

# 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](#).

The screenshot shows a web page 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 is a dropdown menu labeled "Select a location" with "Choose a Location" selected, and an "Open" button next to it. Below the dropdown, the text "Last updated:" is followed by a timestamp. At the bottom of the list area, there is a link "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 as above, but the "Choose a Location" dropdown is now open, revealing a list of locations. The locations listed are: Abbotsford, 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, Prince Rupert, and Victoria. The dropdown menu has a red box drawn around it, highlighting the "Choose a Location" option.

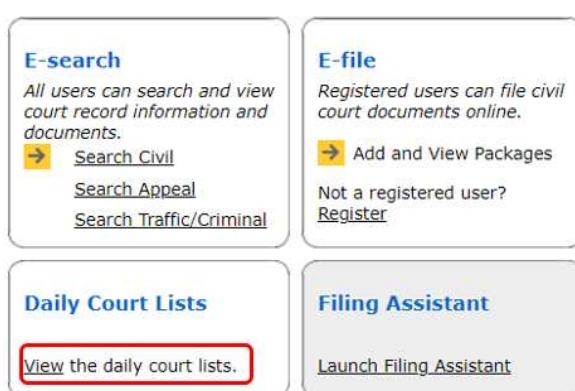
**Step B:** The Supreme Court List for that location will open. Search for the matter on the list and determine which courtroom that it has been assigned.

**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.

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 three icons: a magnifying glass for 'Search', a grid for 'Search Results', and a pencil for 'Details of Request'. A note below 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', Suffix '1'), and a footer note: '© 2024 - Ministry of Justice - Province of British Columbia.'

Select the Court location where the matter is being heard.

The screenshot shows a Microsoft Teams document titled "Permanent Teams Links". The main content is a table titled "Click to see location information" listing various court locations across British Columbia. The table has 8 columns and 21 rows. The columns are: 100 Mile House, Abbotsford, Anahim Lake, Burns Lake, Campbell River, Castlegar, Chetwynd, Chilliwack, Clearwater, Courtenay, Cranbrook, Creston, Daajing Gilds, Dawson Creek, Duncan, Fernie, Fort Nelson, Fort St. James, Fort St. John, Fraser Lake, Ganges, Golden, Grand Forks, Haida Gwaii, Hazelton, Houston, Invermere, Justice Centre, Kamloops, Kelowna, Kitimat, Lillooet, Mackenzie, Masset, McBride, Merritt, Nakusp, Nanaimo, Nelson, New Westminster, North Vancouver, Pemberton, Penticton, Port Alberni, Port Coquitlam, Port Hardy, Powell River, Prince George, Prince Rupert, Princeton, Quesnel, Revelstoke, Richmond, Rossland, Salmon Arm, Sechelt, Smithers, Sparwood, Surrey, Terrace, Tofino, Ucluelet, Valemount, Vancouver Law Courts, Vancouver Provincial, Vancouver Circuit, Vancouver Robson Square, Vanderhoof, Vernon, Victoria, Western Comm., Williams Lake, Virtual Bail Interior, Virtual Bail Island, Virtual Bail North. Below the table is a note: "This document is not for public distribution."

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

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 main content is a table listing courtroom links for New Westminster. The table has 4 columns: Courtroom, Location, Link to join the meeting, and Contact information. The contact information includes a phone number and a conference ID. Below the table is a note: "This document is not for public distribution."

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) Phone Conference ID: 673 715 681#
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) Phone Conference ID: 701 791 905#
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) Phone Conference ID: 833 605 884#
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) Phone Conference ID: 725 235 053#
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) Phone Conference ID: 838 641 295#
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) Phone Conference ID: 864 997 415#
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) Phone Conference ID: 914 002 064#

**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.