



Mini-guide for Plumitifs*

**A step by step guide to finding criminal
records of private individuals using the Plumitifs service**

February 2019

* Please note that Plumitifs does not issue a "Certificate of Good Conduct" or its equivalent, a document sometimes requested by insurers or employers. If you need that type of document, please contact the Royal Canadian Mounted Police.

1. ACCES TO PLUMITIFS

Open a session on the Portail SOQUIJ

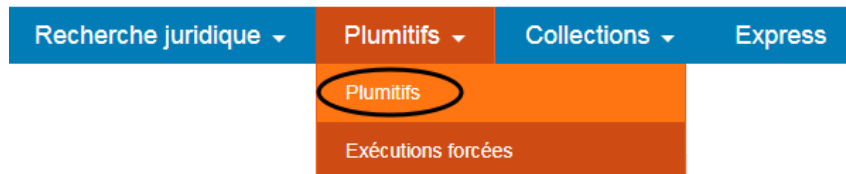
<http://soquij.qc.ca/fr/services-aux-professionnels>

Click on *Services aux professionnels*.

Enter your access code and password.

The screenshot shows the 'SERVICES AUX CITOYENS' header. Below it is a blue ribbon with 'SERVICES AUX PROFESSIONNELS' highlighted. A list of services follows: 'Catalogue des produits et services', 'Service des ventes', 'Service aux utilisateurs', 'Centre de formation', 'SOQUIJ dès aujourd'hui pour les jeunes juristes', and 'FAQ'. Below this is the 'Ouvrir une session' section with fields for 'Code d'accès' and 'Mot de passe', each with a 'Oublié?' link. There is a 'Mémoriser' checkbox and an 'Accéder' button. The bottom section is 'SERVICES AUX ÉTUDIANTS ET PROFESSEURS'.

In the blue ribbon, select Plumitifs.



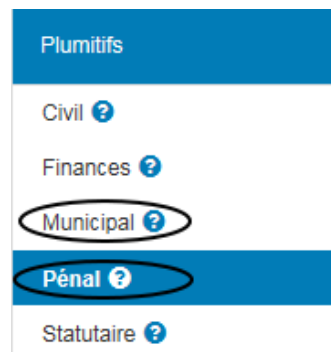
2. SEARCH CRIMINAL COURT LEDGERS

Select Pénal from the menu on the left, under Plumitifs.

Tip

The Pénal and Municipal categories both contain files that have resulted in criminal convictions. Try searching in both.

WARNING: A fee is charged for each search, even if the search is repeated with the same name.



2.1 Search for individuals

Select the *Particulier* tab.

Enter the last name and first name in the appropriate boxes. These are the only mandatory fields.

Search with different combinations of the individual's last and first names, as well as the different possible spellings.

For example, if you are looking for records for Jean-Baptiste Raymond and Nicholas Tremblay:

Last name	First name
Raymond	Jean-Baptiste
Baptiste-Raymond	Jean
Raymond	Jean
Tremblay	Nicholas
Tremblay	Nicolas

Entering a date of birth

You can add the date of birth of an individual as a search value. It must be entered in the format : YYYY-MM-DD.

Particulier Entreprise Numéro de référence

Nom* Tremblay Prénom* Jean

Année d'ouverture Entre 1970 et 2019

District 000 : Tous les districts Juridiction 00 : Toutes les juridictions

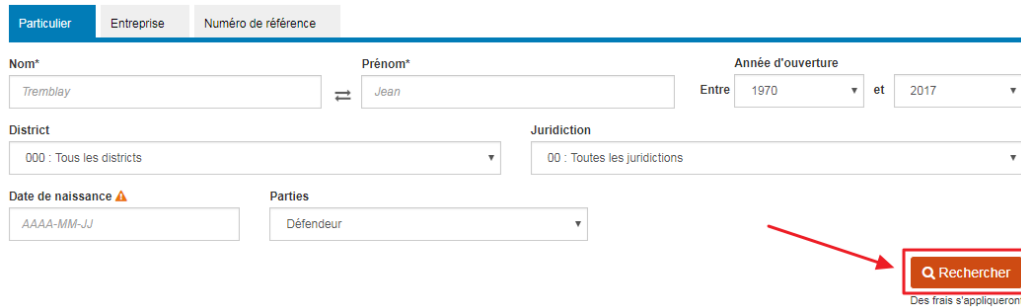
Date de naissance AAAA-MM-JJ Parties Défendeur

2.2 Perform the search

Click on the *Rechercher* button.

