



GUIDE to the ledgers of the courthouses and municipal courts of Quebec

4th ed.



The Société québécoise d'information juridique (SOQUIJ) is pleased to count you among its portal users.

SOQUIJ's *Plumitifs* service lets you consult Quebec courthouse and municipal court ledgers to access files created in all of the courthouse registries and most of the municipal courts in the province of Quebec. You can access docket numbers, the names of the parties to a case, the list of the various proceedings recorded, and the outcome of these proceedings.

This guide is a training and reference tool to help you make the most of the *Plumitifs* in your daily legal research. It will help you get acquainted with the search functions and direct you to further sources of information, if necessary.

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COURTHOUSES

Getting started

Access *Plumitifs* through the *Services aux professionnels* page at soquij.qc.ca/fr/services-aux-professionnels.

Enter your access code and password, and click on **Accéder** (access).

In the **Choix de services** (choice of service) screen, click on **Plumitifs**.

Please note:

The service is open between 7:30 a.m. and 10 p.m. every day, except for *Plumitifs Finances et Statutaire* (financial and statutory ledgers), which closes at 6 p.m.

BE CAREFUL!

- Read the warning about the use of the ledgers carefully.

Le journal (log)

- Click on **Activer le journal** (activate log) before beginning your search.

- All search terms and results will be temporarily saved on our server.
- Once you have finished searching, click **Gestion du journal** (manage log) to download the log in PDF or text format.

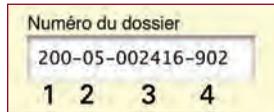
If you do not click on **Gestion du journal**:

- A reminder window pops up when you leave the application.
- You will then be offered the option to download your active log in text or PDF format.

Description of a docket number

Understanding the meaning of the components of a docket number makes searching the ledgers easier.

Here is a breakdown of a search using a docket number.



Docket numbers have four sections:

- 1) 200:** The first series (three digits) indicates the district or location in which the file was opened. In the above example, **200** designates the district of Quebec City. (See the complete list of judicial districts on page 14.)
- 2) 05:** The second series (two digits) indicates the jurisdiction or level of court. In the above example, **05** indicates that it is a file at the Superior Court, General Division. (See the complete list of the jurisdictions available in each of the banks on page 16.)
- 3) 002416:** The third series (6 digits) represents the file number.
- 4) 902:** In the last series (3 digits), the first two numbers indicate the year the file was opened. In the above example, **90** means that the file was opened in 1990. The final digit is the self-verification number to check the validity of the file number.

The *Plumitifs* menu

The **Plumitifs** menu on the home page lets you select the subject area for your search.

Civil

- This category lets you access the history of all civil cases filed with courthouse registries in Quebec. These cases include civil liability, divorce, small claims and expropriation cases.
- It also gives access to appeal files that are penal in nature and practice rolls.

Finances (finance)

- This category provides access to the management of amounts of money collected by courthouse registries in Quebec in civil and penal cases **since May 1996**.

Statutaire (statutory)

- This category provides access to all statutory offence files opened **since November 1, 1993**, pursuant to a statement of offence in Quebec and filed before the Court of Quebec (files relating to *Highway Safety Code* violations, for example).

Pénal (criminal and penal)

- This category provides access to the history of files for criminal or federal statutory offences.
- It also contains provincial statutory offence files opened **before November 1, 1993**.





Timbres (stamps)

- This category gives you access to the list of stamped proceedings in a civil file as well as the amount of the stamp.

General

- Use this heading to gain access to permanent counsel numbers and the self-verification digits in the docket number.

Search options

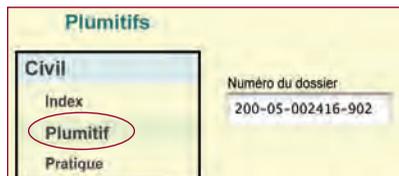
You must select one of the three options (Index, Ledger or Roll) before beginning your search.



A screenshot of a search options menu with three items: Index, Plumitif, and Rôle. The 'Index' option is highlighted with a light green background.

Ledgers: Docket number search

- Enter the docket number **with or without hyphens** in the appropriate search box.



A screenshot of a search interface for 'Plumitifs'. It shows a 'Civil' section with options 'Index', 'Plumitif', and 'Pratique'. The 'Plumitif' option is circled in red. To the right, there is a 'Numéro du dossier' field containing the text '200-05-002416-902'.

