



February 25, 2015

Hello,

Assignment Court will commence at the **Surrey Provincial Court** on **Monday, March 2, 2015**

Assignment Court will take place Monday to Friday in courtroom 104 where trials with a time estimate of half a day or more will be assessed for readiness before being assigned a courtroom and trial judge. The types of matters on an assignment court list may include trials, continuations, preliminary inquiries, bail hearings, dispositions or any general assignment crown file. The morning session will commence promptly at 9:00 am and at 1:00 pm if there is an afternoon session scheduled.

Summary Proceedings Court commenced in January 2015 and takes place Monday to Friday in courtroom 310 at either 9:30 am or 1:30 pm. Criminal cases that have been designated as summary proceedings by Crown will be scheduled to Summary Proceedings Court. For Family and Small Claims matters, the determination to schedule the case to Summary Proceedings Court will be made based on time estimates confirmed by judges and/or specific direction by judges.

**Please Note:** matters scheduled to Assignment Court will always have a returnable time of 9:00 am or 1:00 pm indicated on the Scheduling Notice. Please make sure to check the start time for each case. See the example provided below.

Should you have any questions or concerns regarding Assignment or Summary Proceedings Court, please feel free to contact the PCSP Project Team at [PCSS@provinciacourt.bc.ca](mailto:PCSS@provinciacourt.bc.ca) or the local Judicial Case Managers.

Your cooperation during this transition is greatly appreciated.

Sincerely,

The PCSP Team



# Scheduling Notice

# Example

**FILE NO.** 3531:44765-1  
**REGISTRY LOCATION** Port Coquitlam Provincial Court  
 Port Coquitlam  
 Port Coquitlam, British Columbia  
 v3c3b2  
**ASSIGNED CROWN** Harris, Debbie  
 McCallum, Susan M

<b>Doe, Jane</b>		<b>COUNSEL: Marvin Gardens</b>				
Trial Date	Time	Court	Room	Reason	Est. Hrs	By Video
28-Nov-2014	09:00AM	Port Coquitlam Provincial Court	002	FT	5:00	
<b>CHARGES</b> CCC - 430(1)(c) Mischief to Property - Definition		<b>PRESENT TODAY</b>		<b>APPEARANCE BY</b> <input type="checkbox"/> Email <input type="checkbox"/> Phone		
		<input type="checkbox"/> PA (Accused)		<b>Accused / Counsel Signature</b>		
		<input type="checkbox"/> Agent				
		<input type="checkbox"/> Counsel				
		<input type="checkbox"/> Designated Counsel				

DATED 25-Nov-2014

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JP Signature