WARNING: A fee is charged when you click on *Rechercher*.

Wait for the list to display the final number of results.



The screenshot shows a search interface with three tabs: 'Particulier' (selected), 'Entreprise', and 'Numéro de référence'. Below the tabs are several input fields: 'Nom*' with the value 'Tremblay', 'Prénom*' with the value 'Jean', and 'Année d'ouverture' with a range from 1970 to 2017. There are also dropdown menus for 'District' (set to '000 : Tous les districts') and 'Juridiction' (set to '00 : Toutes les juridictions'). At the bottom left, there is a 'Date de naissance' field with a warning icon and a 'Parties' dropdown menu set to 'Défendeur'. A red arrow points to a red 'Rechercher' button with a magnifying glass icon. Below the button, it says 'Des frais s'appliqueront'.

2.3 List of results

If you use the date of birth as a search value, the list of results will be divided into two sections.

In the first section, you will find files containing exactly the same date of birth and containing names that are identical or similar to those entered as search values.

In the second section, you will find files containing names that are identical or similar to those entered as search values, but with any other date of birth.

WARNING: It is important to check the files displayed in the second section : “Other suggested results” because it may contain relevant files. Typographical errors in the name or date of birth might exist, and in such a case, the file will not be displayed in the first section. For example: Georges Tylers or Georges Tyler, 1963-12-09 or 1963-09-12.

If you do not specify a date of birth, the results will be displayed in a single table. Files in which the defendant’s name is identical to the name entered in the search form will be displayed at the top of the table, regardless of the date of birth.

2.4 Filter results

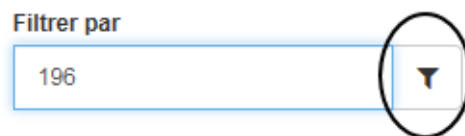
If the list of results is long, you can filter it. Simply enter the last name or first name of the person you are looking for in the *Filtrer par* box and click on the funnel to the right of the box.

Results containing this name will be highlighted in yellow so that you can identify them more easily.

You can also filter results by entering the year of birth in the *Filtrer par* box. Note that some files might not contain the date of birth, so these files will not be highlighted after the filter is applied.

To sidestep any possible typos in the information entered in the ledgers, we recommend that you begin by entering the first three digits of the year only.

You can then filter the results using any other significant search value.



2.5 Select results

Several files may be selected at once. Select the file(s) you wish to consult by checking the adjacent boxes, then click on *Consulter*.

	Numéro de dossier	Demandeur	Défendeur	Date de naissance	District	Année d'ouverture	Juridiction
<input checked="" type="checkbox"/>	125-01-009335-178	DURETTE LAWRENCE	TREMBLAY	1970-06-12	Rimouski (Matane)	2017	Poursuites criminelles (C.Q. et C.S.)
<input checked="" type="checkbox"/>	125-01-009421-176	DURETTE LAWRENCE	TREMBLAY	1970-06-12	Rimouski (Matane)	2017	Poursuites criminelles (C.Q. et C.S.)
<input checked="" type="checkbox"/>	125-01-009422-174	DURETTE LAWRENCE	TREMBLAY	1970-06-12	Rimouski (Matane)	2017	Poursuites criminelles (C.Q. et C.S.)
<input type="checkbox"/>	125-01-009430-177	PHILIBERT GUY	TREMBLAY	1970-06-12	Rimouski (Matane)	2017	Poursuites criminelles (C.Q. et C.S.)
<input type="checkbox"/>	125-01-009431-175	PHILIBERT GUY	TREMBLAY	1970-06-12	Rimouski (Matane)	2017	Poursuites criminelles (C.Q. et C.S.)
<input type="checkbox"/>	200-01-198175-162	COUP FABIANO SARAH	TREMBLAY	1970-06-12	Québec	2017	Poursuites criminelles (C.Q. et C.S.)
<input type="checkbox"/>	700-01-152291-160	BOURGEOIS SYLVAIN	TREMBLAY	1970-06-12	Terrebonne (St Jérôme)	2017	Poursuites criminelles (C.Q. et C.S.)

