



Provincial Court
of British Columbia

CRIM 18 Practice Direction

Counsel Document Submission Protocol
for Bail, Sentencing Hearings, and
Electronic Desk Order Spring Orders

Effective Date: March 9, 2026

Purpose

To set out the process for counsel to submit any documents for the Court to consider for a bail hearing, sentencing hearing, or to request an electronic desk order spring order.

Application

This practice direction applies to bail, sentencing hearings, and electronic desk order spring orders for all adult and youth criminal files in the Province.

Directions

Counsel shall submit in advance any documents they wish the Court to consider for a bail or sentencing hearing as set out below.

- **Note:** If the bail hearing is adjourned from another day, (not a new arrest) then counsel should file the documents **by 4:00PM the business day before** the hearing or, **where impracticable, before 9:00AM on the day of** the hearing.

The documents, unless marked as an exhibit, do not form part of the court record in the court file.

Bail hearings

1. **Email attaching documents for bail hearing**
 - a. Crown and defence counsel shall email documents to the court registry where the charge originates using the generic email address for that [court registry](#). A list of the court registry email addresses and court locations codes is included in **Appendix “A”**.
 - b. For **new arrests**, counsel shall send one email to the registry per accused with the following in the **subject line** of the email:

**Urgent IC_Accused Last Name_Accused FirstName_Home Court
Location Code_Date of Court Appearance**

Example: Urgent IC_Smith_John_PG_Apr27

- c. For **remanded/adjourned matters**, if counsel is sending a single PDF containing all of the documents for an accused, counsel may send PDFs for more than one accused in the same email to the registry, as long as they are all for the same courtroom, court location, and date with the following in the **subject line** of the email:

**Courtroom#_accusedrecords_court location code_date of court
appearance**

Example: 101_accusedrecords_PG_Apr30

2. Documents

- a. Crown counsel shall submit the following documents for a bail hearing (where relevant):
- Suggested bail conditions using picklists
 - CPIC
 - JUSTIN Conviction List
 - MVB Driving Record (if driving offence)
 - Copy of all sworn Tele-Information (on “Court Files to be Added to Hearing” listed on Form 2-3)
 - If new Breach charge, copy of Probation or Release Order or Police UTA being breached
 - Any other documents Crown will be relying on at the bail hearing

3. Document naming protocol

- a. Crown counsel shall save:

1) The documents for a bail hearing as a single bookmarked PDF (identifying the individual documents contained in the PDF) and name the PDF using the following naming protocol:

- **Accused Last Name_Accused First Name**
- **_Court File Number (if single file) or _Multi (if multiple files re same accused) – including Sequence # and Type Reference**
- **_Home Court Location Code (i.e., Registry Location where file is being processed)**
- **_BailPkg**
- **.pdf**

Example: SMITH_John_12345-1K_PG_BailPkg.pdf

SMITH_John_Multi_PG_BailPkg.pdf

2) any **new** police signed Tele-Information requiring CSB processing and name the PDF using the following naming protocol:

Information_File#.pdf

b. Defence counsel are strongly encouraged to save documents for a bail hearing as a single bookmarked PDF using the above naming protocol. However, if sending multiple PDFs or Word documents for the same accused, defence counsel shall add the type of the document to the document name:

Accused last name_accused first name_information#_document type_home court location code.pdf

Example: Smith_John_123456-6B_probationorderJan2019_PG.pdf

Example: Smith_John_123456-6B_letterofemployment_PG.pdf

If defence counsel is sending documents for more than one an accused, defence counsel shall send a separate email for each accused.

Sentencing hearings

1. Email attaching documents for sentencing hearing

Crown and defence counsel shall email documents to the court registry where the sentencing hearing is scheduled using the generic email address for that court location [See **Appendix “A”** for a list of the court registry email addresses and court locations codes].

When emailing documents to the registry, counsel shall put the following in the **subject line** of the email:

Courtroom#_accusedrecords_court location code_date of court appearance

Example: 101_accusedrecords_PG_Apr30

2. Documents

Crown counsel shall submit the following documents for a sentencing hearing (where relevant):

- CPIC
- JUSTIN Conviction List
- Gladue Reports and other Reports not ordered by the Court
- Suggested probation/CSO conditions using picklists
- Any other documents Crown will be relying on at the sentencing hearing

3. Document Naming Protocol

The same document organization and naming protocol for bail hearings above applies to sentencing hearings (except for the reference to “_BailPkg”).

Electronic Desk Order Spring Orders

1. Email attaching desk order spring order

- a. Crown and defence counsel shall email desk order spring orders to the court registry where the charge originates using the generic email address for that court registry. A list of the court registry email addresses and court locations codes is included in Appendix “A”.
- b. Counsel shall send one email to the registry per spring order with the following in the **subject line** of the email:

Spring Order_Court Location Code_File Name_File Number

Example: Spring Order_KEL_SMITH_1234

2. Document

Counsel shall use the Order for attendance of a prisoner form (PCR048) provided on the [Government of BC website](#).