Index: Name search

Name

- Write the **family name** and **given name** of the person in the corresponding boxes. Both fields are required.
- Click on **Raison sociale** (company name) to search for the name of a legal person.
- The system will search for all names with a similar spelling.
- Capital letters and accents are not necessary.
- Check **Graphie exacte** (exact spelling) to limit your results to files with names spelled identically to the one you entered.



A screenshot of a name search form. It has two tabs: 'Nom et prénom' (selected) and 'Raison sociale'. Below the tabs are two input fields: the first contains 'tremblay' and the second contains 'michel'. To the right of the second field is a checkbox labeled 'Graphie exacte' which is currently unchecked.

BE CAREFUL!

LOSS OF INFORMATION

- Selecting **Graphie exacte** (exact spelling) excludes files containing typos from your search results.

- By default, the search is performed in the registries of every district and jurisdiction, for every year with computerized data.
- Searches can also be refined using the criteria listed below.

District	Jurisdiction	Année	Parties
Tous les districts ▼	Toutes les juridictions ▼		Toutes ▼

District

- The complete list of judicial districts is on page 14.

Jurisdiction (jurisdiction)

- The complete list of jurisdictions contained in each of the data banks is on page 16.

Année (year)

- This is the year the file was created. Use all four digits of the year (ex.: 1995).

Cibler (target)

- Use the **Cibler** function to narrow the **Index** search to specific words or numbers or to a chain of characters.

12	200-01-001098-809	JINCHEREAU MAURICE	30/03/1931
		MICHAUD LOUIS	
13	200-01-003798-802	BELAND JULES	30/03/1931
		MICHING LOUIS G	

1931 Grouper les résultats Mot entier Cibler complé

Use the arrows  to move from one result to the next.

Search criteria used for specific types of ledgers

Parties – Civil, criminal, penal and statutory ledgers

- Use this function to narrow your search to plaintiffs and defendants.

Nature (Type) – Civil ledgers

- Select the type of civil file you want to search for.

Date de naissance (date of birth) – Criminal, penal and statutory ledgers

- This field lets you use the defendant's date of birth as a search term.

Nom et prénom	Raison sociale	<input type="checkbox"/> Graphie exacte
tremblay	michel	
Naissance (aaaa-mm-jj)		
19550408		

BE CAREFUL!

LOSS OF INFORMATION

- When a date of birth is entered, the search engine automatically activates the **Graphie exacte** (exact spelling) field. Only files with names spelled exactly as entered will appear in the search results.
- Files containing typos will not be displayed.

Statut (statute) - statutory offence ledgers

- Use this search field to select active or closed files.



Practice rolls - Civil and statutory offence ledgers

- These pages provide free access to practice rolls listing the motions and inscriptions to be heard in the coming days in the different courthouses.
- Select the jurisdiction and judicial district (see the complete list of judicial districts on page 14).
- Enter the date of the hearing. This date must be the date of the search or later.
- Refine your search to a specific courtroom or roll, if need be.

District: 500 : Montréal | Jurisdiction: Cour du Québec(C.Q.) | Date (aaaa-mm-jj) | Salle | Rôle

ou Numéro du dossier

Par page: Rechercher, Suite, Arrêt

Complet: Rechercher, Suite, Arrêt

Pratique | Rôle détaillé | Inversé

- You can also find a file using its number.
- Enter the number in the appropriate box with or without hyphens.

Display options

- Use the **Par page** (page-by-page) display option to view one page of a file at a time.
- Use the **Complet** (complete) option to view all the pages of a multipage Index or file.

Par page	Complet
Rechercher	Rechercher
Suite	Suite
Arrêt	Arrêt

NOTE:

- The word **FIN** (end) at the bottom of the display confirms that all of the information in the file is displayed.

8	605-12-002948-959	DUBE CHRISTINE FORTIN LEANDRE
9	605-13-000430-065	DUBE CARMEN & AL
FIN		

File consultation options

Civil Ledgers and Criminal and Penal Ledgers



Plumitif (ledger)

- Summary of proceedings and activities in a file, **listed in chronological order**

Plumitif Inversé (reverse ledger)

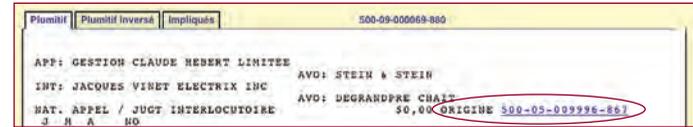
- Summary of the proceedings and activities in a file, **listed in reverse chronological order** (most recent to earliest).

