



## **SOUTHWEST: ST. THOMAS SCJ**

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## **Important Updates**

*[any changes in the courthouse; protocols; practice directions]*

## **Daily Courtroom Assignments**

*[courtroom #, purpose of the courtroom]*

*[If known: JP/Judge and Crown in the courtroom]*

*[Teleconference numbers/Remote Access]*

## **Contact Information**

### **Duty Counsel**

*[Contact Info]*

### **Crowns**

*[Daily Assignments; contact info]*

### **Scheduling**

## **New Arrests**

*[Where will they be held]*

*[Police Division Contact Information]*

*[Fingerprinting]*

## **Bail Procedures**

*[If any special procedures in place]*

### **Surety Protocol**

*[where do they go?]*

*[Link to Forms?]*

## **Crowns**

### **Bail Program**

*[if any specific contact information/details for JHS/Bail Program etc.]*

### **Bail Variations**

*[Procedure]*

*[Forms?]*

### **WASH Court**

*[Details on courthouse; courtroom; times etc.]*

## **Disclosure Protocol**

*[In-custody; out-of-custody]*

## **CPT/JPT Protocol**

*[Any information pertinent to scheduling/participating in CPT's/JPT's – who to contact, where to call]*

## **Filing Information (Including Exhibit Filing)**

*[Contact Information]*

*[Any specific information re: notice required]*

## **Video Use**

## **Guilty Pleas**

## **In-Custody Matters**

## **Out-of-Custody Matters**

*what is considered urgent?]*

*[bring forward]*

## **Correctional Centers: Local Information/Updates**

*[Contact Information]*

*[Policies re: visits; any updates]*

## **Daily Dockets**

*[Insert table]*

## **Superior Court of Justice**

*[specific practice directions/information relating to SCJ if applicable]*

## **Additional Information**