

## Virtual Bail Team Communication Protocol

The Virtual Bail Team and its associated Channels were created to provide a platform for communication for counsel, JCMs and Sheriff Coordinator for Virtual or Hybrid Bail for their region. This is a private Team and anyone not added to the Team will be unable to use it.

There are several communication areas in the Team. This guide describes how to access them and identifies what communication is appropriate in each space. You can also watch the linked [video](#).

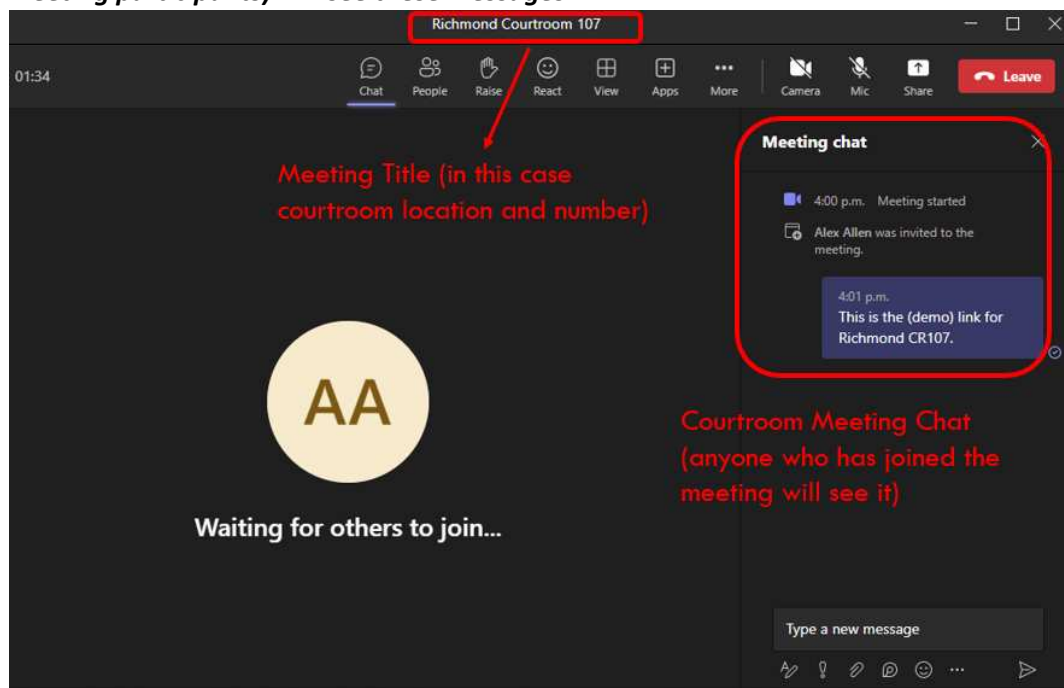


For instructions on how to use Teams or a broad overview of the Virtual Bail Team, please refer to the following training resources: the Virtual Bail Team walkthrough document and the series of Virtual Bail Team training videos

## Communication in the Virtual Bail Team

### 1. The Courtroom Meeting Chat

The Courtroom Meeting Chat is available to participants who join their virtual bail court via the MS Teams meeting link. Communication in this chat should be kept to a minimum and communicated with proper court decorum. ***The court clerk is not monitoring the chat and all meeting participants (including judges or previous meeting participants) will see these messages.***



#### When to use Courtroom Meeting Chat:

- ✓ When prompted by the judge, court clerk or sheriff
- ✓ Advising when counsel who is waiting to speak to a matter is called away to another courtroom
- ✓ To advise the court in case of technological issues that interfere with communication when you are actively speaking to a matter (e.g. microphone ceases to work)

**When not to use Courtroom Meeting Chat:**

- X** After you have left the meeting, the chat will not be available
- X** Anything important enough for the judge to hear should be said on the record
- X** Communications with other counsel, the sheriff coordinator, or other participants while you are waiting for your matter to be called (use Teams direct chat with the other person instead).
- X** Casual, conversational messages
- X** Anything you wouldn't want the judge to hear/read

**2. The Triage Meeting Chat**

Counsel, including duty counsel and counsel of record who wish to speak to bail matters, are required to join the Triage meeting every morning at 9am and every afternoon at 1:15pm.