Impliqués (parties involved)

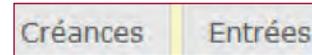
- List containing the names and addresses of the parties involved in a case, as well as the names and addresses of their counsel.
- In the **Plumitif Pénal** (criminal and penal ledgers), where a result has more than one accused, their names are listed on the **Impliqués** screen.
- Clicking on the link next to an accused's name displays the ledger for that accused.

Index (19)	Plumitif	Plumitif Inversé	Impliqués
CODE ACCUSE			
DF001	ARCADI FRANCESCO		
	ADR. 12405 RUE RENE MASSON		MONTREAL QC
	AVO. DORE GILLES		
	ADR. 1065 PRATT		OUTREMONT QC

- In the **Plumitif** and **Plumitif Inversé** pages of the **Plumitif Civil** section, when a file is the subject of an appeal or an evocation, the **Ultérieur** (subsequent) link brings you to the next file.
- Similarly, if the file displayed is the outcome of an appeal or evocation, the **Origine** (origin) link brings you back to the preceding file.



Plumitif Finances



Créances (claims)

- Provides general information on the debtor and the claimant.
- It also provides access to a cumulative list and summary of the debts of each creditor.

Entrées (entries)

- Provides information on the debtor, the debtor's employer, and the balance of the debt.
- The second page lists the debtor's total credits and deposits.
- The following pages list the filing and collocation dates, **in chronological order**.



Statutaire (statutory)

Sommaire

Détaillé

Présences

Sentence

Sommaire (summary)

- Contains a summary of the information in the file.
- When the file is active, the next three proceedings are displayed.

Détaillé (detailed)

- Lists the stages of a file in chronological order, excepting court attendance.

Présences (attendance)

- Displays the list of individuals present at the court hearings: judge, counsel, clerk and defendant.

Sentence

- Provides information regarding pleas, decisions on the merits, and the last sentence rendered on each count.

Roll consultation options

- Clicking on **Rôle détaillé** (detailed roll) displays the names of the parties and their counsel, the type of motion or inscription, and the number of postponements already granted.
- The **Inversé** (reversed) consultation option lists the same information but in reverse chronological order.
- The **Plumitif Statutaire** (statutory offence ledger) page gives access to the statutory roll (inscriptions and motions in statutory offence cases). Use it to consult the list of defaults, trials, and motions in each registry of each jurisdiction. Narrow your search with the following search criteria: district, jurisdiction, date of hearing, time of hearing, court room, and type of roll.

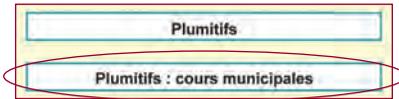
MUNICIPAL COURTS

The municipal court ledgers give access to files opened in the registries of a large number of municipal courts in the province of Quebec.

They contain a list of the different proceedings in each file, their outcomes, and the names of the parties involved.

Getting started

To access this service, click on the corresponding button in the **Choix de services** (choose service) page.



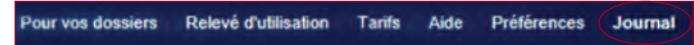
BE CAREFUL!

- Read the Plumitifs usage warning carefully.

Le journal (log)

The **Le Journal** (log) option lets you temporarily record all the search criteria and results on our server. **All of the information you view will be recorded.**

- To activate the log, click on **Journal** in the navigation bar at the top of your screen.



- Then click this button to start a new log: 
- Name your log and click on **Ajouter** (add).
- After your search is complete, click **Journal** in the navigation bar.
- Click on the PDF to view, print or download your log.



Search options

Name or company name search

- You can retrieve a list of all files in which the name or company name of the defendant is the same or similar.
- By default, the search is performed in the databases from all participating municipal courts and by reference to all statutes and regulations.
- Searches can also be refined using the criteria listed below.

The screenshot shows search filters for a name or company name search. It includes two radio buttons: "Nom" (selected) and "Raison sociale". Below them is a checkbox for "Graphie exacte". At the bottom, there are two text input fields labeled "Nom" and "Prénom".

Poursuite en vertu de... (prosecution under...)

- This field lets you specify the legislation under which the files were opened: *Criminal Code*, *Highway Safety Code*, or a municipal regulation.

The screenshot shows a dropdown menu titled "Poursuite en vertu de ...". The selected option is "Tous".

