



THE PROVINCIAL COURT  
OF BRITISH COLUMBIA

Effective Date: 8 May 2020 (unless otherwise stated in this Notice)

**NP 19** Revisions in red

***This Notice to the Profession (NP 19) replaces Notice to the Profession and Public COVID-19: Suspension of Regular Court Operations (NP 19)***

## **NOTICE TO THE PROFESSION AND PUBLIC**

### **COVID-19: COMMENCING RECOVERY OF SOME COURT OPERATIONS**

The Provincial Court of British Columbia recognizes that the Province is still **impacted by the COVID-19 pandemic**, and there are continued **public health** recommendations to stay home as much as possible and keep a safe distance from others. Taking this into account, the Court has developed the plan set out in this Notice to commence recovery of some court operations that can be done remotely by audioconference (including telephone) or videoconference in a manner that maintains the safety and security of all court participants. Accordingly, in light of the extraordinary circumstances, **people are strongly discouraged from attending any courthouse, and all proceedings will be held by audioconference or videoconference unless otherwise directed.**

At the moment no in-person trials can be accommodated, unless otherwise ordered by a judge. We continue to be guided by the Public Health Officer and are working with government to make the necessary changes to courts to enable them to receive court participants in such a way that physical distancing can be respected, and participants can be kept safe. We are also working with government to improve technology to enhance our ability to conduct remote proceedings where possible. We recognize that accommodating **in-person** trials is an ongoing process that will be informed by public health information and physical distancing strategies/improvements in courts.

The Provincial Court recognizes these are difficult and challenging times. We encourage counsel to bring creative approaches to the Court that allow us to facilitate access to justice and meet statutory requirements. We do appreciate all of counsels' efforts to accommodate this period of rapid change.

The directions in this Notice are subject to change as circumstances from the pandemic change.

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## Notice Regarding Hub Locations

To help contain the spread of COVID-19, matters will be heard at one of the below Hub Court locations, unless otherwise ordered by the Regional Administrative Judge or their designate (or unless otherwise stated in this Notice).

<b>REGION</b>	<b>DESIGNATED HUB COURT LOCATION</b>
Fraser	Surrey
Interior	Kelowna
Northern	Prince George
Vancouver – Family, Small Claims, and Youth	Robson Square
Vancouver – Criminal	222 Main Street
Vancouver Island	Victoria

### I. FAMILY (including child protection (CFCSA) and maintenance enforcement (FMEA))

To contact Legal Aid to make an application or seek help with an urgent problem relating to a family court matter that has been adjourned in response to the current COVID-19 situation, please call your local Legal Aid office or call 1-866-577-2525 (BC wide) or 604-408-2172 (Greater Vancouver).

**a. COVID 1: Family matters originally scheduled from March 16 to May 16, 2020**

**i. Family Case Conferences/ Family Management Conferences**

Family case conferences (FLA and CFCSA) and Family Management Conferences (Victoria) scheduled from March 16 to May 16, 2020 will not proceed so the parties should not attend Court. The parties will receive notification starting May 4, 2020 regarding the next date a family case conference or management conference, to be heard by audioconference or videoconference, will be scheduled.

**ii. Non-Urgent Family Matters**

All non-urgent family matters, including trials, scheduled to proceed from March 16 to May 16, 2020 were adjourned without the parties having to attend Court. See **Appendix "A" - Adjournment Details** for the next date.

For trials and trial continuations where the trial has been adjourned, parties will be contacted prior to the adjourned date in **Appendix "A"** by a Judicial Case Manager. The Judicial Case Manager will set a date for the matter to be scheduled as a pre-trial conference (not a trial) in order to determine whether the matter can be resolved or how to proceed.

**iii. Urgent Family Matters**

In a child protection case all statutorily mandated matters, including the initial presentation hearing and the protection hearing, are urgent hearings and will proceed on the day they are scheduled by telephone and, if they are on a list, they will proceed on the list day.

In all other cases not addressed above, on application, only urgent family (FLA, CFCSA, and FMEA) matters **as determined by a judge** in a telephone hearing will be heard, including:

- a. requests for urgent relief relating to the safety of a child or parent;
- b. requests to obtain or set aside protection orders, or urgent orders involving parenting time, contact with a child or communication between parties;
- c. urgent issues that must be determined relating to the well-being of a child including essential medical decisions or issues relating to relocation, non-removal, wrongful removal or retention of a child;
- d. applications to suspend, change or cancel any order for imprisonment or committal pursuant to the *Family Maintenance Enforcement Act*;
- e. in a child protection case, all urgent matters, including applications for supervision orders and for extension of time, and any other urgent motions or hearings; and
- f. urgent cases where irreparable harm will occur if the application is not heard.