3 dossier(s) sélectionné(s)

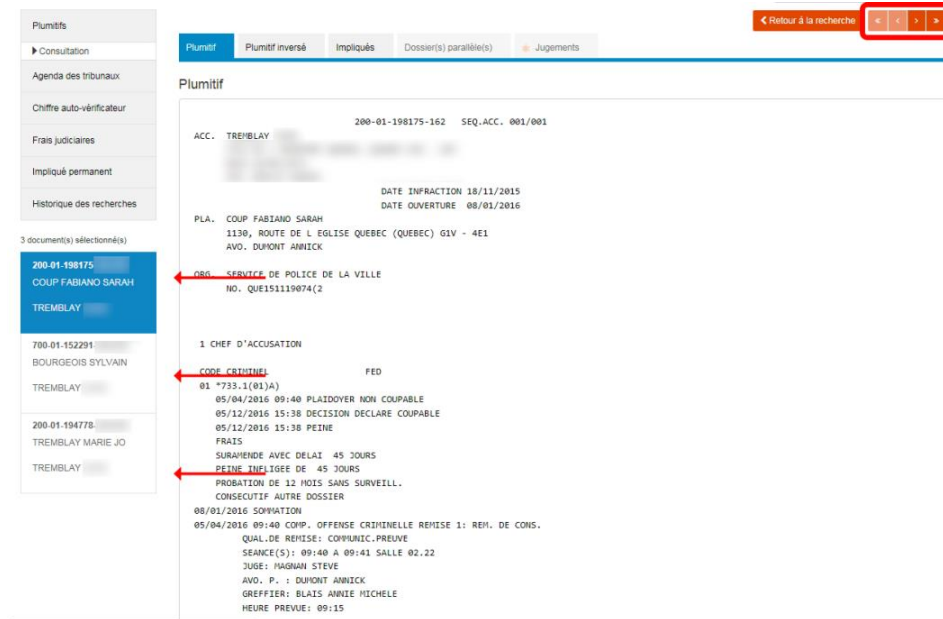
Des frais s'appliqueront

WARNING: A fee is charged when you click on the *Consulter* button and each time you open a file to view it in the consultation screen.

If you select several files in the list of results (as illustrated above), the first will be billed when you click on *Consulter*. The other selected files will be billed only when you view them.

2.6 Navigate through several files

Several files may be selected at once. They will be displayed in the menu on the left. Navigate from one file to another by clicking on the one you want to view or by using the orange arrows at the top right of the screen.



2.7 Consultation modes

Choose your consultation mode from the tabs above the ledger.

- *Plumitif* : Ledger, i.e., a summary of proceedings and activities in a file, displayed in chronological order. The charges and sentences appear in the *Plumitif*.
- *Plumitif inversé* : Reverse ledger, i.e., a summary of proceedings and activities in a file, displayed in reverse chronological order (most recent to oldest). The charges and sentences do not appear in the *Plumitif inversé*.
- *Impliqués* : Parties involved, i.e., a list of the names and addresses of the parties involved in a case, along with the names and addresses of their counsel. Where there is more than one accused in a file, the names appear under the *Impliqués* tab.*