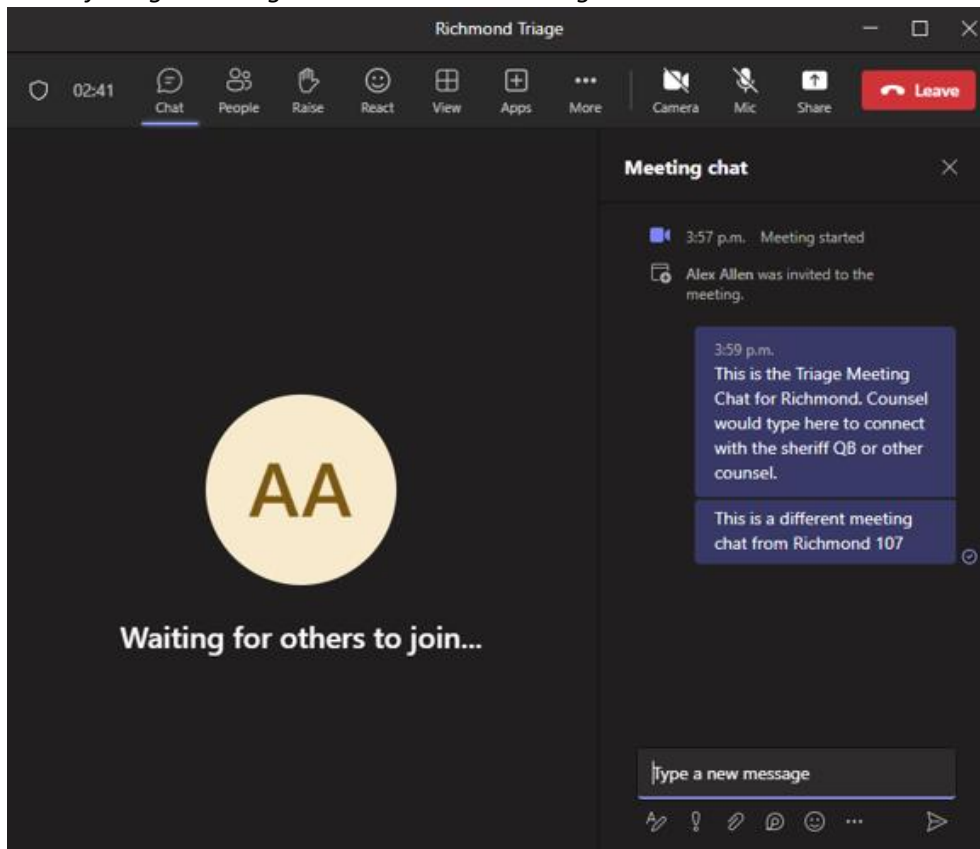
***The Triage meeting is a stand-alone meeting and has a separate meeting link from the courtroom meeting.***

The Triage Meeting Chat is available to counsel who join via the MS Teams Triage meeting link. Counsel who do not join the Triage meeting will not have access to the Triage Meeting Chat.

The Triage meeting chat can be accessed **only when in the Triage meeting** and cannot be accessed after participants have left the meeting.

If information needs to be relayed to the JCM after the triage meeting is concluded, counsel are encouraged to email or direct message the JCM directly and include all relevant participants that need to be informed.

*View of Triage meeting chat when in the meeting:*



**When to use Triage Meeting Chat:**

- ✓ General communications for JCM, Sheriff coordinator and other counsel
- ✓ Communications between counsel and JCM on readiness or when to call a matter
- ✓ Advising of files and who is expected to appear/not appear

