

UPDATE - CENTRALIZED BAIL PROJECT – TIMMINS, COCHRANE, TEMISKAMING

Effective Wednesday March 1st, 2023.

TIMMINS BAILS:

All Timmins matters for overnight arrests daily.

Tuesdays, Thursdays – also includes new arrests from Cochrane & Temiskaming. Crim desks actioning own e-intake matters and getting them onto bail dockets. Please send an e-mail to the Timmins WASH generic confirming what is coming their way.

Mondays, Wednesdays, Fridays MBC – Monteith matters heard by a Justice of the Peace out of Cochrane. A virtual clerk from Timmins will log in and handle their own bail matters. The Cochrane clerk will handle Cochrane matters in addition to performing in court clerk functions for the presiding Justice in MBC.

COCHRANE BAILS:

Mondays, Wednesdays and Fridays overnight arrest bails – Clerk from Cochrane log in and handle their own overnight arrest matters and YCJA matters being heard by a Justice of the Peace out of Haileybury. The Haileybury clerk will handle Haileybury matters in addition to performing in court clerk functions for the presiding Justice in person in Haileybury.

Mondays, Wednesdays and Fridays MBC – Clerks from Timmins and Haileybury will log in and handle their own bail matters. The Cochrane clerk will handle Cochrane matters in addition to performing in court clerk functions for the presiding Justice in MBC.

HAILEYBURY BAILS:

Mondays, Wednesdays and Fridays overnight arrest bails/remanded North Bay Jail matters – Clerk from Haileybury log in and handle their own matters. The Haileybury clerk will handle Haileybury matters in addition to performing in court clerk functions for the presiding Justice in person in Haileybury.

Mondays, Wednesdays and Fridays MBC - Monteith matters heard by a Justice of the Peace out of Cochrane. A virtual clerk from Haileybury will log in and handle their own bail matters. The Cochrane clerk will handle Cochrane matters in addition to performing in court clerk functions for the presiding Justice in MBC.

COURT SERVICES PROCESS – OFFICE AND SUPPORT STAFF

- Criminal Clerk on Mondays, Wednesdays and Fridays will check e-Intake for new Informations and prints/preps packages for their own local Bail Clerks.
- Copies of informations identified for bail court will be uploaded to the Sharepoint site for access by the Presiding Justice of the Peace. These informations will be static and are not to change or be replaced unless there is an amendment to a charge or a charge has been withdrawn. ** See attached Sharepoint instructions. Please use the four digit ICON number before the name of the accused so sites can easily reference the MBC folder. (ie: 0511 Chenier, Chantal)
- Bail Clerks would distribute their “own” Monteith Bail Court (MBC) docket to their local stakeholder distribution list.
- Criminal Clerk (Timmins/Cochrane/Haileybury) checks local generic WASH/Courthouse e-mails for filings related to Bail Court matters and uploads any filings to the appropriate Sharepoint site folder. Criminal Clerk Saves the E-mail to a Bail Court Document/Submissions sub-folder.
- When a 524 request is made, the originating court location will upload the information and any prior releases to the appropriate Sharepoint folder and make the original available to their local Bail Clerk. **If the court location is outside of this protocol (ie Sudbury), criminal desk will make arrangements to obtain materials and upload to Sharepoint.

On a regular basis, (monthly) a Criminal Desk Clerk will review the cases within the sharepoint (including the Bail not Commenced folder) to ensure the cases that are saved to the sharepoint are still in the bail phase, and delete any cases that have moved on (this clerk will need to be familiar with ICON and reviewing informations).

COURT SERVICES PROCESS – COURTROOM CLERKS

- Local Bail Clerks endorse their local Informations, update ICON then upload any additional or changed documents to the sharepoint site, if needed.
- The clerk endorsement and JEF should be kept in a separate folder within the accused file, these documents will need to be updated each day the case is in court)

If the matter adjourns from one day to the next in bail, the bail clerk will move the matter to the next bail court appearance. The following materials should be included in the folder to be moved:

- JEFs (current only)
- Informations from e-intake
- Endorsement sheet (current only)

- o Scanned 524 informations and associated releases (if applicable)
 - o Remands/Memorandums (including the .pdf versions for edit)
 - o Crown brief packages
 - o Defense material, surety declaration
- If the matter has completed the bail phase (released or detained) then the individual's folder can be deleted from SharePoint.
- All Clerks continue to follow existing protocols for distributing/sharing Remands/Release documents and saving to the Regional Drive and cc their own WASH court folder (for after-hours remote access if needed) and P:\Drives.

