

Contacts Responsible for Updating Information on the Virtual Bail Team

The Virtual Bail Team and its associated Channels were created to provide a platform for communication for counsel, JCMs and Sheriff Coordinators for Virtual Bail for their region.

Documents within the folders in the Files section of the Regional Channels are uploaded by the relevant role responsible for each business unit (i.e. JCMs, Sheriffs, Federal Crown, Provincial Crown, Legal Aid). Some folders are locked so that only a designated role may upload documents, where others are open folders that permit many users to upload documents within them.



It is the responsibility of each designated role to ensure that the documents that pertain to them (i.e. contact lists, schedules) remain up to date by uploading new versions of the documents when necessary.

The folder structure for each regional Virtual Bail Team is identical; however the person in the role responsible for updating documents from region to region may vary. **Please refer to the Contact Information folder within each regional channel to determine who the appropriate contact person is, should there be a need to have resources updated within their respective folders.**

Virtual Bail Team File Structure	Role Responsible for Uploading & Ensuring Documentation is Up to Date <i>*Use the generic email for the role*</i>
Contact Information Sheriff BC Corrections Federal Crown Provincial Crown Legal Aid Native Courtworkers	Regional CSB Sheriff Services via Sheriff Coordinator Regional BC Corrections Federal Crown Provincial Crown Bail Team LABC Duty Counsel Team Virtual Bail Process Stream Lead
Daily IC List (Posted by Sheriffs)	Regional Sheriff Coordinator
Daily Morning Remand List (Posted by JCM)	Regional Judicial Case Manager
Indigenous Justice Programs	Virtual Bail Process Stream Lead
Legal Aid	LABC Duty Counsel Team
MS Teams Links	Regional Registry Coordinator (who will connect with court location)
MS Teams Resources	Virtual Bail Process Stream Lead
Protocols	Virtual Bail Process Stream Lead
Schedules Sheriff BC Corrections Federal Crown Provincial Crown Legal Aid Native Courtworkers	Regional CSB via Sheriff Coordinator Regional BC Corrections Federal Crown Provincial Crown Bail Team LABC Duty Counsel Team Virtual Bail Process Stream Lead