



THE PROVINCIAL COURT  
OF BRITISH COLUMBIA

Effective Date: 16 June 2022

No. 2013/CPD-1

## PRACTICE DIRECTION

### CRIMINAL CASEFLOW MANAGEMENT RULES SIMPLIFIED FRONT END CRIMINAL PROCESS (2013)

**ALERT: Until further notice, for the purpose of this Practice Direction, the Judicial Case Manager's (JCM) office operates on a remote basis at this time. Accordingly, despite the directions set out below, any documents should be sent to a JCM by email, and any appearances before a JCM will by default be remote (without the need to request an appearance by alternate means). See the contact information for the applicable local JCM Office [here](#).**

#### Purpose

The Criminal Caseflow Management Rules (CCFM Rules) were first approved by OIC 1356/99 pursuant to section 482(2) of the *Criminal Code of Canada*. The objectives of these rules included reducing time to trial, more effective use of judicial resources and increasing accessibility of the Court.

In 2012, the Court began the Provincial Court Scheduling Project which, in its first phase, focused on simplifying the front-end process. To support the changes, the CCFM Rules were amended in 2013, see OIC 484/2013. The Court continues to be committed to the efficient, effective and equitable use of judicial resources and the simplification of the process with the goals of improving accessibility and supporting the administration of justice in the province. The 2013 revisions reduce administrative processes by supporting the introduction of the new trial scheduling platform and allowing the Court to introduce new efficiencies to make the best use of judicial resources and for the benefit of counsel.

This Practice Direction supports the objectives of the 2013 revision to the rules and process. These directions will be interpreted in a manner consistent with the intention and spirit of the requirements of the *Criminal Code of Canada* and the CCFM Rules. I make the following Practice Direction pursuant to my authority under the *Provincial Court Act*, R.S.B.C. 1996, c. 379, and Rule 3 of the CCFM Rules.

## Rescind

1. The CCFM Practice Directions set out in Appendix A are rescinded.

## Application

2. These directions apply to all criminal proceedings in the Provincial Court, including to proceedings in specialty and therapeutic courts to the extent that the directions are not inconsistent with directions or protocols specific to that court.

## Definitions

3. The following definitions apply to this Practice Direction:
  - a. “**JCM**” or “**JCMs**” means Judicial Case Manager(s);
  - b. “**specialty and therapeutic courts**” include Downtown Community Court (Vancouver), Drug Treatment Court, Indigenous Courts, Victoria Integrated Court, Kelowna Integrated Court, Domestic Violence Courts, and other similar types of court;
  - c. “**YCJA**” means *Youth Criminal Justice Act*.
4. The JCM is a “trial scheduler” as defined in the CCFM Rules.
5. Where appropriate and reasonable, a reference to Defence Counsel or, more generally, counsel, may be interpreted to include self-represented accused. For clarity, this provision does not apply to paragraph 50 of this direction.

## Judicial Case Managers

*One of the objectives of the Court is to improve the use of judicial resources by assigning most administrative and remand matters to JCMs. A full description of the authority of JCMs is set out in the Chief Judge’s [Notice 03 Assignment of Duties to Judicial Case Managers](#).*

6. The JCM may adjourn a matter to a later date or to appear before a Judge for direction at the JCM’s discretion.
7. The JCM may direct timeframes for a matter following discussion with both Crown and Defence Counsel.
8. The failure to comply with any direction of a JCM may result in the matter being referred by the JCM to a Judge.

## **Initial and subsequent appearances**

*A further objective of the Court is to move matters from the first appearance through to a scheduled date in a timely manner. For this reason, most appearances will be before a JCM. JCMs will schedule matters for appearance before a Judge when necessary. Counsel may request a scheduled appearance before a Judge or may request that a scheduled appearance be moved before a Judge (see Scheduling an appearance before a Judge in this direction).*