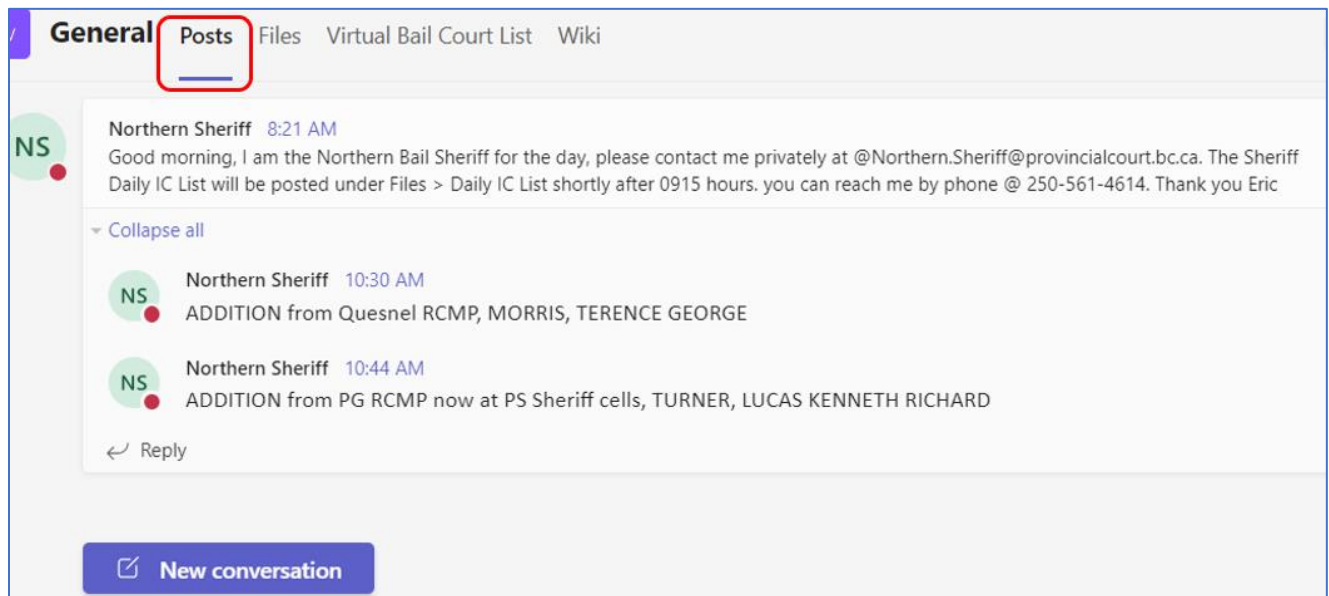
**When not to use Triage Meeting Chat:**

- ✗ After you have left the meeting, the chat feature **will not be available**
- ✗ No personal or private information
- ✗ Direct communications with other counsel (use direct 1-1 chat)
- ✗ The registry coordinator will not be monitoring the chat


**3. The Posts section of the Virtual Bail Team**

The **Posts** section of the Channel is for the Sheriff coordinator or JCM to post messages for the entire regional group. The JCM and Sheriff will use this area to provide updates on procedures, documentation, support, and link availability to the Team.


**Any posts in this section will be visible to all members on the regional channel of the entire Virtual Bail Team.**



Members of the Team can “reply” to a post in this section if they need more information and those posts will be connected to that post and “nest” underneath them, as seen in the example above.



Members of the Team **should not** select the New Conversation button in the Posts section to start a new post.

 **New conversation**

Instead, connect with the individual via the Direct Chat communication option.

**When to use Posts:**

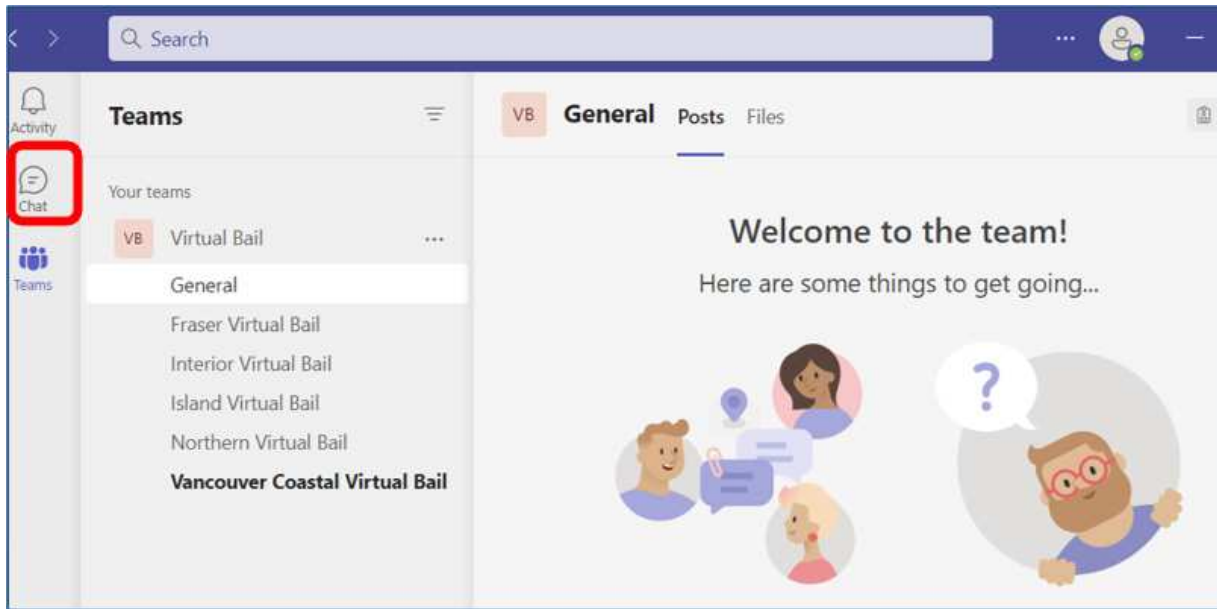
- ✓ The Sheriff coordinator and the JCM will post in this section.
- ✓ Counsel may respond/reply to the specific post, which will nest underneath the main post.