See procedure for determining urgent matters below under subsection (c).

**b. COVID 2: Family matters originally scheduled from May 19 to July 3, 2020**

**i. Family Case Conferences/ Family Management Conferences**

Family case conferences (FLA and CFCSA) and Family Management Conferences (Victoria) will be heard by audioconference or videoconference on the date originally set from May 19 to July 3, 2020. The Court will contact parties with audioconference or videoconference details, and will advise if the start time will be changed.

**ii. CFCSA Trials**

For CFCSA trials and trial continuations scheduled from May 19 to July 3, 2020, pre-trial conferences by audioconference or videoconference will be scheduled as follows:

<b>If you have a CFCSA trial or continuation on...</b>	<b>You will contact the JCM to schedule your pre-trial conference for a target date* in this period...</b>
May 19 – 29, 2020	May 4 – 8, 2020
June 1 – 12, 2020	May 11 – 15, 2020
June 15 – July 3, 2020	May 25 – 29, 2020

\* These are approximate dates only.

CFCSA documents may be filed by email to the applicable local [court registry](#).

The pre-trial conference judge will determine whether the hearing can proceed on the date originally scheduled taking into consideration the following: urgency; suitability of receiving evidence by affidavit, telephone or videoconference; requirement for witness to testify in person; and, the ability of the court to safely accommodate people attending in person on the date scheduled for the hearing.

**iii. Family Trials and Trial Continuations (Other than for CFCSA Matters)**

Family trials and trial continuations (other than for CFCSA matters) scheduled from May 19 to July 3, 2020 will proceed on their original dates but will be heard as a pre-trial conference (not a trial) in order to determine whether the matter can be resolved or how to proceed. The Court will contact parties with videoconference or audioconference details for the pre-trial conference.

**iv. Other Family Matters**

All other non-urgent family matters not addressed above that are scheduled to proceed from May 19 to July 3, 2020 are adjourned, see **Appendix “A” - Adjournment Details** (shaded in grey) for the next date.

See procedure for determining urgent matters below under subsection (c).

**c. Procedure for Determining Urgent Family Matters**

Applications to a judge for determining on the record if a matter is urgent can be sent:

- a. by email, phone or mail to the applicable local [court registry](#); or,
- b. by fax to fax filing registries (see [GEN 01 Practice Direction](#)).

If a judge determines that a matter is urgent, a hearing/trial will be scheduled with all participants appearing by telephone. The hearing/trial will not be in person.

**d. New Filings**

The Provincial Court registries are not accepting any new, non-urgent family filings until further notice, except those documents listed in **Appendix "C"**.

These documents can be filed by:

- email or mail to the applicable local [court registry](#); or,
- fax to fax filing registries (see [GEN 01 Practice Direction](#)).

**II. SMALL CLAIMS**

**a. COVID 1: Small Claims matters originally scheduled from March 16 to May 16, 2020**

Small claims settlement conferences and small claims trial conferences scheduled from March 16 to May 16, 2020 will not proceed so the parties should not attend Court. The parties will receive notification from the registry starting May 4, 2020 regarding the next date a settlement or trial conference, heard by audioconference or videoconference, will be scheduled.

All non-urgent small claims matters, including trials and Rule 9.1 Simplified Trials, scheduled to proceed from March 16, 2020 to May 16, 2020 are adjourned without the parties having to attend Court. See **Appendix "A" - Adjournment Details** for the next date.

For trials and trial continuations, parties will be contacted prior to the adjourned date in **Appendix "A"** by the Registry. Pursuant to section 17 of the *Small Claims Act*, the Chief Judge directs that parties will have a pre-trial conference (not a trial) in order to determine whether the matter can be resolved or how to proceed. The Court will provide the parties with videoconference or audioconference details for the pre-trial conference.

Only urgent small claims matters as determined by a judge on the record will be heard by telephone including applications:

- a. regarding outstanding warrants;

- b. to preserve limitation periods if required (see [MO98-2020](#));
- c. to extend the time for filing pleadings where permitted under the *Small Claims Rules*; and
- d. to renew notices of claim.

See procedure for determining urgent matters below under subsection (c).

