

Chapter 1.4 - Currency

Acceptable Tender

Canadian funds and U.S. funds are the two currencies acceptable to the Ministry.

U.S. funds must only be accepted if sent in the mail or if the person making the payment does not have sufficient Canadian funds. Change must not be given in U.S. funds under any circumstances.

Note: Cash must not be given for cheques under any circumstances. All funds must be deposited intact.

Do not accept uncertified (personal) cheques for the following types of payments:

- replacement of dishonoured cheques
- outstanding warrants
- bail payment
- payment of old Ticket Informations

Uncertified cheques include personal and company cheques where the funds have not been guaranteed. Lawyers' trust cheques are acceptable tender and are treated as guaranteed cheques.

If payment is made using an uncertified cheque, registries must wait two weeks before paying out trust money, issuing a probate grant etc, to ensure the payment is not returned NSF.

Guaranteed methods of payment include cash, certified cheques, travellers cheques, money orders (issued at banks for \$5,000 and under) and bank drafts (issued at banks for over \$5,000).

Third party personal cheques are not accepted, and are not to be cashed.

The only third party cheques that Court Services will accept are returned bail cheques. A bail cheque paid to an individual may be endorsed to the Minister of Finance and given to the Accounting Clerk to pay a fine. The cheque must not exceed the total amount of the fine, since money cannot be refunded.

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When a payment by cheque is made in person, the Accounting Clerk should ensure that:

- the information on the front of the cheque is correct, current, and includes the full name, address, and telephone number of the payee

- the cheque bears the current date
- the written amount agrees with the figures
- the cheque bears the client's signature
- the file number is added to the front or back of the cheque
- the payer knows that a service fee will be charged for each cheque that is dishonoured by the bank or financial institution (post Notice of Dishonoured Cheque Charges (FIN 347) at the cashier wicket)

People frustrated with the legal system may tender payments in large amounts of coin. The Currency Act states that the total coins accepted for one transaction must not exceed the following maximum amounts:

- pennies—\$.25
- nickels—\$5
- dimes—\$10
- quarters—\$10
- dollar coins—\$25
- two dollar coins—\$40

Payments in coin for transactions larger than those defined above may be accepted at the discretion of the Manager/Supervisor.

Traveller's cheques in both Canadian and U.S. funds are acceptable. Ensure that the person signs the cheque in front of you and that the two signatures on the cheques match.

Helpful information regarding counterfeit bills can be found at the [Bank of Canada website](#).