



THE PROVINCIAL COURT
OF BRITISH COLUMBIA

Effective Date: *11 April 2022*

CRIM 15

PRACTICE DIRECTION

ELECTRONIC DISTRIBUTION OF CERTAIN CRIMINAL REPORTS TO DEFENCE COUNSEL OF RECORD

Purpose

To describe the process to be followed by defence counsel of record who want to receive by secure file transfer electronic mail (“email”) from the court registry reports authored by a probation officer or Forensic Psychiatric Services (“Reports”), including pre-sentence reports, psychiatric/psychological assessments, and technical suitability reports.

While the Court continues to explore new and secure ways of using technology, this process has been developed to allow defence counsel of record to receive the Reports by email at the same time as Crown counsel (by way of a proxy email address) directly from the applicable court registry.

Application

This practice directive applies to adult and youth criminal files in the Provincial Court.

Directions

1. Defence counsel of record who want to receive electronic copies of Reports by email from the court registry must file a completed [Notice of Electronic Mail Address and Consent Form](#) by email to each [Provincial Court Registry](#) counsel has files for which they are counsel of record. (Each court registry will be responsible for managing their own counsel email log to reduce the risk of sending documents to the incorrect counsel.)
2. A new [Notice of Electronic Mail Address and Consent Form](#) must be submitted as soon as possible to the applicable court registry if defence counsel of record has a new email address for delivery.

3. Defence counsel of record who do not submit a completed [Notice of Electronic Mail Address and Consent Form](#) must attend at the applicable court registry in-person to obtain copies of the Reports.
4. Defence counsel of record must provide written notification as soon as possible to the applicable court registry if:
 - a. they are no longer counsel of record for an adult accused or young person on a file(s), and note the specific file number(s) (**NOTE:** this is **not** a substitute for an application to withdraw as counsel.); or
 - b. they no longer want to receive the Reports by email from the court registry.

History of Practice Direction

- Original Practice Direction effective April 11, 2022.

I make this practice direction pursuant to my authority under the *Provincial Court Act*, R.S.B.C. 1996, c. 379, and Rule 3 of the *Criminal Caseflow Management Rules*.

Melissa Gillespie
Chief Judge
Provincial Court of British Columbia