**b. COVID 2: Small Claims matters originally scheduled from May 19 to July 3, 2020**

Settlement conferences will be heard by audioconference or videoconference on the date originally set from May 19 to July 3, 2020. The registry will contact parties with videoconference or audioconference details.

All small claims trials and trial continuations scheduled from May 19 to July 3, 2020 will proceed on their original dates. Pursuant to section 17 of the *Small Claims Act*, the Chief Judge directs that on the trial date parties will have a pre-trial conference (not a trial) in order to determine whether the matter can be resolved or how to proceed. The Court will contact parties with videoconference or audioconference details for the pre-trial conference.

All other non-urgent small claims matters not addressed above, that are scheduled to proceed from May 19 to July 3, 2020 are adjourned, see **Appendix “A” - Adjournment Details** (shaded in grey) for the next date.

See procedure for determining urgent matters below under subsection (c).

**c. Procedure for Determining Urgent Small Claims Matters**

Applications to a judge for determining if a matter is urgent can be sent:

- a. electronically (where able) using [Court Services Online](#);
- b. by email, phone or mail to the applicable local [court registry](#); or,
- c. by fax to fax filing registries (see [GEN 01 Practice Direction](#)).

**d. New Filings**

No new non-urgent small claims filings will be accepted by the Provincial Court registries until further notice, except those documents listed in **Appendix “C”**.

These documents can be filed:

- a. electronically (where able) using [Court Services Online](#);
- b. by email or mail to the applicable local [court registry](#); or,
- c. by fax to fax filing registries (see [GEN 01 Practice Direction](#)).

### III. CRIMINAL (ADULT AND YOUTH)

To contact Legal Aid to make an application or seek help with an urgent problem relating to a criminal court matter that has been adjourned in response to the current COVID-19 situation, please call your local Legal Aid office or call 1-866-577-2525 (BC wide) or 604-408-2172 (Greater Vancouver).

#### 1. PERSONS IN CUSTODY

##### a. COVID 1: In custody criminal trials and trial continuations originally scheduled from March 16 to May 16, 2020

For all in custody criminal trials and trial continuations that were previously scheduled from March 16 to May 16, 2020 that were adjourned by the court or to a date set out in **Appendix “A” - Adjournment Details**, pre-trial conferences by audioconference or videoconference will be scheduled by the Judicial Case Manager after contacting the parties, even if a new trial date has already been set in the interim. The Court will contact parties with audioconference or videoconference details. **Summary proceedings trials (all those trials set for a half day or less) will not have a pre-trial conference and have been adjourned as noted in Appendix “A”. The Court file will record that these adjournments are due to COVID-19.**

The pre-trial conference is to ensure that: (i) only those requiring a trial are actually set for hearing; and (ii) to discuss with the pre-trial conference judge how the trial will proceed, including discussions about: what admissions can be made; whether certain aspects of the trial can be completed virtually or through written submissions; and, how much court time the trial will require. See [CRIM 12 Practice Direction: Criminal Pre-Trial Conferences During COVID-19](#) for applicable procedures and forms.

##### b. COVID 2: In custody criminal trials and trial continuations originally scheduled from May 19 to July 3, 2020

Pre-trial conferences by audioconference or videoconference will be scheduled for all in custody criminal trials and trial continuations that were previously scheduled from May 19 to July 3, 2020 as follows:

If you have an in custody criminal trial or continuation on...	You will be contacted by the JCM to schedule your pre-trial conference for a target date* in this period...
May 19 – 29, 2020	May 4 – 8, 2020
June 1 – 12, 2020	May 11 – 15, 2020
June 15 – July 3, 2020	May 25 – 29, 2020

\* These are approximate dates only.

See [CRIM 12 Practice Direction: Criminal Pre-Trial Conferences During COVID-19](#) for applicable procedures and forms.

If an in custody trial is scheduled to be heard in the period from May 19 to 29, 2020 and is believed to be urgent, the accused, their counsel or Crown counsel must contact the Judicial Case Manager at the applicable local court location before **4:00 PM on May 16, 2020** to arrange to have the Court determine whether the trial is urgent and any next steps. Otherwise, as of **4:00 PM on May 16, 2020**, consent to the adjournment will be deemed to have been provided and leave is granted to de-notify witnesses. The Court file will record that these adjournments are due to COVID-19.

If an in custody trial was originally scheduled from June 1 to July 3, 2020, the issue of urgency can be raised with the pre-trial conference judge and, if necessary, permission may be granted to make an urgency application on the record.