3. Document Naming Protocol

Counsel shall save the document using the following naming protocol:

Spring Order_Court Location Code_File Name_File Number

Example: Spring Order_KEL_SMITH_1234

4. Urgent Matters

For urgent matters, in which the Registry must process the spring order **within the next 3 business days**, Counsel must mark the email as urgent, add “URGENT” to the subject line, and “URGENT” to the document name. Counsel must also add the appearance date:

**URGENT_Spring Order_Court Location Code_File Name_File Number_Date
of Court Appearance**

Example: URGENT_Spring Order_KEL_SMITH_1234_Apr30

Appendix A

Regional catchments, location codes, and Court Registry email addresses

Weekday bail or sentencing hearings during regular court sitting hours

NORTHERN REGION CATCHMENTS			
VR1	PRINCE GEORGE CATCHMENT	Code	Court Registry Email Addresses¹
	Prince George Provincial Court	PG	csbpg.criminalregistry@gov.bc.ca
	CARIBOO CATCHMENT		
	Anahim Lake Provincial Court	AL	Office15231@gov.bc.ca
	100 Mile House Law Courts	OMH	Office15231@gov.bc.ca
	Fort St James Provincial Court	FSJ	csbpg.criminalregistry@gov.bc.ca
	Fraser Lake Provincial Court	FL	csbpg.criminalregistry@gov.bc.ca
	Kwadacha Provincial Court	KWA	Office15216@gov.bc.ca
	Mackenzie Provincial Court	MAC	Office15216@gov.bc.ca
	McBride Provincial Court	MCB	Office15215@gov.bc.ca
	Quesnel Law Courts	QUE	Office15230@gov.bc.ca
	Tsay Keh Dene Provincial Court	TKD	csbpg.criminalregistry@gov.bc.ca
	Valemount Provincial Court	VAL	Office15215@gov.bc.ca
	Vanderhoof Law Courts	VHF	csbpg.criminalregistry@gov.bc.ca
	Williams Lake Law Courts	WL	Office15231@gov.bc.ca
VR2	NORTHWEST CATCHMENT		
	Atlin Provincial Court	ATL	Office15228@gov.bc.ca
	Burns Lake Provincial Court	BL	Office15219@gov.bc.ca
	Dease Lake Provincial Court	DL	Office15222@gov.bc.ca
	Good Hope Lake Provincial Court	GHL	Office15228@gov.bc.ca
	Hazelton Provincial Court	HAZ	Office15224@gov.bc.ca
	Houston Provincial Court	HOU	Office15224@gov.bc.ca
	Kitimat Law Courts	KIT	Office15222@gov.bc.ca
	Lower Post Provincial Court	LP	Office15228@gov.bc.ca
	Masset Provincial Court	MAS	Office15220@gov.bc.ca
	New Aiyansh Provincial Court	NEA	Office15222@gov.bc.ca
	Prince Rupert Law Courts	PR	Office15220@gov.bc.ca
	Queen Charlotte Provincial Court	QCC	Office15220@gov.bc.ca
	Smithers Law Courts	SMI	Office15224@gov.bc.ca
	Stewart Law Courts	STE	Office15222@gov.bc.ca
Terrace Law Courts	TER	Office15222@gov.bc.ca	

¹ The Court Registry email addresses have been copied from the BC Government webpage [here](#).

