

## Island Virtual Bail – Duty Counsel Cheat Sheet

### Key Contacts

Island Virtual Bail JCM	<a href="mailto:Island.VirtualBail@provinciacourt.bc.ca">Island.VirtualBail@provinciacourt.bc.ca</a>
Provincial Crown Bail Coordinator (RABC)	<a href="mailto:Region1.virtualbail@gov.bc.ca">Region1.virtualbail@gov.bc.ca</a>
Sheriff Coordinator	<a href="mailto:Island.sheriff@provinciacourt.bc.ca">Island.sheriff@provinciacourt.bc.ca</a>

### 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

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

<b>Detachment prisoner slates</b>	Crown emails to duty counsel by about 8:30AM
<b>Crown 'morning email'</b>	Crown emails to duty counsel by about 8:30 AM
<b>New in custody list</b>	Sheriff Coordinator posts to MS Teams about 8:45
<b>Virtual bail digital court list</b>	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](mailto: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	<a href="mailto:Intake.CampbellRiver.Courtenay@legalaid.bc.ca">Intake.CampbellRiver.Courtenay@legalaid.bc.ca</a>	<a href="mailto:Nina.CampbellRiver@legalaid.bc.ca">Nina.CampbellRiver@legalaid.bc.ca</a> Sandy.CampbellRiver@legalaid.bc.ca
Duncan	<a href="mailto:Intake.Duncan@legalaid.bc.ca">Intake.Duncan@legalaid.bc.ca</a> (open Tu/Wed)	Copy Nanaimo staff
Nanaimo	<a href="mailto:Intake.Nanaimo@legalaid.bc.ca">Intake.Nanaimo@legalaid.bc.ca</a>	<a href="mailto:heisy.nanaimo@legalaid.bc.ca">heisy.nanaimo@legalaid.bc.ca</a> <b>Legal Navigator:</b> <a href="mailto:lene.nanaimo@legalaid.bc.ca">lene.nanaimo@legalaid.bc.ca</a>
Port Alberni	<a href="mailto:Intake.PortAlberni@legalaid.bc.ca">Intake.PortAlberni@legalaid.bc.ca</a>	<a href="mailto:Marie.PortAlberni@legalaid.bc.ca">Marie.PortAlberni@legalaid.bc.ca</a>
Victoria	<a href="mailto:Intake.Victoria@legalaid.bc.ca">Intake.Victoria@legalaid.bc.ca</a>	<a href="mailto:Sandy.Victoria@legalaid.bc.ca">Sandy.Victoria@legalaid.bc.ca</a> <a href="mailto:Melanie.Victoria@legalaid.bc.ca">Melanie.Victoria@legalaid.bc.ca</a>
<b>Lawyer Priority Line (Vancouver)</b>		<b>1-888-601-6076</b>

## Crown Bail Packages

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

## Secure File Transfer System (SFTS) – Standard Passwords

<b>VR8 files</b>	*VR8South	<b>VR9 files</b>	*VR9North
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## Submitting Consent Forms

Where to submit	Send to Island Bail JCM - <a href="mailto:Island.VirtualBail@provinciacourt.bc.ca">Island.VirtualBail@provinciacourt.bc.ca</a>
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