In custody summary proceedings trials (all those trials set for a half day or less) will not have a pre-trial conference but will remain scheduled on the date originally set for trial with the accused appearing by videoconference and counsel appearing by telephone or videoconference. The trial will not proceed on that date, and if not resolved will be adjourned to another date as directed by the judge to fix a new trial date.

#### **c. New in custody charges**

For all new adult and youth in custody files with charges occurring during COVID 1 and COVID 2:

- i. Files that have been set for trial or preliminary inquiry must have a pre-trial conference prior to the trial or preliminary inquiry proceeding; and
- ii. Files that have not been set but wish to be set for trial or preliminary inquiry must have a pre-trial conference before being scheduled for trial or preliminary inquiry.

To schedule a pre-trial conference contact a [Judicial Case Manager](#) at the applicable court location.

#### **d. Other Criminal appearances**

The scheduling and hearing of in-custody sentencings or bail hearings will proceed unless adjourned by the Court on application by a party. To schedule an application contact a [Judicial Case Manager](#) at the applicable court location. Parties must appear by video conference or telephone for in custody sentencing and bail hearings. Adjournments due to COVID-19 will be noted as such in the Court file.

Consent remand matters will proceed by telephone in court or by submitting to the Judicial Case Manager at the applicable local court location the [Consent Remand Form](#), the [Consent Requisition Form](#), or an email request.



All judicial interim release (bail) hearings will continue to use video/telephone conferences (instead of in-person appearances), unless a judge or justice orders otherwise. Bail applications occurring outside of Court sitting hours shall be referred to the [Justice Centre](#).

For consent bail variations without a surety, the Application to Vary Bail by Consent Form (PCR 317) (<https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/criminal-court-forms>) may be sent to the [Judicial Case Manager](#) at the applicable local court location in one of the following ways:

- a. by email; or
- b. if available in the location, by facsimile.

Counsel for a person in-custody may sign the Form on their behalf if it is their application. For consent bail variations with a surety, please call the [Judicial Case Manager](#) at the applicable local court location for further information.

For applications to replace a police undertaking under s. 502(2) of the *Criminal Code* the Application to a Judge Form (PCR 315) is available at <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/criminal-court-forms>.

**2. PERSONS OUT OF CUSTODY (including Circuit Courts)**

**a. COVID 1: Out of custody criminal trials and trial continuations originally scheduled from March 16 to May 16, 2020**

Out of custody trials and trial continuations that were previously scheduled from March 16 to May 16, 2020 that were adjourned to a date by the court or as set out in **Appendix “A” - Adjournment Details** will now be scheduled for a pre-trial conference by audioconference or videoconference before a new trial date is set. Judicial Case Managers will contact the parties before the next court date to schedule the pre-trial conference. See [CRIM 12 Practice Direction: Criminal Pre-Trial Conferences During COVID-19](#) for applicable procedures and forms.

**b. COVID 2: Out of custody criminal trials and trial continuations originally scheduled from May 19 to July 3, 2020**

If you have an out custody criminal trial or continuation on...	You must contact the <a href="#">Judicial Case Manager</a> at the applicable local court location to arrange to have the Court determine by telephone whether the trial is urgent and any next steps before...	If no urgency application is made, you are deemed to have consented to an adjournment to the date below and witnesses will be de-notified. The Court file will record that these adjournments are due to COVID-19.
May 19 – 29, 2020	May 8, 2020	August 18, 2020

June 1 – 12, 2020	May 15, 2020	August 31, 2020
June 15 – July 3, 2020	May 29, 2020	September 15, 2020

Out of custody criminal trials and continuations will be scheduled for a pre-trial conference by audioconference or videoconference. See [CRIM 12 Practice Direction: Criminal Pre-Trial Conferences During COVID-19](#) for applicable procedures and forms.

Out of custody summary proceedings trials (all those trials set for a half day or less) will not have a pre-trial conference. These trials are adjourned without the parties having to attend Court in person. See **Appendix “A” - Adjournment Details** (shaded in grey) for the next date to fix a new trial date. The Court file will record that these adjournments are due to COVID-19.

**c. Other out of custody criminal matters**

With the exception of trials, continuations and matters determined by a judge to be urgent (see above), all out of custody criminal matters (initial appearances, remands, applications, and sentencings<sup>1</sup>) scheduled to proceed from May 19 to July 3, 2020 are adjourned without the parties having to attend Court. See **Appendix “A” - Adjournment Details** (shaded in grey) for the next date. The Court file will record that these adjournments are due to COVID-19.