Plumitif
Plumitif inversé
Impiqués
Dossier(s) parallèle(s)
Jugements

Plumitif
200-01-198175-162
SEQ.ACC. 001/001

ACC. TREMBLAY

AVO. BOULAY DANIEL

Retour à la recherche

Plumitif
Plumitif inversé
Impiqués
Dossier(s) parallèle(s)
Jugements (2)

Impiqués

500-01-014480-088

CODE PLAIGNANT
D0001 PELLETIER
ADR. 10 ST ANTOINE 2E ETAGE
MONTREAL QC
H2Y1A2
OR001 CORPS POL S P V M
NO: 27 081016 027

CODE ACCUSE
DF001 SANDOVAL
ADR. 7000 TESSIER
MONTREAL QC
H2Y1A2

DF002 MARAVITA
ADR. 7000 TESSIER
MONTREAL QC
H2Y1A2

DF003 CONTE
ADR. 7000 TESSIER
MONTREAL QC
H2Y1A2

500-01-014480-088

CODE ACCUSE
DF004 RICCIO
ADR. 7000 TESSIER
MONTREAL QC
H2Y1A2

DF005 TOBON
ADR. 7000 TESSIER
MONTREAL QC
H2Y1A2

FIN

* **NOTE:** When there are several accused in a single file, be sure to consult the file for each one. To do so, click on the link beside the accused's name (DF002, for example), and then on the *Plumitif* tab.

2.8 Reading the ledger

Be sure that you see "FIN" at the bottom of the ledger to confirm that the download of the information is complete.

```

19/09/2017 09:32 PROCES POURSUITE SOMMAIRE QUAL.DE REMISE: ASSIG. TEMOINS
SEANCE(S): 09:32 A 09:32 SALLE 02.03
JUGE: THIBAUT CARL
AVO. P. : TRITZ LUCIE
AVO. AC.: DUBÉ SOPHIE

GREFFIER: SIROIS LINDA
HEURE PREVUE: 09:30 QUALIFICATIF DE REMISE PREVUE: ASSIG. TEMOINS
ACCUSE: PRESENT ET EN LIBERTE
AVOCAT P. : PRESENT
AVOCAT AC.: PRESENT
DECISION FINALE RENDUE
FIN

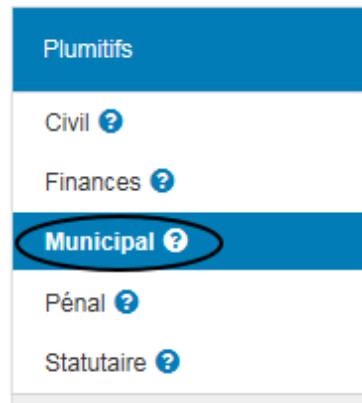
```

3. SEARCH IN MUNICIPAL COURT LEDGERS

Select *Municipal* from the menu on the left, under *Plumitifs*.

Important

The files from the municipality of Montreal are not available through the SOQUIJ site. For the moment, this tool searches in 88 of the 89 Quebec municipal courts.



3.1 Search for individuals

Enter the last name and first name in the appropriate boxes. These are the only mandatory fields.

The search will retrieve different variations of the last name and first name entered.

Other search values:

- Jurisdiction: Select *Code criminel* ("Criminal Code") from the roll-down menu.
- Date of birth: You can add the date of birth of an individual as a search value. It must be entered in the format: YYYY-MM-DD.

The screenshot shows the 'Particulier' search form. At the top are three tabs: 'Particulier' (active), 'Entreprise', and 'Numéro de référence'. The form contains several fields: 'Nom*' with the value 'Tremblay', 'Prénom*' with the value 'Jean', and 'Année d'ouverture' with a range from 1970 to 2018. Below these are two checkboxes for 'Sélection par cours' and 'Sélection par région', both checked. There is a 'Date de naissance' field with the placeholder 'AAAA-MM-JJ'. On the right, a 'Jurisdiction' dropdown menu is open, showing options: 'Tous', 'Tous', 'Code criminel' (highlighted with a red arrow), 'Code de la sécurité routière', 'Règlement municipal', and 'Autres'. At the bottom right is an orange 'Rechercher' button. A small note at the bottom left states: '*Les champs contenant un astérisque sont obligatoires.' A link 'Des frais s'appliqueront' is at the bottom right.