9. Subject to paragraph 15 and the JCM's Assignment of Duties, all out-of-custody, non-contested appearances will be heard before a JCM.
10. Subject to paragraph 11 and the JCM's Assignment of Duties, an in-custody accused may appear before a JCM in the following manner:
  - a. videoconference, if available in the institution;
  - b. by counsel appearing as agent or designated counsel; or
  - c. audioconference, when approved in advance by the JCM.
11. Counsel must notify the Court Registry no later than 12:00 noon of the business day prior to the scheduled appearance of an in-custody accused for instructions on arranging an alternate form of appearance as contemplated in paragraph 10a and c.
12. Counsel is responsible for notifying the opposing counsel upon receiving JCM instructions for an alternate form of appearance by an in-custody accused.
13. An accused, whether in-custody or out-of-custody, may be represented before a JCM by:
  - a. designated counsel; or
  - b. agent (including duty counsel).
14. In general, in-person appearances of an in-custody accused will be heard before a Judge.
15. Subject to the JCM Assignment of Duties, the JCM will refer a matter to a Judge:
  - a. if the matter is being heard before the JCM and a contested issue emerges;
  - b. an accused wishes to enter a guilty plea and deal with sentencing; or
  - c. for any other reason at the JCM's discretion.

## **Appearance of counsel**

*It is important to note that the availability of alternate types of appearances may vary by location.*

16. When counsel wishes to attend an in-person scheduled appearance before a JCM by an alternate means, videoconference or audioconference, counsel must contact the JCM as noted below.

17. The process for requesting to appear by alternate means is as follows:
  - a. No later than 12:00 noon of the business day prior to the scheduled appearance:
    - i. submit a request in-person at the JCMs Office, or
    - ii. submit a request by email or facsimile (if available in the location) to the JCM with the following details:
      1. the reason for the request,
      2. the alternate means to be used, and
      3. in the case of an appearance by audioconference , the telephone number at which counsel may be reached for the appearance.
  - b. The telephone number provided to the JCM for the purposes of the appearance must be a direct landline number or a mobile telephone number with acceptable sound quality.
18. Counsel should notify opposing counsel upon receiving JCM instructions to appear by alternate means.
19. The JCM may cancel the appearance by alternate means and require an in-person appearance by counsel at the JCM's discretion.

### **Scheduling by JCM**

20. Appearances before the Court that will be scheduled by a JCM include:
  - a. matters for sentencing;
  - b. JCM referrals of matters for appearance before a Judge;
  - c. JCM approved requests of counsel for an appearance before a Judge;
  - d. contested issues;
  - e. applications;
  - f. pre-trial conferences;
  - g. interim appearances; and
  - h. trials or preliminary inquiries.
21. When a matter being heard by a JCM is referred by the JCM to a Judge, the matter may be heard that day provided it can be accommodated by the Court and counsel are available, otherwise the matter will be scheduled to another day.
22. On matters where Crown is assigned, the JCM will take into account the assigned Crown's availability when scheduling events.
23. On matters where Crown will not be assigned, Defence Counsel may request a trial date at or after the first appearance. The JCM may set a date at that time.

## Scheduling an appearance before a Judge

*Counsel may request that a matter be set before a Judge by contacting a JCM in the JCM Office. An objective of these directions is to move matters from first appearance to a conclusion in a timely manner. If either counsel is concerned about delay, counsel may bring the matter to the attention of a JCM. The JCM will work with counsel to improve timeliness. When appropriate, the JCM will schedule the matter for appearance before a Judge. (Also see Timeframes in this direction.)*

24. The JCM may schedule a matter for appearance before a Judge:
  - a. upon a request from Crown or Defence Counsel; or
  - b. at the discretion of the JCM.
  
25. Counsel may request a scheduled appearance before a Judge by delivering **Form 1 (CPD 1) Consent Requisition** to the JCM in the JCM Office in one of the following ways:
  - a. attending at the office in person;
  - b. by email; or
  - c. if available in the location, by facsimile.
  
26. The JCM will notify Defence Counsel and assigned Crown, if any, when a matter is to be scheduled for appearance before a Judge pursuant to paragraph 24.

