

Accessing Recurring Court MS Teams Links

Instructions for Counsel

When a matter proceeds virtually via MS Teams¹, 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](#).

The screenshot shows a webpage titled "Hearing Lists". At the top, there is a breadcrumb navigation: "home > supreme court > hearing list". Below the title, a message says "Updates made after the posted time may not be shown on this list." There are two input fields: "Select a location" with a dropdown menu labeled "Choose a Location" and an "Open" button, and "Last updated:" followed by a date. At the bottom, a blue link reads "Click here for Supreme Court Chambers Lists."

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

The screenshot shows the same "Hearing Lists" page. The "Choose a Location" dropdown menu is open, displaying a list of locations. The first item in the list, "Choose a Location", is highlighted with a red box. Other items in the list include Campbell River, Chilliwack, Courtenay, Cranbrook, Dawson Creek, Duncan, Fort St. John, Golden, Kamloops, Kelowna, Nanaimo, Nelson, New Westminster, Penticton, Port Alberni, Port Coquitlam, Powell River, and Prince Rupert. To the right of the dropdown, a note about photography and audio recording is visible.

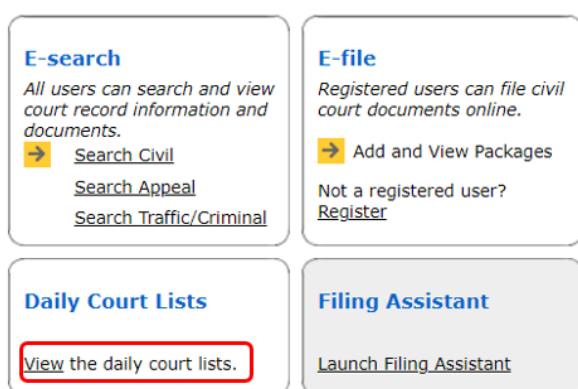
Step B: The Supreme Court List for that location will open. Search for the matter on the list and determine which courtroom that it has been assigned.

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.

¹ 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.
Court Services Branch – Updated August 2024

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.

The screenshot shows the ACM website interface. At the top, there are tabs: 'Search and Download DARS Audio and Documents', 'Search', 'My History', and 'Teams Links' (which is highlighted with a red box). On the right, there are links for 'Brian Goodrangs Law Society' and 'Logout'. Below the tabs, there's a 'Search' section with icons for 'Search', 'Search Results', and 'Details of Request'. A note states: 'Note: Criminal DARS audio is only available from proceedings after April 1, 2020. If you are looking for audio from before April 1, 2020, you will need to make the request with your local court registry.' The 'Search Criteria' section includes fields for 'Division' (Criminal, Civil), 'File Number or Party Name' (with a dropdown for 'File Number' and a text input 'e.g. 99999999'), 'Optional...' (Prefix 'AH'), and 'Seq Number' (input '1').

Select the Court location where the matter is being heard.

The screenshot shows a Microsoft Teams document titled "Permanent Teams Live Links". The document contains a table with two columns of court locations. The left column includes 100 Mile House, Chilliwack, Duncan, Golden, Kamloops, Merritt, Penticton, Princeton, Smithers, Vancouver Law Courts, and Western Comm. The right column includes Abbotsford, Clearwater, Fernie, Grand Forks, Kelowna, Nakusp, Port Alberni, Quesnel, Sparwood, Vancouver Provincial, Williams Lake, Anahim Lake, Courtenay, Fort Nelson, Haida Gwaii, Kitimat, Nanaimo, Port Coquitlam, Revelstoke, Surrey, Vancouver Circuit, Virtual Bail Interior, Burns Lake, Cranbrook, Fort St. James, Hazelton, Lillooet, Mackenzie, Nelson, Port Hardy, Richmond, Terrace, Vancouver Robson Square, Virtual Bail Island, Campbell River, Creston, Fort St. John, Houston, Invermere, Mackenzie, North Vancouver, Powell River, Rossland, Salmon Arm, Tofino, Ucluelet, Vernon, Virtual Bail North, Castlegar, Daajing Glids, Fraser Lake, Ganges, Invermere, Justice Centre, McBride, Pemberton, Prince George, Prince Rupert, Sechelt, Valemount, and Victoria. Below the table is a note: "This document is not for public distribution."

Location	Location
100 Mile House	Abbotsford
Chilliwack	Clearwater
Duncan	Courtenay
Golden	Fort Nelson
Kamloops	Haida Gwaii
Merritt	Kitimat
Penticton	Lillooet
Princeton	Mackenzie
Smithers	Masset
Vancouver Law Courts	McBride
Western Comm.	New Westminster
	North Vancouver
	Pemberton
	Prince George
	Prince Rupert
	Sechelt
	Valemount
	Victoria

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.

The screenshot shows a Microsoft Teams document titled "New Westminster – 604 660-8522". The document contains a table with four columns: Location, Room, Link, and Contact Information. The locations listed are New Westminster, with rooms CR 101, CR 102, CR 204, and CR 205. Each room has a corresponding link labeled "Click here to join the meeting". To the right of the table, contact information is provided for each room, including a phone number and a conference ID. Below the table is a note: "This document is not for public distribution."

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

Please Note: If help is needed when signing in to ACM, please email 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.