

## Accessing Recurring Court MS Teams Links

### *Instructions for Counsel*

When a matter proceeds virtually via MS Teams<sup>1</sup>, counsel may **access courtroom links by following the steps below.**

#### Supreme Court

**Step A:** Visit the [Supreme Court Hearing List webpage](#) and either select the court location or the link directly below for [Supreme Court Chambers lists](#).

To view a Hearing List from a location, select the location from the drop-down list, then click “Open.”

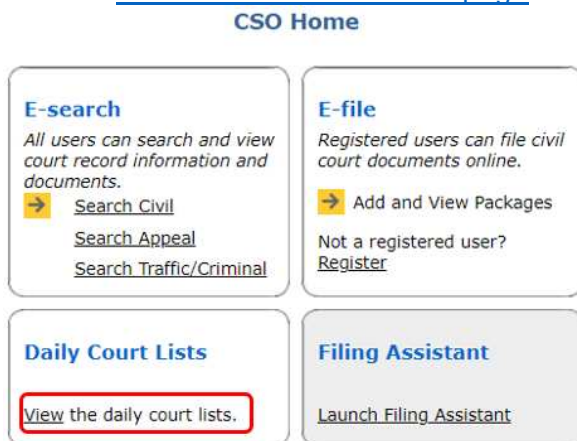
**Step B:** The Supreme Court List for that location will open. Search for the matter on the list and determine which courtroom that it has been assigned.

**Did You Know?** You can use keys **Ctrl** and **F** to open a search window to search keywords (like the file number or style of cause) throughout the document.

<sup>1</sup> Each courtroom has an MS Teams link assigned. Some matters (such as in-private hearings) will have unique links created for them and emailed to counsel. **Please ensure that the correct email address is provided to the registry so that the link can be emailed.**

## Provincial Court

**Step A:** Visit the [Court Services Online webpage](#) and select the Daily Court Lists box.



To view a Daily Court List, select the type of hearing (Provincial, Supreme Chamber List, Provincial Criminal Court Lists), update the location (if applicable) then click “**View List.**”

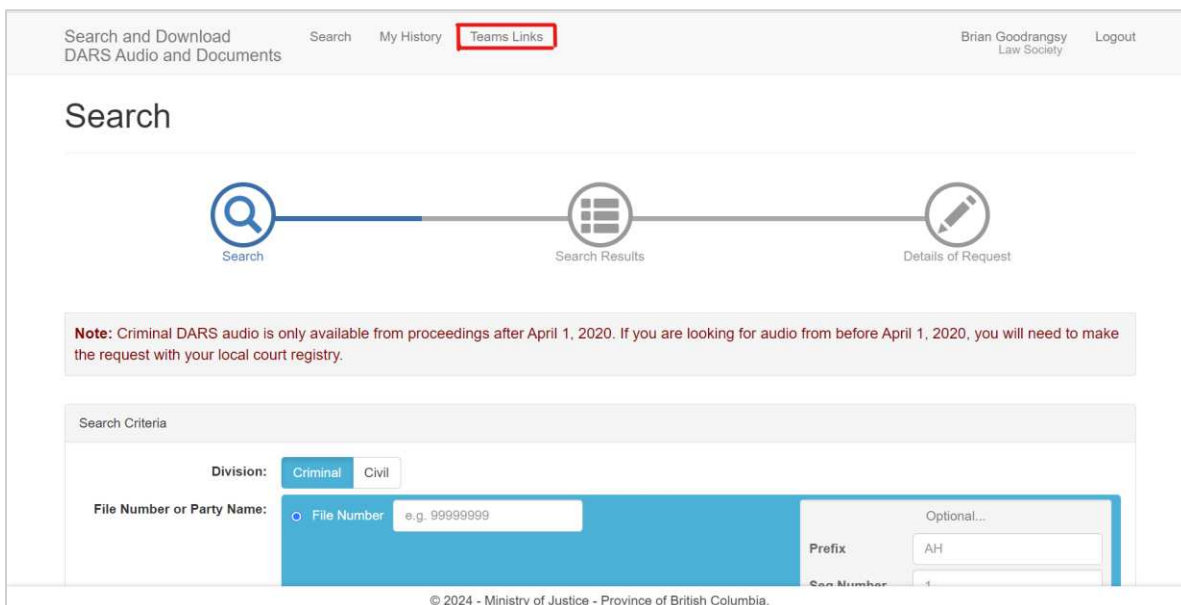
**Step B:** The Court List for that location will open. Search for the matter on the list and determine which courtroom that it has been assigned.

