

## Guideline Form 16

**Purpose of Form:** To renew the recording of a judgment in accordance with subsection 66(5) of the Act. This form is used to renew an existing judgment recorded in the Judgment Roll before the expiry of the judgment.

**Instrument Type:** 715 (First Renewal)  
716 (Second Renewal)  
717 (Final Renewal)

**LR or ROD:** Despite the fact that judgments and judgment related documents are land titles documents, they must be searchable in a names-based index. For this reason, the document is indexed under the Registry of Deeds system so that a name search of the judgment debtor can be conducted.

**Mandatory E-Submission Applies:** No (currently no electronic F16 exists)

**Fee Required:** Yes

**Accompanying Instrument Required:** No (the registrar will certify and add a copy of the judgment or most recent renewal, as applicable)

### Acceptance Criteria for Form 16:

Judgment or renewal being renewed has not expired  
Name of debtor(s) is provided and matches name(s) on judgment  
Name and mailing address of creditor is provided  
All fields have been completed and are correct with respect to judgment or renewal particulars (as applicable – First renewal: judgment number, date filed and recording particulars; or Second or Third renewal: document number of most recent renewal)  
Form 16 is dated and signed by the judgment creditor or agent  
Form 16 has been witnessed by a Barrister or Commissioner  
Name of Barrister/Commissioner has been typed, stamped or printed legibly under or next to the signature

### Description of Use of Form:

This form is used by a judgment creditor or their agent to renew a five year judgment which has not yet expired and which was recorded on or after March 24, 2003.

Section 66(4)(e) of the Land Registration Act was amended to correct the expiry date of a judgment from "...*the expiration of five years from the date of recording of the judgment...*" to "*the expiration of five years from the date of the judgment...*"

A first renewal of a judgment must be recorded within five years of the date of the original judgment. Subsequent renewals (second and third) must be recorded within five years of the date of recording of the most recent renewal.

Any renewals that are not received prior to the judgment expiring as above, will be rejected by staff. Once a judgment or renewal has expired, there is no ability to record a renewal against it.

The recording of this form renews the judgment for an additional five years from the date of recording of the renewal. The judgment can be renewed up to three times after the initial recording, each time for an additional five year period with the required fee.

A judgment creditor may not use one renewal form to renew the judgment for fifteen years. Once a judgment has expired and been removed from the judgment roll, it cannot be renewed or rerecorded.

The submitter is required to provide the recording particulars of the original judgment and any subsequent renewals on the Form 16.

**Supporting Form(s) / Documents required:**

- None