## Consent Requisition Form

*The purpose of this section and the Consent Requisition Form is to provide a convenient means for counsel to contact a JCM to cancel or reschedule certain appearances without a court appearance.<sup>1</sup>*

*Note that the Court expects counsel to contact the JCM when an adjournment is required: see paragraphs 39 and 40 of this direction.*

27. In addition to scheduling an appearance, counsel may use **Form 1 (CPD-1) Consent Requisition** for the following purposes:
  - a. to change an appearance date;
  - b. to cancel an interim appearance;
  - c. to request an earlier appearance;
  - d. to indicate a guilty plea;
  - e. to set a date for sentencing;
  - f. to schedule an application before a judge; or
  - g. to cancel trial date(s) and schedule a disposition hearing (but not adjourning a trial).

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<sup>1</sup> All forms are listed in Appendix B and are available from the [Ministry of Attorney General website](#).

28. Counsel may submit **Form 1 (CPD-1) Consent Requisition** to a JCM in the JCM Office in one of the following ways:
  - a. attending at the office in person;
  - b. by email; or
  - c. if available in the location, by facsimile.
29. Where **Form 1 (CPD-1) Consent Requisition** is being used in place of **Form 3 (CPD-1) Consent Remand** as referenced in paragraph 34 below, paragraphs 32 and 33 also apply.

## **Consent Remand and Consent Arraignment Forms**

*These provisions and the Consent Remand and Consent Arraignment Forms allow for remand and arraignment, respectively, without a court appearance. The Court expects counsel will use the forms whenever possible for matters that come before a JCM. This practice will support the objective of promoting processes that use court resources effectively and are for the benefit and convenience of counsel.*

30. Counsel may submit **Form 3 (CPD-1) Consent Remand** or **Form 4 (CPD-1) Consent Arraignment**, to a JCM in the JCM Office in one of the following ways:
  - a. attending at the office in person;
  - b. by email; or
  - c. if available in the location, by facsimile.
31. If the JCM is not satisfied that a form submitted by counsel is complete or meets the requirements, counsel will be required to attend in Court or resubmit the form in a manner satisfactory to the JCM.

### *Consent Remand*

32. **Form 3 (CPD-1) Consent Remand** may be used by Defence Counsel, under instructions from their client, seeking an adjournment of a bail hearing or by Crown, with the agreement of Defence Counsel, seeking a remand under section 516 *Criminal Code of Canada*. In submitting **Form 3 (CPD-1) Consent Remand** through Defence Counsel, the accused is:
  - a. waiving their right to appear before the Court, whether in person, by videoconference or by audioconference;
  - b. consenting to their matter being addressed and adjourned on their behalf and in their absence;
  - c. acknowledging that they will remain in custody until their next appearance, unless they are able to satisfy the terms of a release previously ordered by a court or otherwise ordered released, for example, on a detention review or a bail review application; and
  - d. agreeing the court will continue to have jurisdiction over them even though the matter was addressed and adjourned in their absence.
33. In addition, an accused person who is entitled to a bail hearing before the Provincial Court but has not yet had a bail hearing, is:

- a. acknowledging that a Warrant of Remand authorizing their detention until their next court appearance will be addressed and signed in their absence; and
  - b. waiving their right to be present when the Warrant of Remand is addressed.
34. **Form 3 (CPD-1) Consent Remand** will, generally, be used the day the accused is scheduled to appear before the Court in-custody. Where counsel wish to change a non-trial appearance of an in-custody accused prior to the scheduled appearance date, counsel may use **Form 1 (CPD-1) Consent Requisition** in place of **Form 3 (CPD-1) Consent Remand**.

### *Consent Arraignment*

35. **Form 4 (CPD-1) Consent Arraignment** may be used when Crown and Defence Counsel:
- a. have discussed the matter;
  - b. are in agreement that the matter is ready to be set for trial, preliminary inquiry, other hearing and/or pre-trial conference (see [CRIM 12 Criminal Pre-Trial Conferences](#) to determine if a pre-trial conference is required);
  - c. agree that an in-court arraignment or appearance is not required; and,
  - d. for entering not guilty pleas, elections.
36. **Form 4 (CPD-1) Consent Arraignment** must be submitted to the JCM no later than 12:00 noon of the business day prior to the scheduled appearance.
37. **Form 4 (CPD-1) Consent Arraignment** may not be used for YCJA matters.