If you think your matter (other than a trial) is urgent, you or your counsel must contact the [Judicial Case Manager](#) at the applicable local court location and they will arrange to have a judge determine, by telephone, whether the matter is urgent and any next steps.

**d. Process for Resolution of Non-urgent Criminal Disposition Matters**

The Court will hear dispositions on non-urgent criminal files where:

- i. the accused (out of custody) and counsel agree to appear by telephone;
- ii. the prosecutor and defence counsel have agreed to similar submissions as to a fit sentence that does not involve any incarceration but may factor in time already spent in custody and include a one day jail sentence where the accused is not taken into custody; and
- iii. the disposition will not require more than 45 minutes of court time.

In order to schedule these dispositions, defence counsel must:

- iv. complete the [“Request for Resolution of Non-Urgent Matters”](#) Form;
- v. fax or email the completed Form to the applicable local court registry (see: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/courthouse-locations>); and
- vi. provide a means by which the accused will receive a printed copy of any court order(s). For example, this could be an email, fax or mailing address for the accused or their counsel.

<sup>1</sup> Subject to the “Process for Resolution of Non-Urgent Criminal Disposition Matters” below.

A Judicial Case Manager will contact counsel to schedule the telephone hearing before a judge. Scheduling of these hearings will begin as of May 4, 2020.

All materials to be relied on must be provided to the court two days in advance of the hearing. Those materials will include the picklist terms agreed to as part of any peace bond, probation order, or conditional sentence order.

**e. Filings**

No new non-urgent criminal filings, other than noted above, will be accepted by the applicable local [court registry](#) until further notice.

Informations must be sent by telecommunication (fax or telephone) to the applicable local [court registry](#). The process hearing will be done by telephone.

**3. INDIGENOUS COURTS**

**a. COVID 1: Matters originally scheduled from March 16 to May 16, 2020**

All Indigenous Court matters scheduled to proceed from March 16 to May 16, 2020 (except for those matters scheduled in Duncan on May 11 and 15, 2020) are adjourned without the parties having to attend Court. See **Appendix “B” - Indigenous Courts Adjournment Details** for more information.

**b. COVID 2: Matters originally scheduled from May 19 to July 3, 2020**

All Indigenous Court matters scheduled from May 19 to July 3, 2020 (and May 11 and 15, 2020 in Duncan) will remain on the date scheduled unless otherwise notified by the Court. The Court anticipates hearing these matters by audioconference or videoconference without the participants attending court in person.

**4. JUDICIAL AUTHORIZATIONS**

This direction suspends the CRIM 03 Practice Direction regarding Daytime Search Warrant Applications until further notice.

For all warrants, including judge only warrants, peace officers should contact the Justice Centre. Do not attend your local courthouse in person.

Until further notice, all applications for judicial authorization that can be made by telecommunication should be made by telecommunication for judicial consideration, unless a judge or justice directs otherwise. In person applications for all applications that can be made by telewarrant pursuant to section 487.1 of the *Criminal Code* will not be accepted by the Justice Centre.

Affidavits in support of applications for all judicial authorizations must be properly sworn before being transmitted to the judge or justice.

#### **5. SECTION 490 DETENTION OF THINGS SEIZED**

Section 490 *Criminal Code* extension applications will be heard by telephone. New applications must include a date/time and phone number that the applicant and disputant can attend by telephone. On the day of the telephone hearing, if the matter is uncontested, and service has been proven, the CSB Justice of the Peace or Judicial Justice will review the application along with supporting materials filed. If the matter is contested, the CSB Justice of the Peace or Judicial Justice will obtain the telephone contact information for the applicant and disputant and provide that to the applicable local [Judicial Case Manager](#), who will arrange to have a Provincial Court Judge determine by telephone whether the matter is urgent and any next steps.

#### **6. APPLICATION TO RENDER ACCUSED BY SURETY**

Those no longer wanting to be sureties for an accused can fill out the form, [Application to render accused by surety pursuant to s. 766\(1\) of the Criminal Code](#) (PCR 967), and make that application by faxing, emailing or mailing the form to the applicable local court registry.