**Did You Know?** You can use keys **Ctrl** and **F** to open a search window to search keywords (like the file number or style of cause) throughout the document.

## **For both Supreme and Provincial: Finding Links in ACM once you know the Courtroom**

**Step 1:** Visit the [Access to Court Materials](#) (ACM) site to find the most up to date version of the document containing courtrooms link. More detailed instructions can be found [here](#).

**Step 2:** Once signed into Access to Court Materials (ACM), select the MS Teams Links tab at the top of the page.



Select the Court location where the matter is being heard.

The screenshot shows a document titled "Permanent Teams Links" with a sidebar on the left containing five numbered links. The main content area displays a table of court locations under the heading "Click to see location information".

Click to see location information						
<a href="#">100 Mile House</a>	<a href="#">Abbotsford</a>	<a href="#">Anahim Lake</a>	<a href="#">Burns Lake</a>	<a href="#">Campbell River</a>	<a href="#">Castlegar</a>	<a href="#">Chetwynd</a>
<a href="#">Chilliwack</a>	<a href="#">Clearwater</a>	<a href="#">Courtenay</a>	<a href="#">Cranbrook</a>	<a href="#">Creston</a>	<a href="#">Daajing Giids</a>	<a href="#">Dawson Creek</a>
<a href="#">Duncan</a>	<a href="#">Fernie</a>	<a href="#">Fort Nelson</a>	<a href="#">Fort St. James</a>	<a href="#">Fort St. John</a>	<a href="#">Fraser Lake</a>	<a href="#">Ganges</a>
<a href="#">Golden</a>	<a href="#">Grand Forks</a>	<a href="#">Haida Gwaii</a>	<a href="#">Hazelton</a>	<a href="#">Houston</a>	<a href="#">Invermere</a>	<a href="#">Justice Centre</a>
<a href="#">Kamloops</a>	<a href="#">Kelowna</a>	<a href="#">Kitimat</a>	<a href="#">Lillooet</a>	<a href="#">Mackenzie</a>	<a href="#">Masset</a>	<a href="#">McBride</a>
<a href="#">Merritt</a>	<a href="#">Nakusp</a>	<a href="#">Nanaimo</a>	<a href="#">Nelson</a>	<a href="#">New Westminster</a>	<a href="#">North Vancouver</a>	<a href="#">Pemberton</a>
<a href="#">Penticton</a>	<a href="#">Port Alberni</a>	<a href="#">Port Coquitlam</a>	<a href="#">Port Hardy</a>	<a href="#">Powell River</a>	<a href="#">Prince George</a>	<a href="#">Prince Rupert</a>
<a href="#">Princeton</a>	<a href="#">Quesnel</a>	<a href="#">Revelstoke</a>	<a href="#">Richmond</a>	<a href="#">Rossland</a>	<a href="#">Salmon Arm</a>	<a href="#">Sechelt</a>
<a href="#">Smithers</a>	<a href="#">Sparwood</a>	<a href="#">Surrey</a>	<a href="#">Terrace</a>	<a href="#">Tofino</a>	<a href="#">Ucluelet</a>	<a href="#">Valemount</a>
<a href="#">Vancouver Law Courts</a>	<a href="#">Vancouver Provincial</a>	<a href="#">Vancouver Circuit</a>	<a href="#">Vancouver Robson Square</a>	<a href="#">Vanderhoof</a>	<a href="#">Vernon</a>	<a href="#">Victoria</a>
<a href="#">Western Comm.</a>	<a href="#">Williams Lake</a>	<a href="#">Virtual Bail Interior</a>	<a href="#">Virtual Bail Island</a>	<a href="#">Virtual Bail North</a>		

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Select the courtroom link that corresponds to the courtroom on the Court List for the location where the matter is being heard and join the meeting at the appropriate time.

