

Fraser Virtual Bail – Duty Counsel Cheat Sheet

Surrey

Virtual Bail JCM	The Scheduling inbox will remain the same for Surrey, which also does the daily MS Teams scheduling
Provincial Crown virtual bail	Surrey.VirtualBail@gov.bc.ca
Sheriff Coordinator	In MS Teams – Chat: Search bar enter Surrey.Sheriff@virtualcourts.ca CSBSurrey.SheriffVirtualBail@gov.bc.ca (email if issues)
Registry Coordinator	CSBSurreyProvincialCourt.CriminalRegistry@gov.bc.ca
LABC Navigator	Jessica.Surrey@legalaid.bc.ca
LABC Intake	Intake.Surrey@legalaid.bc.ca

New Westminster/Port Coquitlam

Virtual Bail JCM	Poco.VirtualHybridBail@provincialcourt.bc.ca
Provincial Crown virtual bail	NewWestProv.VirtualBail@gov.bc.ca Poco.VirtualBail@gov.bc.ca
Sheriff Coordinator	In MS Teams – Chat: Search bar enter Fraser.Sheriff@virtualcourts.ca CSBFraser.SheriffVirtualBail@gov.bc.ca (email if needed)
Registry Coordinator	JAGCSBNWestminsterCourtScheduling@gov.bc.ca csb.portcoquitlamprovcriminal@gov.bc.ca
LABC Navigator	Silvia.Vancouver@legalaid.bc.ca
LABC Intake	intake@legalaid.bc.ca

Abbotsford/Chilliwack

Virtual Bail JCM	Abbotsford.VirtualHybridBail@provincialcourt.bc.ca
Provincial Crown virtual bail	Abbotsford.VirtualBail@gov.bc.ca Chilliwack.VirtualBail@gov.bc.ca
Sheriff Coordinator	In MS Teams – Chat: Search bar enter Fraser.Sheriff@virtualcourts.ca CSBFraser.SheriffVirtualBail@gov.bc.ca (email if needed)
Registry Coordinator	AbbotsfordCriminalRegistry@gov.bc.ca CSBChilliwackCriminalRegistry@gov.bc.ca
LABC Navigator	Brianna.Abbotsford@legalaid.bc.ca
LABC Intake	Intake.Abbotsford@legalaid.bc.ca Intake.Chilliwack@legalaid.bc.ca

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Legal Aid BC Lawyer Priority Line (Vancouver Head Office)
1-888-601-6076

Key Timelines – cut off times interpreted flexibly

6-7:30 AM	Police submit Detachment Prisoner Slates for overnight arrests to Crown
7:30-8:30 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
08:45-9:00 AM	Sheriff QB emails to duty counsel New In Custody List (& posts to Teams)
09:00 AM	Morning Triage session
09:30 AM	Morning Remand court sessions
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
12:00-1:30 PM	Lunch Break for court sittings
01:15 PM	Afternoon Triage sessions
01:30 PM	Afternoon court session begins
03:00 PM	Cutoff for registry/warrant arrests – later arrests go to evening at Justice Centre
04:30 PM	End of court sittings

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

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 emails to duty counsel by about 8:45
Virtual bail digital court list	Registry adds files through morning; access on Teams channel

Secure File Transfer System (SFTS) – Standard Passwords

Surrey: *Surrey
Abbotsford: *Abbotsford
Chilliwack: *Chilliwack
Port Coquitlam: *PoCo
New Westminster: *NewWest

For the Evening and Weekend/Statutory Bail Programs the generic password will be the Surrey Password - *Surrey as Surrey is the Regional Hub Office for the Evening and Weekend Bail Programs for Region 3.

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Submitting Court Forms

Where to submit	Send to Bail JCM
Consent Requisition	Submit up to 12 pm the day prior to scheduled appearance
Consent Remand	Submit 12-4:30 PM the day before, or on day of, appearance

For Interpreters or Filing Bail Documents - Contact Local Registry

MS Teams Technical Difficulties? Contact Soft Landing

- Email: BCVirtualSupport@softlanding.ca or
- Call: #1-866-996-3222
- When you call, ensure to specify that you are looking for Court Services Branch support for the Fraser region