### **IV. PUBLIC HEALTH EMERGENCY MATTERS**

Matters related to public health and safety and the COVID-19 pandemic, including matters under the *Quarantine Act*, *Public Health Act* and similar statutes and regulations, are urgent hearings and will proceed with all participants appearing by audio conference or video conference. The hearing will not be in person. Applications can be sent by email, phone or mail to the applicable local [court registry](#).

### **V. TRAFFIC, TICKET OR BYLAW MATTERS**

Traffic, ticket or bylaw matters scheduled from March 18 to **May 29, 2020 (revised date)** are adjourned without the disputant having to attend Court and will be rescheduled to a later date. A notice of a new Appearance date will be sent to the disputant by mail to the address on file with the Court.

Disputants have the options of:

- a. **Filing Written Reasons including a request for a fine reduction and/or time to pay** (link to form: <https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/courthouse-services/court-files-records/court-forms/traffic/ptr022.pdf>)
- b. **Paying the fine(s) on the ticket**

The timeline to pay fines related to a Provincial Court traffic, ticket, or bylaw case is extended to June 30, 2020.

To dispute a violation ticket and have a trial date assigned as a future available court date, the Disputant can download a [form](#) and mail it in to: Ticket Dispute Processing, Bag 3510, Victoria, B.C. V8W 3P7.

## VI. CIRCUIT COURTS

The Court is reaching out to stakeholders to see if remote hearings are possible.

Scheduling contact information is available in **Appendix “A”**.

**THE FOREGOING IS SUBJECT TO CHANGE, ANY UPDATED DIRECTIONS WILL BE POSTED ON THE COURT’S WEBSITE.**

### History of Notice to the Profession and Public

- Original Notice to the Profession and Public issued on March 19, 2020, and effective March 25, 2020 (unless otherwise stated in the Notice).
- Updated Notice issued March 23, 2020 with additions noted in red.
- April 2, 2020: Updated Appendix B to replace picture of Application to Vary Bail by Consent Form with link to the Form.
- April 14, 2020: Changes since last update noted in red, including adding applications to replace a police undertaking under s. 502(2) of the *Criminal Code* under “Persons in Custody”; revising “Judicial Authorization” section and removing “Justice Centre” section in Part III “Criminal (Adult and Youth)”; adding Part IV “Public Health Emergency Matters”; and housekeeping changes.
- April 28, 2020: Updated to set out the plan to commence recovery of some court operations that are capable of being done remotely by audioconference or videoconference.
- **May 8, 2020: Updated to address: summary proceedings in criminal matters; and, some urgent matters (see page 8 for information regarding a May 16, 2020 deadline).**

By Direction of Chief Judge Melissa Gillespie  
Provincial Court of British Columbia

## APPENDIX "A" – ADJOURNMENT DETAILS

If your court location is listed in the table immediately below, you will be required to contact the scheduling contact noted below for your location (by email or telephone) **on the date you were originally scheduled to attend Court** in order to set your next appearance date.