New Westminster – 604 660-8522			
New Westminster	Inn At The Quay	<a href="#">Click here to join the meeting</a>	+1 778-725-6348 Canada, Vancouver (844) 636-7837 Canada (Toll-free) <b>Phone Conference ID: 673 715 681#</b>
New Westminster	JCM FXD List	<a href="#">Click here to join the meeting</a>	+1 604-335-9540 Canada, Vancouver 1(844) 884-5561 Canada (Toll-free) <b>Phone Conference ID: 701 791 905#</b>
New Westminster	IAR CR 213 ID	<a href="#">Click here to join the meeting</a>	+1 604-335-9540 Canada, Vancouver 1(844) 884-5561 Canada (Toll-free) <b>Phone Conference ID: 833 605 884#</b>
New Westminster	CR 101	<a href="#">Click here to join the meeting</a>	+1 778-725-6348 Canada, Vancouver (844) 636-7837 Canada (Toll-free) <b>Phone Conference ID: 725 235 053#</b>
New Westminster	CR 102	<a href="#">Click here to join the meeting</a>	+1 778-725-6348 Canada, Vancouver (844) 636-7837 Canada (Toll-free) <b>Phone Conference ID: 838 641 295#</b>
New Westminster	CR 204	<a href="#">Click here to join the meeting</a>	+1 778-725-6348 Canada, Vancouver (844) 636-7837 Canada (Toll-free) <b>Phone Conference ID: 864 997 415#</b>
New Westminster	CR 205	<a href="#">Click here to join the meeting</a>	+1 778-725-6348 Canada, Vancouver (844) 636-7837 Canada (Toll-free) <b>Phone Conference ID: 914 002 064#</b>

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**Please Note:** If help is needed when signing in to ACM, please email [ASKACM@gov.bc.ca](mailto:ASKACM@gov.bc.ca)

### **Counsel of Record Email Notification (Supreme Civil/Family and Provincial Small Claims only)**

For Supreme Civil and Family matters and Provincial Small Claims, counsel of record may receive an email notification the day prior to the hearing advising that the matter will proceed via MS Teams and another email notification at or around 8:45am the date of the hearing. Please check your Spam or Junk folder as the email may be sent there.

**Counsel of record is responsible for forwarding this email to any co-counsel who may attend on this file.** All other counsel must access links using the steps listed above.

Please ensure that the court registry has your email address so that you may receive these notifications. **Only counsel of record for each party will receive the email notification.**

### **When Joining MS Teams Links**

- Please ensure that you join MS Teams links approximately **15 minutes in advance** to be checked-in by the Court Clerk.
- Once you have joined the meeting, please **wait in the lobby until your matter is ready** to commence and you are admitted and checked-in by the Court Clerk. Sometimes court matters may run into the next appearance's scheduled time causing your hearing to be delayed. It is important to remain in the MS Teams lobby so that the Court Clerk can admit counsel into the hearing as soon as the scheduled matter is ready to proceed.
- It is important that counsel **adhere to professional attire standards** as the judge may direct that the matter proceed with video and audio even if it is listed as MS Teams Audio only.

### **Important Notes:**

- **Counsel may provide a courtroom link to their clients**, however judicial permission is required for members of the public, family members, media, or any other participant to attend the proceedings. See [Notice No. 47, section IV](#) for more details.
- Parties may call the court registry to obtain the MS Teams audio dial-in information.
- Please ensure that you access the link document from ACM as that location contains the most current version of the courtroom link document. Do not download or save this document. Courtroom links should always be accessed by the online version of the document as links may change.