

Interior Virtual Bail – Duty Counsel Cheat Sheet

Key Contacts

Interior virtual bail JCM	Interior.VirtualBail@provincialcourt.bc.ca
Prov Crown Bail Coordinator (RABC)	Region4.virtualbail@gov.bc.ca
Sheriff Coordinator	CSBInterior.SheriffVirtualBail@gov.bc.ca
Registry Coordinator	CSB.InteriorRegionVirtualBail@gov.bc.ca

Duty Counsel catchments (schedules posted to Teams channel)

VR 3	VR4
Kelowna	Kamloops
Penticton/Kootenays	Vernon/Salmon Arm

Crown assignments (schedules posted to Teams channel)

VR 3	VR4
1 Morning Remand Crown	1 Morning Remand Crown
2 Afternoon New Arrest Crown	2 Afternoon New Arrest Crown

Key Timelines

- Cutoff times to be interpreted flexibly – goal is to accommodate earliest possible bail hearing for accused whenever feasible

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 Interior JCM in VR4 – all duty counsel attend
09:30 AM	Morning Remand court sessions in VR3 and VR4
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 VR3 and VR4
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

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

Contacting Accused in Remand Centres or Detachments

- Contact the Interior Bail Sheriff Coordinator to arrange interviews – use MS Teams direct chat or email: CSBInterior.SheriffVirtualBail@gov.bc.ca.
- Contact numbers for Interior Police Detachments are posted in Teams channel (under Files/Contact Information)

Virtual Courthouse locations

- for these locations, from May 9 (or soon after), accused will be transported to courthouse cellblocks to facilitate MS Teams video interviews and court appearances for bail matters

Kelowna	Kamloops	Nelson
Penticton	Vernon	Cranbrook

Checking an accused's legal aid status

Kelowna/Penticton	Suzanne.Kelowna@legalaid.bc.ca	250-763-8613
Kamloops	May.Kamloops@legalaid.bc.ca	250-314-1900
Salmon Arm/Vernon	Mary.Vernon@legalaid.bc.ca	250-545-3666
Lawyer Priority Line (Van)		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

VR3 files	*VR3Kelowna	VR4 files	*VR4Kamloops
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Submitting Consent Forms

Where to submit	Send to Interior Bail JCM - Interior.VirtualBail@provincialcourt.bc.ca
Consent Requisition	submit any time 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

	Location	CODE	Court Registry Email	Phone
VR3	Kelowna	KEL	CSB.KelownaCriminal@gov.bc.ca	250-470-6900
	Penticton	PEN	PentictonCourtRegistry@gov.bc.ca	250-492-1231
	Princeton	PRI	PentictonCourtRegistry@gov.bc.ca	250-492-1231
	Nelson	NEL	NelsonCourtRegistry@gov.bc.ca	250-354-6161
	Nakusp	NAK	NelsonCourtRegistry@gov.bc.ca	250-354-6161
	Castlegar	CAS	NelsonCourtRegistry@gov.bc.ca	250-354-6161
	Grand Forks	GRF	VCrosslandCrt@gov.bc.ca	250-362-7368
	Rossland	ROS	VCrosslandCrt@gov.bc.ca	250-362-7368
	Cranbrook	CLB	cranbrookcourtregistry@gov.bc.ca	250-426-1234
	Creston	CRE	cranbrookcourtregistry@gov.bc.ca	250-426-1234
	Invermere	INV	cranbrookcourtregistry@gov.bc.ca	250-426-1234
	Fernie	FER	cranbrookcourtregistry@gov.bc.ca	250-426-1234
	Sparwood	SPA	cranbrookcourtregistry@gov.bc.ca	250-426-1234
	Golden	GOL	GoldenCourtRegistry@gov.bc.ca	250-344-7581
VR4	Kamloops	KAM	JAGCSBKamloopsScheduling@gov.bc.ca	250-828-4344
	Merritt	MER	JAGCSBKamloopsScheduling@gov.bc.ca	250-828-4344
	Lillooet	LIL	JAGCSBKamloopsScheduling@gov.bc.ca	250-828-4344
	Clearwater	CLW	JAGCSBKamloopsScheduling@gov.bc.ca	250-828-4344
	Vernon	VER	JAGCSBVernonScheduling@gov.bc.ca	250-549-5422
	Salmon Arm	SAA	JAGCSBSalmonArmScheduling@gov.bc.ca	250-832-1610
	Revelstoke	REV	JAGCSBSalmonArmScheduling@gov.bc.ca	250-832-1610