Cours municipales participantes (participating municipal courts)

- Two options are available:
 - **Régions** (regions) lists the courts by administrative region.
 - **Cours** (courts) lists available courts in alphabetical order.
- In either case, select the desired courts by checking the appropriate boxes.

The screenshot shows two buttons: "Sélection par cours" and "Sélection par régions".

Graphie exacte (exact spelling)

- Select **Graphie exacte** (exact spelling) to limit your results to files with a name or company name spelled exactly as you have entered it.

BE CAREFUL!

LOSS OF INFORMATION

- Selecting **Graphie exacte** (exact spelling) excludes files containing typos from your search results .

Date de naissance (date of birth)

- Use the defendant's birth date as an additional search term: dd-mm-yyyy (ex.: 18-04-1983).

BE CAREFUL!

LOSS OF INFORMATION

- This option will eliminate files with typos in the birthdates from your search results.

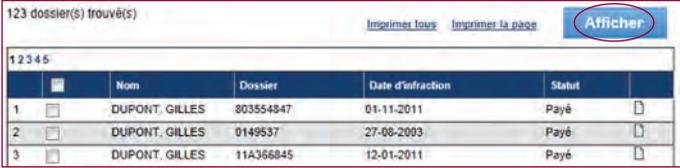
File number search

- The file number corresponds to an event number, a report number, or a municipal court registry number, depending on the stage the accused's file has reached.

Numéro de constat, de référence ou de dossier

Consultation options

- Select the desired file or files by checking the corresponding boxes.
- Click on **Afficher** (display).
- Select the consultation option you prefer.



123 dossier(s) trouvé(s) Imprimer tous Imprimer la page Afficher

		Nom	Dossier	Date d'infraction	Statut	
1	<input type="checkbox"/>	DUPONT, GILLES	803554847	01-11-2011	Payé	<input type="checkbox"/>
2	<input type="checkbox"/>	DUPONT, GILLES	0149537	27-06-2003	Payé	<input type="checkbox"/>
3	<input type="checkbox"/>	DUPONT, GILLES	11A366845	12-01-2011	Payé	<input type="checkbox"/>

Sommaire (summary)

- Choose **Sommaire** (summary) to view the defendant's contact information and general information about the offence, the charge, and the sentence.

Détaillé (detailed)

- Choose **Détaillé** (detailed) to view additional information about the offence, the charge, the sentence, the co-accused, the hearings, and the various documents related to the file.



ANNEX

Judicial districts (active registries)

- 100 **Rimouski**
- 105 **Bonaventure** (New Carlisle)
- 110 **Gaspé** (Percé)
- 115 **Gaspé** (Havre-Aubert)
- 120 **Rimouski** (Amqui)
- 125 **Rimouski** (Matane)
- 130 **Gaspé** (Sainte-Anne-des-Monts)
- 135 **Rimouski** (Mont-Joli)
- 140 **Gaspé**
- 145 **Bonaventure** (Carleton)
- 150 **Saguenay** (Chicoutimi, Jonquière)
- 155 **Roberval**
- 160 **Alma**
- 170 **Abitibi** (Chibougamau)
- 175 **Roberval** (Dolbeau-Mistassini)
- 200 **Quebec City**
- 235 **Frontenac** (Thetford Mines)
- 240 **Charlevoix** (La Malbaie)
- 250 **Kamouraska** (Rivière-du-Loup)
- 255 **Kamouraska** (Cabano*)
- 260 **Kamouraska** (La Pocatière*)
- 300 **Montmagny**
- 350 **Beauce** (Saint-Joseph-de-Beauce)
- 355 **Beauce** (Saint-Georges*)
- 400 **Trois-Rivières** (Nicolet*)
- 405 **Drummond** (Drummondville)
- 410 **Saint-Maurice** (Shawinigan)
- 415 **Arthabaska** (Victoriaville)
- 425 **Saint-Maurice** (La Tuque)
- 450 **Saint-François** (Sherbrooke)
- 455 **Bedford** (Cowansville)
- 460 **Bedford** (Granby)
- 470 **Saint-François** (Magog)
- 480 **Mégantic** (Lac-Mégantic)
- 500 **Montreal**
- 505 **Longueuil**
- 525 **Montreal-Youth Division**