### **Court's expectations of counsel**

*A goal of this direction is to use judicial resources efficiently through a reduction in the number of administrative tasks brought before the Court.*

*Counsel is expected to communicate effectively with one another for the effective management of their files.*

*Counsel is expected to notify the JCM promptly when it becomes apparent that an appearance will be adjourned or scheduled Court time is no longer required.*

38. It is the responsibility of counsel contacting a JCM for any of the reasons referred to in this direction to ensure that the communication comes to the attention of the JCM responsible for scheduling the matter, in a timely manner.
39. When counsel becomes aware that an adjournment of a coming appearance is required, counsel is expected to contact the JCM as soon as possible to request a new appearance date. (See *Consent Requisition Form* in this direction.)
40. Counsel is expected to contact the JCM as soon as possible before the trial or hearing date in the event of an adjournment application (contested or uncontested) of a scheduled trial

or hearing date. Counsel may contact the JCM in the JCM Office in one of the following ways:

- a. attending at the office in person;
- b. by email;
- c. if available in the location, by facsimile; or
- d. by telephone.

41. Counsel should follow-up, in writing, with opposing counsel to confirm all requests made to a JCM relating to dates, adjournments, disclosure, reports or other matters relevant to the conduct of the file.

## **Timeframes**

*While the Court will take an active role in the management of a file, the Court expects counsel to begin communication with one another early and continue to communicate effectively throughout the process leading to trial or other disposition.*

42. The Court expects that simple (summary) matters will progress from first appearance to arraignment in 60 days; more complex matters will progress in 90 days.
43. The arraignment process for all YCJA matters must be completed within 60 days of the initial appearance.
44. The JCM may schedule the matter for appearance before a Judge if the JCM is of the view the matter is not progressing in a timely manner.
45. Either counsel may request direction from the JCM on timeframes or make a request to the JCM that the matter be scheduled for an appearance before a Judge if the matter is not progressing in a timely manner. The JCM may work with counsel to resolve problems relating to the progress of a file prior to scheduling an appearance before a Judge.

## **Interim appearance**

*There may be situations where the [CRIM 12](#) does not apply, and it is appropriate to have a pre-trial appearance before a Judge or JCM to ensure trial readiness. At the time of scheduling the trial/preliminary inquiry date, the JCM may consult with counsel to determine whether an interim appearance is required. If an interim appearance is required, the JCM will schedule an interim appearance in addition to setting the date for trial/preliminary inquiry.*



46. Situations where an interim appearance before a Judge or JCM may be set include:
  - a. an accused is representing themselves;
  - b. the JCM determines, after consultation with counsel, an interim appearance is required.
  
47. Counsel may request an interim appearance before a Judge or JCM by contacting the JCM in the JCM Office in one of the following ways:
  - a. attending at the office in person;
  - b. by email;
  - c. if available in the location, by facsimile; or
  - d. by telephone.
  
48. An interim appearance will not be set for matters proceeding summarily unless the JCM determines an interim appearance is required.

### **Alternative measures (diversion)**

49. As matters proceeding by alternative measures may not progress within the timeframes anticipated in this direction, the JCM has discretion regarding setting timeframes and allowing adjournments when both counsel consent.

### **Notice**

50. Any requirement to provide notice or to provide a response to opposing counsel is satisfied if sent by email to the email address provided by that counsel for the purpose of notice.

