

Vancouver Coastal Virtual Bail – Duty Counsel Cheat Sheet

222 Main Street

Virtual Bail JCM	Van.Scheduling@provincialcourt.bc.ca
Provincial Crown virtual bail	222MainCrownbail@gov.bc.ca
Sheriff Coordinator	In MS Teams – Chat: Search bar enter 222Main.Sheriff@virtualcourts.ca CSB222MainStreet.SheriffVirtualBail@gov.bc.ca (email if needed)
Registry Coordinator	CSBMainRecordRequests@gov.bc.ca
LABC Navigator	Alexa.Vancouver@legalaid.bc.ca
LABC Intake	intake@legalaid.bc.ca

Richmond

Virtual Bail JCM	Richmond.Scheduling@provincialcourt.bc.ca
Provincial Crown virtual bail	RichmondCrown@gov.bc.ca
Sheriff Coordinator	In MS Teams – Chat: Search bar enter Coastal.Sheriff@virtualcourts.ca CSBVancouverCoastal.SheriffVirtualBail@gov.bc.ca (email if needed)
Registry Coordinator	RichmondCourtRegistry@gov.bc.ca
LABC Navigator	Alexa.Vancouver@legalaid.bc.ca
LABC Intake	Marie.Richmond@legalaid.bc.ca

North Vancouver and Sechelt

Virtual Bail JCM	NVan.Scheduling@provincialcourt.bc.ca
Provincial Crown virtual bail	NorthVanCrown@gov.bc.ca SecheltCrown@gov.bc.ca
Sheriff Coordinator	In MS Teams – Chat: Search bar enter Coastal.Sheriff@virtualcourts.ca CSBVancouverCoastal.SheriffVirtualBail@gov.bc.ca (email if needed)
Registry Coordinator	NorthVancouverRegistry@gov.bc.ca
LABC Navigator	Silvia.Vancouver@legalaid.bc.ca
LABC Intake	intake@legalaid.bc.ca

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

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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

Vancouver: *Vancouver
North Vancouver: *NorthVan
Richmond: *Richmond
Sechelt: *Sechelt

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



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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 Vancouver Coastal region