AREA	COURT LOCATION	SCHEDULING CONTACT
Campbell River	Campbell River (staffed)	<a href="mailto:CampbellRiver.Scheduling@provincialcourt.bc.ca">CampbellRiver.Scheduling@provincialcourt.bc.ca</a> 250-286-7556 (Mon and Tue) 250-334-1237 (Wed, Thu, and Fri)
	Gold River (circuit)	
Cariboo	Quesnel (staffed)	<a href="mailto:Cariboo.Scheduling@provincialcourt.bc.ca">Cariboo.Scheduling@provincialcourt.bc.ca</a> 250-398-4377
	Williams Lake (staffed)	
	100 Mile House (circuit)	
	Anaheim Lake (circuit)	
Courtenay	Courtenay (staffed)	<a href="mailto:Courtenay.Scheduling@provincialcourt.bc.ca">Courtenay.Scheduling@provincialcourt.bc.ca</a> 250-286-7556 (Mon and Tue) 250-334-1237 (Wed, Thu, and Fri)
Duncan	Ganges (circuit)	<a href="mailto:Dun.Scheduling@provincialcourt.bc.ca">Dun.Scheduling@provincialcourt.bc.ca</a> 250-746-1201
Kamloops	Clearwater (circuit)	<a href="mailto:Kamloops.Scheduling@provincialcourt.bc.ca">Kamloops.Scheduling@provincialcourt.bc.ca</a> 250-828-4086
	Lillooet (circuit)	
	Merritt (circuit)	
East Kootenays	Cranbrook (staffed)	<a href="mailto:EKootenays.Scheduling@provincialcourt.bc.ca">EKootenays.Scheduling@provincialcourt.bc.ca</a> 250-426-1354
	Golden (staffed)	
	Creston (circuit)	
	Fernie (circuit)	
	Invermere (circuit)	
	Sparwood (circuit)	
West Kootenays	Nelson (staffed)	<a href="mailto:WKootenays.Scheduling@provincialcourt.bc.ca">WKootenays.Scheduling@provincialcourt.bc.ca</a> 250-354-6870
	Rossland (staffed)	
	Castlegar (circuit)	
	Grand Forks (circuit)	
	Nakusp (circuit)	
North Vancouver	Pemberton (circuit)	<a href="mailto:NVan.Scheduling@provincialcourt.bc.ca">NVan.Scheduling@provincialcourt.bc.ca</a> 604-981-0293
OCJ	Atlin	<a href="mailto:LChung@provincialcourt.bc.ca">LChung@provincialcourt.bc.ca</a>
	Good Hope Lake	
	Lower Post	
	Bella Bella	<a href="mailto:Vanessa.Fong@gov.bc.ca">Vanessa.Fong@gov.bc.ca</a> 236-468-3628
	Bella Coola	
	Klemtu	<a href="mailto:DKrenz@provincialcourt.bc.ca">DKrenz@provincialcourt.bc.ca</a>
	Kwadacha	
	Tsay Keh Dene	
Peace District	Chetwynd (circuit)	<a href="mailto:Peace.District.Scheduling@provincialcourt.bc.ca">Peace.District.Scheduling@provincialcourt.bc.ca</a> 250-787-3416
	Tumbler Ridge (circuit)	
Penticton	Princeton (circuit)	<a href="mailto:Penticton.Scheduling@provincialcourt.bc.ca">Penticton.Scheduling@provincialcourt.bc.ca</a> 250-492-1298

Port Hardy	Port Hardy (staffed)	<a href="mailto:PortHardy.Scheduling@provincialcourt.bc.ca">PortHardy.Scheduling@provincialcourt.bc.ca</a> 250-286-7556 (Mon and Tue) 250-334-1237 (Wed, Thu, and Fri)
Powell River	Powell River (staffed)	<a href="mailto:LCaporale@provincialcourt.bc.ca">LCaporale@provincialcourt.bc.ca</a> and <a href="mailto:YHadfield@provincialcourt.bc.ca">YHadfield@provincialcourt.bc.ca</a> 604-485-3630
Prince George	Mackenzie (staffed by Service BC)	<a href="mailto:PG.Scheduling@provincialcourt.bc.ca">PG.Scheduling@provincialcourt.bc.ca</a> 250-614-2740 or 250-614-2756
	Valemount (staffed by Service BC)	
	Fort St. James (circuit)	
	Fraser Lake (circuit)	
	McBride (circuit)	
	Vanderhoof (circuit)	
Prince Rupert	Prince Rupert (staffed)	<a href="mailto:PrinceRupert.Scheduling@provincialcourt.bc.ca">PrinceRupert.Scheduling@provincialcourt.bc.ca</a> 250-847-7482
	Masset (circuit)	
	Queen Charlotte (circuit)	
Smithers	Burns Lake (staffed)	<a href="mailto:Smithers.Scheduling@provincialcourt.bc.ca">Smithers.Scheduling@provincialcourt.bc.ca</a> 250-847-7482
	Smithers (staffed)	
	Hazelton (circuit)	
	Houston (circuit)	
Terrace	Fort Nelson (staffed)	<a href="mailto:Terrace.Scheduling@provincialcourt.bc.ca">Terrace.Scheduling@provincialcourt.bc.ca</a> 250-638-2140
	Dease Lake (circuit)	
	Kitimat (circuit)	
	New Aiyansh (circuit)	
	Stewart (circuit)	
Vernon	Salmon Arm (staffed)	<a href="mailto:Vernon.Scheduling@provincialcourt.bc.ca">Vernon.Scheduling@provincialcourt.bc.ca</a> 250-549-5433 (Vernon) 250-833-3376 (Salmon Arm)
	Revelstoke (circuit)	

For all other court locations **not** listed in the above table, your matter is adjourned to the date set out below to fix your next appearance date:

<b>If your matter is scheduled for...</b>	<b>Your matter is adjourned to fix a date ("adjourned date"/ "next date") for your next appearance on...</b>
March 16	June 15
March 17	June 16
March 18	June 17
March 19	June 18
March 20	June 19
March 23	June 22
March 24	June 23
March 25	June 24
March 26	June 25
March 27	June 26
March 30	June 29
March 31	June 30

April 1	July 2 (STAT July 1)
April 2	July 3
April 3	July 6
April 6	July 7
April 7	July 8
April 8	July 9
April 9	July 10
April 14	July 13
April 15	July 14
April 16	July 15
April 17	July 16
April 20	July 17
April 21	July 20
April 22	July 21
April 23	July 22
April 24	July 23
April 27	July 24
April 28	July 27
April 29	July 28
April 30	July 29
May 1	July 30
May 4	July 31
May 5	August 4 (STAT Aug 3)
May 6	August 5
May 7	August 6
May 8	August 7
May 11	August 10
May 12	August 11
May 13	August 12
May 14	August 13
May 15	August 14
May 19	August 18
May 20	August 19
May 21	August 20
May 22	August 21
May 25	August 24
May 26	August 25
May 27	August 26
May 28	August 27
May 29	August 28
June 1	August 31
June 2	September 1
June 3	September 2
June 4	September 3
June 5	September 4
June 8	September 8 (Statutory holiday September 7)
June 9	September 9



June 10	September 10
June 11	September 11
June 12	September 14
June 15	September 15
June 16	September 16
June 17	September 17
June 18	September 18
June 19	September 21
June 22	September 28
June 23	September 29
June 24	September 30
June 25	October 1
June 26	October 2
June 29	October 5
June 30	October 6
July 2	October 7
July 3	October 8

**APPENDIX "B" – INDIGENOUS COURTS ADJOURNMENT DETAILS**

<b>INDIGENOUS COURT</b>	<b>If you have an existing appearance date scheduled for ...</b>	<b>Your matter is adjourned to fix a date for your next appearance on ...</b>
<b>DUNCAN</b>	Thursday, March 26	Monday May 11 (half day)
	Thursday, April 23	Friday May 15
<b>KAMLOOPS</b>	Friday, April 3	Friday, June 5
	Friday, May 8	Friday, July 10
<b>MERRITT</b>	Wednesday, April 22	Wednesday, June 17
<b>NEW WESTMINSTER</b>	Thursday, April 9	Thursday, June 4
	Thursday, May 7	Thursday, July 2
<b>NORTH VANCOUVER</b>	Wednesday, March 18	Wednesday, June 3
	Wednesday, April 8	Wednesday, June 17
<b>PRINCE GEORGE</b>	Tuesday, April 7	Tuesday, June 2
	Tuesday, May 5	Tuesday, July 7

## APPENDIX “C” – ACCEPTED NEW FILINGS

### Accepted Family Filings:

- Change of address (PFA 053)
- Notification from counsel advising change of counsel (PFA 053 or letter)
- Financial statements
- Proof of service
- Consent orders and written agreements
- Subpoenas
- Consent to change trial date (Rule 11(1) Provincial Court (Family Rules))
- Consent to transfer court file (Rule 19(5) Provincial Court (Family Rules))
- Orders made by the Provincial Court
- Victoria Early Resolution and Case Management Model (Victoria only):
  - Form E – Certificate of Service
  - Form N – Application for Family Law Matter Consent Order
  - Form D – Financial Statements
  - Form H – Application for Case Management (only for consent applications)
  - Form A – Notice to Resolve
- Certificate of Attendance (Parenting After Separation)
- Notice of Filing (FMEA)
- Notice of Withdrawal (FMEA)

### Accepted Small Claims Filings:

- Filings that result in a consent or agreement:
  - Acceptance of Offer
  - Agreement
  - Consent Order
  - Consent to adjourn settlement conference
  - Consent to adjourn trial conference
  - Consent to act as guardian
- Proof of Service:
  - Affidavit of Service
  - Certificate of Service
- Mediation documents
  - Fee declaration
  - Mediation agreement
  - Result of mediation
- Notice of change of address
- Filings that end a file
  - Acknowledgement of payment
  - Notice of withdrawal
- Notice to the claimant (matter will not be set at this time)
- Reply (matter will not be set at this time)

- Request for payment out (where the 10 day notice was served prior to March 6, 2020)
- Certificate of Readiness (matter will not be set at this time)
- Certificate of Compliance (matter will not be set at this time)
- Application to the Registrar (to adjourn a scheduled settlement conference or trial conference)