3.2 Perform the search

Click on the *Rechercher* button.

WARNING: A fee is charged when you click on *Rechercher*.

Wait for the list to display the final number of results.

Particulier Entreprise Numéro de référence

Nom* Prénom* Année d'ouverture

Tremblay Jean Entre 1970 et 2018

Sélection par cours Sélection par région Juridiction

Cours sélectionnées : 87 sur 89 Cours sélectionnées : 87 sur 89 Tous

Date de naissance

AAAA-MM-JJ

Rechercher

Des frais s'appliqueront

*Les champs contenant un astérisque sont obligatoires.

3.3 List of results

For more information on the list of results, see step 2.3.

Tip: If the list of results is long, you can filter it, as described in step 2.4.

3.4 Select results

Select the file(s) you wish to consult by checking the adjacent boxes, then click on *Consulter*.

	Número de dossier	Défendeur	Date de naissance	Cour	Année d'ouverture	Juridiction	Date d'infraction	Statut
<input checked="" type="checkbox"/>	MSC090110002	TREMBLAY, JEAN		Mascouche	2009	Code criminel	2009-01-10	Payé
<input type="checkbox"/>	RPY 050712 021	TREMBLAY, JEAN	1970-05-10	Repentigny	2005	Code criminel	2005-07-06	Terminé
<input type="checkbox"/>	200260435	TREMBLAY, JEAN	1970-05-10	Québec	2002	1 dossier(s) sélectionné(s)		
<input type="checkbox"/>	010722001	TREMBLAY, JEAN	1970-05-10	Blainville	2001	 Consulter Annuler la sélection Des frais s'appliqueront		
<input type="checkbox"/>	001103021	TREMBLAY, JEAN	1970-05-10	La Prairie	2000			
<input type="checkbox"/>	GAT9629044	TREMBLAY, JEAN	1970-05-10	Gatineau	1997			
<input type="checkbox"/>	GAT96091129044	TREMBLAY, JEAN	1970-05-10	Gatineau	1996			

WARNING: A fee is charged when you click on the *Consulter* button and each time you open a file to view it in the consultation screen.

If you select several files in the list of results, the first will be billed when you click on *Consulter*. The other selected files will be billed only when you view them.

3.5 Consultation of ledger

Only one mode is available to consult the ledger.

Plumitif

► Consultation

Agenda des tribunaux

Chiffre auto-vérificateur

Frais judiciaires

Impliqué permanent

Historique des recherches

Plumitif

Information générale

Constat / Référence : MSC090110002

Numéro de dossier : 09CC000099

Statut : Payé

Étape : Sentence

Nom : TREMBLAY, JEAN

Adresse : 201, DES CHAMBLAIS, MASCOUCHE, QC, J7L 3B6

Cour : COUR MUNICIPALE VILLE DE MASCOUCHE

Juridiction : Code criminel

Poursuite en vertu de : code criminel, 253

Lieu de l'infraction : MASCOUCHE

Date de l'infraction : 10-01-2009

Heure de l'infraction : 3h59

Date de paiement : 20-10-2011

1 document(s) sélectionné(s)

MSC090110002

VILLE DE MASCOUCHE

TREMBLAY, JEAN

Accusation et peine

Nombre d'accusations : 3

1) Accusation :

Poursuite en vertu de : Code criminel, 253

Libellé de la cour : CAPACITE DE CONDUITE AFFAIBLIE

4. TRAINING OFFERED BY SOQUIJ

If you would like more information about how to search for and interpret court ledgers using the *Plumitifs* service, please join us for a training session.

For details, see the training schedule:

<https://soquij.uxpertise.ca/#/home/index>