* Itinérant court

- 540 **Laval**
- 550 **Gatineau** (Hull)
- 555 **Pontiac** (Campbell's Bay)
- 560 **Labelle** (Mont-Laurier)
- 565 **Labelle** (Maniwaki)
- 600 **Rouyn-Noranda**
- 605 **Abitibi** (Amos)
- 610 **Témiscamingue** (Ville-Marie)
- 615 **Abitibi** (Val-d'Or)
- 620 **Abitibi** (La Sarre)
- 625 **Abitibi** (Senneterre*)
- 635 **Abitibi** (Kuujuaq, Kangiqsualujuaq*, Kangiqsujuaq*, Kangirsuk*, Quaqtag*, Salluit*)
- 640 **Abitibi** (Akulivik*, Chisasibi*, Eastmain*, Inukjuak*, Kuujuaaraapik*, Mistissini*, Nemiscau*, Puvirnituk*, Oujé-Bougoumou*, Umiujaq*, Waskaganish*, Waswanipi*, Wemindji*, Whapmagoostui*)
- 650 **Mingan** (Sept-Îles)
- 652 **Mingan** (Blanc-Sablon*, Fermont*, Havre-Saint-Pierre*, Kawawachikamach*, La Romaine*, Natashquan*, Port-Cartier*, Saint-Augustin*, Schefferville*)
- 655 **Baie-Comeau**
- 665 **Baie-Comeau** (Forestville)
- 700 **Terrebonne** (Saint-Jérôme)
- 705 **Joliette**
- 715 **Terrebonne** (Sainte-Agathe-des-Monts)
- 725 **Terrebonne** (Lachute)
- 730 **Joliette** (Repentigny*)
- 750 **Saint-Hyacinthe**
- 755 **Iberville** (Saint-Jean-sur-Richelieu)
- 760 **Beauharnois** (Salaberry-de-Valleyfield, Châteauguay*, Vaudreuil-Dorion*)
- 765 **Richelieu** (Sorel-Tracy)



ANNEX

Active jurisdictions

(Identification of level of court)

Civil

- 02 Court of Quebec, Civil Division, various
- 04 Superior Court, family law proceedings
- 05 Superior Court, various
- 06 Superior Court, class actions
- 07 Court of Quebec, professions tribunal
- 09 Court of Appeal, civil matters
- 10 Court of Appeal, criminal and penal matters
- 11 Superior Court, bankruptcy, commercial division
- 12 Superior Court, divorce
- 14 Superior Court, non-contentious matters
- 16 Expropriation (replaced by jurisdiction 34)
- 17 Superior Court, motions to institute proceedings and fast track
- 18 Superior Court, sheriff
- 22 Court of Quebec, motions to institute proceedings and fast track
- 32 Court of Quebec, small claims division
- 36 Superior Court, criminal division, appeals and extraordinary remedies
- 38 Court of Quebec, criminal and penal division (various)
- 53 Court of Quebec, Human Rights Tribunal
- 80 Court of Quebec, administrative appeals

Finance

- 01** Superior Court and Court of Quebec, criminal and penal matters
- 02** Court of Quebec, civil division, various
- 04** Superior Court, family proceedings
- 05** Superior Court, various
- 12** Superior Court, divorce
- 18** Superior Court, sherrif
- 20** Court of Quebec, voluntary deposit division
- 22** Court of Quebec, motions to institute proceedings and fast track
- 32** Court of Quebec, small claims division
- 36** Superior Court, criminal and penal division, appeals and extraordinary remedies
- 61** Court of Quebec, provincial statutory offences
- 72** Court of Quebec, federal statutory offences (A.G. Quebec)
- 73** Court of Quebec, federal criminal (A.G. Canada)

Criminal

- 01** Superior Court and Court of Quebec, criminal matters (A.G. Quebec)
- 27** Court of Quebec, provincial statutory offences (before November 1, 1993)
- 72** Court of Quebec, federal statutory offences (A.G. Quebec)
- 73** Court of Quebec, federal criminal (A.G. Canada)

Statutory

- 61** Court of Quebec, provincial statutory offences (former jurisdiction 27)
- 63** Court of Quebec, statutory offences (labour)

This document was created by Training Division of the Department of Products and Services of the Société québécoise d'information juridique.

If you have any questions about our Plumitifs service, please contact User Assistance and Technical Support between 8:30 a.m. and 5:00 p.m. from Monday to Friday, free of charge.

514 842-AIDE or 1 800 356-AIDE



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To learn more about SOQUIJ's other legal information products:

soquij.qc.ca

Telephone: 514 842-8745

Toll-free: 1 800 363-6718

715 Square-Victoria Suite 600

Montreal QC H2Y 2H7

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