## Appendices A and B follow on next page

### History of Practice Direction

- Original practice direction dated December 01, 2013.
- Amended practice direction dated January 18, 2016 (expands the availability of **Form 4 (CPD-1) Consent Arraignment** for use in the Vancouver Island and Northern Regions, instead of Victoria only).
- Amended practice direction issued on August 22, 2018 and effective October 1, 2018 (removes Form 2 (CPD-1) *Application to Vary Bail by Consent* and transitional provisions, and includes consequential amendments to “Purpose” section further to the Supreme Court of Canada decisions in *R. v. Jordan*, 2016 SCC 27 and *R. v. Cody*, 2017 SCC 31).
- Amended practice direction dated September 18, 2019 (consequential amendments to paras. 10, 16 and 17 further to [Bill C-75](#) amendments regarding audioconference and videoconference).
- Amended practice direction dated June 12, 2020 - to reflect expanded use of consent arraignment, consent remand and consent requisition forms.
- Amended practice direction dated February 2, 2021 - to reflect expanded use of Consent Requisition Form to cancel trial date(s) and schedule a disposition hearing (but not adjourning a trial); clarify COVID-19 alert that any appearances before a JCM will by default be remote and alert applies for the purpose of this practice direction; and housekeeping changes.
- Amended April 19, 2021 – to update para. 2 (“Application”) consequential to CRIM 14 Practice Direction: Northern Bail Pilot Project for bail hearings for all adult and youth criminal files in the Northern Region.
- Amended November 8, 2021: Clarifies para. 10 is subject to the JCM Assignment of Duties; adds paras. 29, 32, and 33 clarifying for Consent Remand Form and Consent Requisition Form (when being used in place of Consent Remand Form), defence has received instructions from the accused that they are waiving a personal appearance and agreeing to have their matter adjourned in their absence; and housekeeping changes.
- June 16, 2022: Housekeeping changes.

Melissa Gillespie  
Chief Judge  
Provincial Court of British Columbia

## Appendix A

<b>Table of Practice Directions Rescinded December 1, 2013</b>	<b>Date of Practice Direction</b>
Victoria (South Vancouver Island) CCFM <ul style="list-style-type: none"> <li>• Reducing the Number of Appearances prior to an Arraignment Hearing</li> </ul>	25 October 2010
Vernon (Okanagan) CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	3 May 2010
Penticton – Okanagan CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	6 April 2010
Arraignment TCH <ul style="list-style-type: none"> <li>• Nelson-Kootenay District</li> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	2 March 2010
Dawson Creek – CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	10 January 2010
Kamloops <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	4 January 2010
Victoria – South Vancouver Island District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearing</li> </ul>	1 December 2009
Victoria Youth Project CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	1 October 2009
Fort St. John – Cariboo Northeast District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	12 August 2009
Vancouver Criminal District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	4 May 2009
Prince George – Cariboo Northeast District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	16 February 2009
Williams Lake – Cariboo Northeast District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	5 January 2009

<b>Table of Practice Directions Rescinded December 1, 2013</b>	<b>Date of Practice Direction</b>
Robson Square Youth Justice Court CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	3 November 2008
Quesnel – Cariboo Northeast District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	1 October 2008
Kelowna – Okanagan District <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	5 May 2008
Colwood – South Vancouver Island District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	10 April 2008
Duncan – South Vancouver Island District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	6 May 2008
Prince George – Cariboo Northeast District CCFM <ul style="list-style-type: none"> <li>• Compliance Court Sitings</li> </ul>	4 February 2008
Port Coquitlam – North Fraser District <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	4 February 2008
Judicial Case Managers Assigned to the Pilot Projects by the Administrative Judge Assignment of duties pursuant to s. 11 of the <i>Provincial Court Act</i>	18 June 2007
Victoria and South Vancouver Island District CCFM <ul style="list-style-type: none"> <li>• Arraignment and Trial Confirmation Hearings, Compliance and Administrative Court Sitings</li> </ul>	18 June 2007
Arraignment Hearings CCFM	25 November 2003
Elections CCFM	25 November 2003
Out-of-Town Counsel Attending Arraignment Hearing CCFM	10 February 2000
Adjustments to Arraignment Process	20 October 2000
Arraignment Process – Rule 5(4) CCFM	20 October 2000
Transition to the New Criminal Process to be enacted pursuant to s. 482(2) C.C.	27 May 1999

## APPENDIX B

(All forms are available from the Ministry of Attorney General website at:  
<http://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/criminal-court-forms>.)

**Form 1 (CPD-1)** *Consent Requisition*

**Form 3 (CPD-1)** *Consent Remand*

**Form 4 (CPD-1)** *Consent Arraignment*