

## REVISED NOTICE

### PROVINCIAL COURT OF MANITOBA

#### RE: TELECONFERENCE AVAILABILITY IN PROVINCIAL COURT COURTROOMS

Further to the notice issued by the Provincial Court on March 23, 2020. The purpose of this practice notice is to reduce the number of people who are attending to the courthouse, including legal counsel. Effective Monday, March 23, 2020, bail applications and simple dispositions may be heard by teleconference unless a judge orders otherwise.

If you are interested in appearing by teleconference please follow the steps outlined below:

#### TO REQUEST A TELECONFERENCE APPEARANCE

##### Requests for bail courts (304/306)

- All counsel who wish to attend via teleconference will be required to email the Crown Paralegal at [crownparalegals@gov.mb.ca](mailto:crownparalegals@gov.mb.ca). **Please ensure to provide an email that you monitor so that you can be advised when to call in.**
- This information will be emailed to the Staff Justice of the Peace assigned to the Bail Triage docket.
- The court clerk will email counsel to advise that their matter will be coming up shortly and counsel are responsible to be ready and available to deal with their matter when it arises.

##### Requests for Courtroom 302, 303, 308, 401, 403, 406, 408, 410, 411 and Manitoba Youth Centre

- The subject line of the email must include “***Teleconference Request-Date of the Hearing-Courtroom-Clients Name***” and then send to appropriate mailbox listed below

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To...	<input type="checkbox"/> +WPG136 - PC Trial Coordinators (JUS);
Cc...	
Subject	TELECONFERENCE REQUEST-MARCH 23-(304)-FRANKLIN, BENJAMIN

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- Matters set by the Trial Coordinators should be forwarded to [ptrialcoordinators@gov.mb.ca](mailto:ptrialcoordinators@gov.mb.ca)  
Note: All requests should be sent in no later than 4:00 p.m. the day prior to the scheduled appearance.

- Youth matters should be requested through the Youth Coordinator at [youthpcdispos@gov.mb.ca](mailto:youthpcdispos@gov.mb.ca)  
Note: All requests should be sent in no later than 4:00 p.m. the day prior to the scheduled appearance.
- Matters set by the Early Disposition Coordinator should be forwarded to [earlypcdispos@gov.mb.ca](mailto:earlypcdispos@gov.mb.ca)
- Note: Counsel who have set matters in DCD, should email their request to appear by telephone on the date of the noted appearance and TCO will forward the conference access numbers no later than 1:00 p.m. that day.

**The Disposition Coordinator books the following:**

- Courtroom 303 at 10am (Monday, Tuesday and Friday)
  - 303 at 2pm (Friday only)
  - Courtroom 308 at 10am (Monday to Friday)
  - Courtroom 308 at 2pm (Monday and Friday only)
- These requests can be forwarded the day before.

**DCD consists of the following courtrooms:**

- 303, 308, 401 and 403 at 2pm (Tuesday, Wednesday and Thursday)

**Administration process:**

- Counsel will receive confirmation from TCO which will have the conference access numbers for that particular courtroom and TCO will copy the Court Clerks mailbox.
- It is very important that you send a request for **each appearance** so that the court clerk is aware that you will be calling in.
- Counsel must call within the half hour before court starts to arrange a video appearance for your client.
- All counsel must be ready to proceed with their matters when the docket is scheduled to start. The court clerk will not be providing an update on your matter.
- Materials that are necessary for the presiding judge to review in advance of the scheduled court date should be emailed by counsel to PC Chambers general email box [pcj@gov.mb.ca](mailto:pcj@gov.mb.ca) All materials should be sent in no later than 9 a.m. the day prior to the scheduled court appearance.
- If material is filed on the day of court, counsel will email it to the Court Clerks mailbox [courtclerks@gov.mb.ca](mailto:courtclerks@gov.mb.ca).

## CONFERENCE CALL REMINDERS

### RECORDING OF TELECONFERENCE APPEARANCES IS NOT PERMITTED

- Arrive early for the call and make efforts to ensure that the location you are phoning from is quiet, private and with little background noise.
- Once you call in just as you would in open court, please identify yourself for the court record. Court will still be recorded.
- A land line works better than a cell phone for teleconferencing. In either case do not use the speaker phone function. Use either a hand held phone or use headphones with a built in microphone and mute feature.
- To avoid unnecessary interruptions, if you call in and another matter is being spoken to please allow that matter to finish prior to advising the court you are in attendance.
- Avoid side conversations and background noise while on the conference call. If you are waiting to speak you have the ability to mute your line by pressing \*6 and can unmute the line by pressing \*6 again, when it is your turn to speak. **Do not put your phone on hold as there will be a beeping noise in the background.**
- If you wish to take notes please do so with pen and paper unless your microphone is muted to avoid the sound of typing
- Do not call in and then hang up when your matter is not ready to be spoken to; each time a caller disconnects, an audible alert is made which is captured by DAR.

ISSUED BY:

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The Honourable Chief Judge Margaret Wiebe

DATE: May 26, 2020