canada  \* Required

Phone #:  (306)   \* Required  
eg. 1 306 555 1212

Fax #:  (306)   \* Required  
eg. 1 306 555 1212

Email:

**Submit**

2. Indicate how you would like to receive your results (by mail, email or fax, or on CD).

**Reminder:** The fee for results sent by email, fax or regular mail can be found in the Land Registry Fee Schedule.

3. Fill in your contact details.
4. Click **Submit**. The **Output Confirmation** section will display.

**Output Confirmation**

Output # 123456789 has been successfully queued for processing.  
Click **Close** to close this window.

**Close**

5. Click the **Close** button. Your results will be sent to you.

## Glossary

**Debtor:** The party that owes money to the creditor.

**Creditor:** The party to which the debtor owes money.

**Creditor's Representative:** The party who represents the creditor for the commencement action against the judgment.

**Enforcement Instruction:** Notice that a creditor has commenced action on a judgment.

**Judgment:** A written order from the court requiring the debtor to pay money to the creditor.

**Registrant:** The party who registered the judgment at ISC.

**Serial Property:** Under Section 2(1)(u) of [\*The Personal Property Security Regulations\*](#), “serial property” means a motor vehicle, a trailer, a mobile home, an aircraft, a boat or an outboard motor for a boat.