**When not to use Posts:**

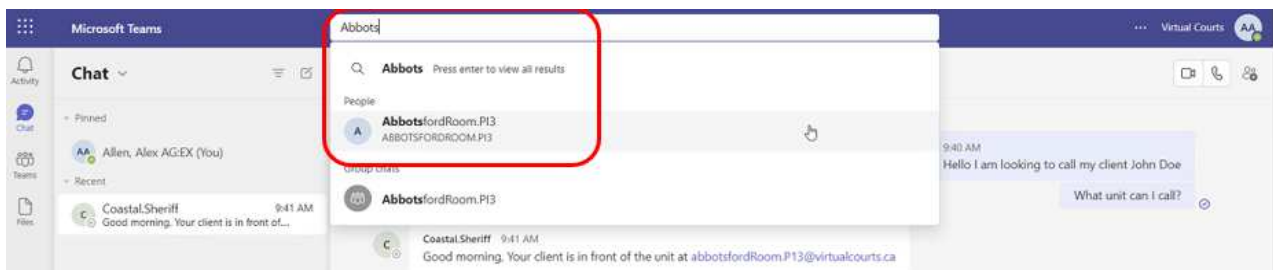
- ✗ Members should not Post stand-alone messages (i.e. by selecting **New Conversation**) in this section unless authorized.

**4. Direct (1-1) Chat in the Virtual Bail Team**

Membership in the Virtual Bail Team allows any member to chat directly and privately with members of the Team. To navigate to the Chat section of the Team, select the Chat icon on the left-hand side of the Teams application.



To initiate a chat with another member, go to the search bar at the top of your MS Teams screen and type the name or email address of the Virtual Bail Team member that you would like to Chat with.



Select the name of the individual you wish to message with. A new Chat window will appear with only yourself and the Team member that you selected.

**When to use Direct Chat:**

- ✓ To message the Sheriff coordinator directly to arrange to speak with an accused
- ✓ To have a one-on-one conversation with a JCM, counsel or other Virtual Bail participant.

**When not to use Direct Chat:**

- ✗ Document exchange is not permitted via the Chats section.
- ✗ Sensitive/ privileged information should not be shared.

## Appendix: Communication Use Cases Table

Use Case	Courtroom	Triage (Only when in Triage meeting)	Posts	Direct 1-1 Chat	Notes
When prompted by the judge, court clerk or sheriff	✓	X	X	X	
Defence/duty Counsel needs to contact sheriff coordinator to arrange video interview with client or appearance in the courtroom	X	X	X	✓	
Defence/duty counsel needs to confirm which Crown has conduct of a file	X	✓	X	✓	Counsel can also reach out ahead of time as well
Defence/duty counsel needs to advise JCM of status of matter on AM Remand list	X	✓	X	✓	Counsel can also reach out by email
Defence/duty counsel needs to advise court of status of matter on PM list	X	✓	X	✓	Counsel should advise crown via 1-1 direct chat and the sheriff (or JCM) in Triage or 1-1 chat not via courtroom chat
Defence/duty counsel needs to clarify order of list for AM Remands	X	✓	X	✓	
Defence/duty counsel needs to clarify order of matters set on the 5pm list after the afternoon Triage has concluded	X	X	X	✓	
Defence/duty counsel needs to communicate with AM or PM Crown	X	X	X	✓	
(Defence) counsel of record and duty counsel need to communicate about a file	X	X	X	✓	
Defence/duty counsel want to contact a Legal Aid BC Navigator	X	X	X	✓	
Advising of files and which counsel is expected to appear/not appear	X	✓	X	✓	
Providing a brief summary of what is going to occur	X	✓	X	✓	
Providing a phone number to be reached at when appearing in another court	✓	✓	X	X	
Noting contact information relating to a matter being spoken to on the record	X	X	X	X	Counsel should provide information on the record