

**NOTICE**  
**PROVINCIAL COURT OF MANITOBA**  
**(WINNIPEG CENTRE)**

**RE: PRE-TRIAL COORDINATOR TIMELINES**

On May 15, 2020, we announced the resumption of court sittings in Winnipeg as well as other court centers in Manitoba. The Pre-Trial Coordination Protocol (PTC Protocol) continues to apply in Winnipeg to the dockets presided over by a Pre-Trial Coordinator/Staff Justice of the Peace (PTC). The timelines as set out in the PTC Protocol will continue to apply **but** the period of time the out of custody dockets and trials were suspended due to COVID-19 will be deducted from the timeline calculation.

The PTCs may also entertain longer remands within the timelines in order to prevent unnecessary appearances in Court while COVID-19 restrictions are in place.

Again, counsel are reminded to communicate with their clients and each other in advance of the appearance date to avoid unnecessary appearances before the court. Persons should be attending court only when:

- 1.) they are representing themselves;
- 2.) required by a bail condition;
- 3.) something meaningful such as a disposition, trial or bail variation will be occurring.

Attached, please find information which details the administrative processes that will be followed for out of custody docket appearances in Winnipeg.

**ISSUED BY:**

*“Original signed by:”*

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**The Honourable Associate Chief Judge  
Anne Krahn**

**DATE: May 28, 2020**

## **Process for Out of Custody PTC Dockets**

### **Court Office Data Entry**

- Produce a docket five days in advance to Legal Aid.
- The docket will be published.

### **Legal Aid**

- Will receive the docket from the Courts five days in advance.
- Will receive the docket first and list counsel off their database.
- Once completed will forward the docket to the Provincial Crown Paralegal email boxes.
- If Federal 1/301 docket, legal aid can forward the docket to the Federal Inbox at [wpgppscintake@ppsc-sppc.gc.ca](mailto:wpgppscintake@ppsc-sppc.gc.ca).

### **Provincial Crown Office**

- Will receive the docket from the Courts five days in advance.
- Crown's Paralegal will commence discussions and arrange dates with counsel.
- All adjournments and dates will be added to the docket.
- Trial Slips or UTJ by counsel will be included in order to set the date. Counsel to email PTC mailbox at [ptcwinnipeg@gov.mb.ca](mailto:ptcwinnipeg@gov.mb.ca).
- Paralegal will scan the docket to the PTC by 4:30 p.m. the previous day.
- Continuous sending of add dockets may occur with the last add docket to be sent to the PTC mailbox by 10 a.m. day of court.
- Paralegals will email counsel only if the agreed upon date was not set.
- Paralegals will be available on standby and contacted if required by the PTC.

### **Federal Crown Office**

- Will email their dates to the PTC mailbox and not attend.
- Federal Crown will be available at any time if required.

### **Defence Counsel**

- Counsel can receive updates on remand dates by calling 204 945-3454.
- Defence to communicate to the Crown Paralegal by email [occrownparalegal@gov.mb.ca](mailto:occrownparalegal@gov.mb.ca) by 4:30 p.m. two days before court and if a date has been arranged, defence counsel will not have to attend court.
- Trial Slips, Undertaking by Counsel, or Designation of Counsel to be emailed to the PTC mailbox prior to court or date will not be set.

- Communicate to client the next date and let them know whether they need to attend court

### **PTC/SJPs - Main Floor – 405 Broadway Location**

- Two PTC/SJPs will be presiding in the Woodsworth cafeteria as a temporary location (to reduce the number of people entering the court building).
- PTC/SJPs will provide written remand date for accused persons that personally attend, along with the Legal Aid Information Sheet, and Crown name/number if indicated on docket (if requested by self-represented person).
- PTC/SJPs will provide Legal Aid Information sheets for anyone that is needing Legal Aid/Counsel
- Plexi glass barriers will be in place for this court proceeding.
- Proceedings will not be recorded – paper docket similar to the Thompson CCD dockets.
- A Directive regarding timelines will be sent prior to June 1<sup>st</sup> start date. The suspended time prior will be added to the timeline.
- Timelines will be enforced by the PTCs.
- First appearances can be adjourned for lengthier periods to reduce court appearances.
- At 3:00 p.m. run a “clean up” docket and move to a courtroom to deal with any matters not spoken to and warrants.
  - This docket will be held in either Courtroom 301/302 (subject to change, as needed)
- PTC to scan and email completed docket to Crown Paralegal by email by the following morning.

### **Other Provincial Dockets – Date Setting Court, Youth, and Diversion**

- Dockets and add dockets will be sent to Legal Aid and Provincial Crown’s Office two days in advance by data entry.
- Completed dockets by the Crown’s Office will be sent to the PTC mailbox by the following:
  - Youth 9:00 a.m. docket – to be received by 4:30 p.m. the day before. The docket will be provided to data entry after court by the PTC.
  - Date setting court/diversion – to be received by 11:00 a.m. the day of court. The docket will be provided to data entry after court by the PTC.
- Clean up dockets in the morning will occur shortly after the docket is completed.

### **Federal Dockets**

- Remands will be sent to the PTC mailbox.