For any cases adjourned from bail to a case management court (triage or Video Remand) for the purpose of finding an appropriate date for a bail hearing:

- the case will be moved to the "Bail not Commenced" folder within the Sharepoint.
- Court staff should include all details and communicate the status of the case, and where to find the documents within the Sharepoint

Tips for handling scanned documents

Clerks may encounter situations in which they receive a **single scanned package of pages which contain multiple documents that need to be separated and saved to different folders in the Sharepoint** (ie, Crown sends Case File Synopsis for multiple accused in one scan, or Justice of the Peace scans all JEF forms together).

- Assuming the documents are in PDF format, the clerk can separate these individual documents without the need to print the whole package and re-scan.
 - o The clerk will need to take note of which pages in the scan they wish to separate, then click *File* and select *Print*, from the pulldown menu,
 - o the clerk should select *Microsoft Print to PDF*, in the *Pages to Print* area,
 - o the clerk will move the radio button to *Pages* and then key in which pages numerically they wish to separate from the rest of the scan.
 - o The clerk will click *Print* which will open a new dialog box in which the clerk can rename the separated pages, save them (to desktop or other temp location)
 - o then upload to the appropriate section of the Sharepoint.

Documents to print or not to print?

Always remember that if your Justice of the Peace directs that a document be printed and attached to the info, or made an exhibit, clerk shall do so.

The following documents **MUST** also be printed and attached to the information:

- 524 request from crown (attach form or copy of email)
- Surety declaration form (which should be placed in an envelope labeled Surety Declaration Form and dated)

Stakeholders:

- File materials using the local WASH/Courthouse e-mail address, clearly indicating in the Subject Line the name of accused, court date and location.
- Temiskaming OPP Court Liaison submits a daily e-mail summarizing Bail Court matters and appearance locations for their District.
- Cochrane OPP Court Liaison submits a daily e-mail summarizing Bail Court matters and appearance locations for their District?
- Cochrane NAPS Liaison submits a daily e-mail summarizing Bail Court matters?

APPENDIX A

Stakeholder Addresses:



Post-Court
Distribution List

APPENDIX B

Court Schedules

Please visit the e-Intake Hub web-site for Court Appearance Schedules:

[HUB \(torontopolice.on.ca\)](http://torontopolice.on.ca)

APPENDIX C

CONNECTION INFORMATION

VMR/Meeting ID	Conference Name	Host Passcode	Guest Passcode
9993028	Haileybury	8351	5079
9993029	Timmins	0407	4705
9993030	Cochrane	0703	5261

ZOOM BACK-UP FOR MONTEITH BAIL COURT (MBC):

Log in details:

OCJvirtualcourtroom-NE-RSJP-2@ontario.ca	OCJVCRSJPOffice2
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Join Zoom Meeting

<https://ca01web.zoom.us/j/69899534044?pwd=bFNvdU05eDRzYlJZdnIhanN5Yy9aUT09>

Meeting ID: 698 9953 4044

Passcode: 452274

One tap mobile

+16132093054,,69899534044# Canada

+16473744685,,69899534044# Canada

Dial by your location

+1 613 209 3054 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

855 703 8985 Canada Toll-free

Meeting ID: 698 9953 4044

Find your local number: <https://ca01web.zoom.us/j/69899534044?pwd=bFNvdU05eDRzYlJZdnIhanN5Yy9aUT09>

Join by SIP

69899534044@zmca.us

Join by H.323

69.174.57.160 (Canada Toronto)

65.39.152.160 (Canada Vancouver)

Meeting ID: 698 9953 4044

Passcode: 452274