

Island Virtual Bail – Duty Counsel Cheat Sheet

Key Contacts

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

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|------------------|--|
| 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

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| 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@provincialcourt.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

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|---------------------|---------------------------|----------------|
| 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

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|-----------|-----------|-----------|-----------|
| VR8 files | *VR8South | VR9 files | *VR9North |
|-----------|-----------|-----------|-----------|

Submitting Consent Forms

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| Where to submit | Send to Island Bail JCM - Island.VirtualBail@provincialcourt.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