

Island Virtual Bail – Duty Counsel Cheat Sheet

Key Contacts

Island Virtual Bail JCM	Island.VirtualBail@provinciacourt.bc.ca
Provincial Crown Bail Coordinator (RABC)	Region1.virtualbail@gov.bc.ca
Sheriff Coordinator	Island.sheriff@provinciacourt.bc.ca

Duty Counsel catchments (schedules posted to Teams channel)

VR 8	VR9
Victoria	Nanaimo
South Island (Colwood, Duncan)	North Island

Crown assignments (schedules posted to Teams channel)

VR 8	VR9
1 Morning Remand Crown	1 Morning Remand Crown
1 or 2 Afternoon New Arrest Crown	1 or 2 Afternoon New Arrest Crown

Key Timelines

- Cutoff times to be interpreted flexibly – goal is earliest possible bail hearing whenever feasible

6-7:30 AM	Police submit Detachment Prisoner Slates for overnight arrests to Crown
8-8:30 AM	Crown emails to duty counsel Detachment Prisoner Slates (and records if any)
8-8:30 AM	Crown emails duty counsel ' Morning Email ' - summary of new arrests, locations
08:45 AM	Sheriff QB emails to duty counsel New In Custody List (& posts to Teams)
09:00 AM	Morning Triage session with Island VB JCM in VR8 – all duty counsel attend
09:30 AM	Morning Remand court sessions in VR8 and VR9
10:00 AM	Duty counsel to email JCM re any remanded accused whose status is unclear
10:30 AM	JCM will begin calling remand files whose status is unclear.
11:00 AM	Cutoff for police to submit new RTCCs to Crown
01:15 PM	Afternoon Triage sessions in VR8 and VR9
01:30 PM	Afternoon court session begins
03:00 PM	Cutoff for registry/warrant arrests – later arrests go to evening at Justice Centre

Morning Remand Lists

- 2 PM Day before** – JCM posts list to Teams channel; emails list to duty counsel for next day
- Additions** – may be added in a second list

New Arrest Lists

Detachment prisoner slates	Crown emails to duty counsel by about 8:30AM
Crown 'morning email'	Crown emails to duty counsel by about 8:30 AM
New in custody list	Sheriff Coordinator posts to MS Teams about 8:45
Virtual bail digital court list	Registry adds files through morning; access on Teams channel

Contacting Accused in Remand Centres or Detachments

- Contact the Island Virtual Bail Sheriff Coordinator to arrange interviews – use MS Teams direct chat ("Island.Sheriff") or email: Island.sheriff@provinciacourt.bc.ca.
- Contact numbers for Island Police Detachments are posted in Teams channel

Virtual Courthouse locations

- accused transported to courthouse cellblocks to for video interviews and court appearances

Victoria	Nanaimo	Campbell River
Western Communities	Port Alberni (early 2023)	
Duncan	Courtenay (early 2023)	

Checking an accused's legal aid status

Office	General Email	Local Agent Assistant
Campbell River/ Courtenay	Intake.CampbellRiver.Courtenay@legalaid.bc.ca	Nina.CampbellRiver@legalaid.bc.ca Sandy.CampbellRiver@legalaid.bc.ca
Duncan	Intake.Duncan@legalaid.bc.ca (open Tu/Wed)	Copy Nanaimo staff
Nanaimo	Intake.Nanaimo@legalaid.bc.ca	heisy.nanaimo@legalaid.bc.ca Legal Navigator: lene.nanaimo@legalaid.bc.ca
Port Alberni	Intake.PortAlberni@legalaid.bc.ca	Marie.PortAlberni@legalaid.bc.ca
Victoria	Intake.Victoria@legalaid.bc.ca	Sandy.Victoria@legalaid.bc.ca Melanie.Victoria@legalaid.bc.ca
Lawyer Priority Line (Vancouver)		1-888-601-6076

Crown Bail Packages

- include sworn information, CPIC/JUSTIN record, Crown bail position (Form 23), RTCC synopsis

Secure File Transfer System (SFTS) – Standard Passwords

VR8 files	*VR8South	VR9 files	*VR9North
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Submitting Consent Forms

Where to submit	Send to Island Bail JCM - Island.VirtualBail@provinciacourt.bc.ca
Consent Requisition	submit any time up to 1pm the day prior to scheduled appearance
Consent Remand	Submit any time after 1pm the day before, or on day of, appearance

VRV