PEACE CATCHMENT			
	Chetwynd Provincial Court	CHE	Office15226@gov.bc.ca
	Dawson Creek Law Courts	DC	Office15226@gov.bc.ca
	Fort Nelson Law Courts	FN	Office15229@gov.bc.ca
	Fort St John Law Courts	FOS	Office15228@gov.bc.ca
	Tumbler Ridge Provincial Court	TR	Office15226@gov.bc.ca
INTERIOR REGION CATCHMENTS			
KELOWNA CATCHMENT			
VR3	Kelowna Law Courts	KEL	CSB.KelownaCriminal@gov.bc.ca
	Penticton	PEN	PentictonCourtRegistry@gov.bc.ca
	Princeton	PRI	PentictonCourtRegistry@gov.bc.ca
	Nelson	NEL	NelsonCourtRegistry@gov.bc.ca
	Nakusp	NAK	NelsonCourtRegistry@gov.bc.ca
	Castlegar	CAS	NelsonCourtRegistry@gov.bc.ca
	Grand Forks	GRF	VCRoslandCrt@gov.bc.ca
	Rosland	ROS	VCRoslandCrt@gov.bc.ca
	Cranbrook	CLB	cranbrookcourtregistry@gov.bc.ca
	Creston	CRE	cranbrookcourtregistry@gov.bc.ca
	Invermere	INV	cranbrookcourtregistry@gov.bc.ca
	Fernie	FER	cranbrookcourtregistry@gov.bc.ca
	Sparwood	SPA	cranbrookcourtregistry@gov.bc.ca
	Golden	GOL	GoldenCourtRegistry@gov.bc.ca
KAMLOOPS CATCHMENT			
VR4	Kamloops	KAM	JAGCSBKamloopsScheduling@gov.bc.ca
	Merritt	MER	JAGCSBKamloopsScheduling@gov.bc.ca
	Lillooet	LIL	JAGCSBKamloopsScheduling@gov.bc.ca
	Clearwater	CLW	JAGCSBKamloopsScheduling@gov.bc.ca
	Vernon	VER	JAGCSBVernonScheduling@gov.bc.ca
	Salmon Arm	SAA	JAGCSBSalmonArmScheduling@gov.bc.ca
	Revelstoke	REV	JAGCSBSalmonArmScheduling@gov.bc.ca
ISLAND REGION CATCHMENTS			
SOUTH ISLAND CATCHMENT			
VR8	Duncan	DUN	DuncanCrimreg@gov.bc.ca
	Ganges	GAN	DuncanCrimreg@gov.bc.ca
	Sidney	SID	VicProvincialReg@gov.bc.ca
	Victoria	VIC	VicProvincialReg@gov.bc.ca
	Western Communities	WCO	wccregistry@gov.bc.ca
NORTH ISLAND CATCHMENT			
VR9	Campbell River	CAR	CampbellRiverRegistry@gov.bc.ca
	Courtenay	COU	CourtenayRegistry@gov.bc.ca
	Nanaimo	NAN	crimreg.nanaimo@gov.bc.ca
	Gold River (including Tahsis)	GOR	CampbellRiverRegistry@gov.bc.ca
	Port Alberni	POA	PortAlberniRegistry@gov.bc.ca
	Port Hardy	POH	porthardycourtregistry@gov.bc.ca
	Powell River	POR	powellriverregistry@gov.bc.ca

	Tofino	TOF	PortAlberniRegistry@gov.bc.ca
	Ucluelet	UCL	PortAlberniRegistry@gov.bc.ca
FRASER REGION CATCHMENTS			
CR 001	PORT COQUITLAM HYBRID BAIL COURTROOM CATCHMENT		
	Port Coquitlam Law Courts	COQ	csb.portcoquitlamprovcriminal@gov.bc.ca
	New Westminster Law Courts	NEW	JAGCSBNWestminsterCourtScheduling@gov.bc.ca
CR 204	ABBOTSFORD HYBRID BAIL COURTROOM CATCHMENT		
	Abbotsford Law Courts	ABB	abbotsfordcriminalregistry@gov.bc.ca
	Chilliwack Law Courts	CHI	CSBChilliwackCriminalRegistry@gov.bc.ca
CR 108	SURREY HYBRID BAIL COURTROOM CATCHMENT		
	Surrey Provincial Court	SUR	CSBSurreyProvincialCourt.CriminalRegistry@gov.bc.ca
VANCOUVER REGION CATCHMENTS			
CR 001	NORTH VANCOUVER HYBRID BAIL COURTROOM CATCHMENT		
	North Vancouver Provincial Court	NVA	NorthVancouverRegistry@gov.bc.ca
	Pemberton Provincial Court	PEM	NorthVancouverRegistry@gov.bc.ca
	Sechelt Provincial Court	SEP	SecheltRegistry@gov.bc.ca
CR 107	RICHMOND HYBRID BAIL COURTROOM CATCHMENT		
	Richmond Provincial Court	RMD	RichmondCourtRegistry@gov.bc.ca
CR 101	VANCOUVER HYBRID BAIL COURTROOM CATCHMENT		
	Bella Bella Provincial Court	BEB	CSBMainRecordRequests@gov.bc.ca
	Bella Coola Provincial Court	BEC	CSBMainRecordRequests@gov.bc.ca
	Klemtu Provincial Court	KLE	CSBMainRecordRequests@gov.bc.ca
	Vancouver Provincial Court (222 Main Street)	VAN	CSBMainRecordRequests@gov.bc.ca

Bail Hearings on Weekday Evenings, Weekends, and Statutory Holidays

JUSTICE CENTRE		
Please use the email address related to the Region/type of the file being heard		
Federal Files	JC	JusticeCentreBail.Federal@gov.bc.ca
Island Region		JusticeCentreBail.IslandRegion@gov.bc.ca
Vancouver Region		JusticeCentreBail.VancouverCoastalRegion@gov.bc.ca
Fraser Region (excluding Surrey)		JusticeCentreBail.FraserRegion@gov.bc.ca
Surrey Files		JusticeCentreBail.Surrey@gov.bc.ca
Interior Region		JusticeCentreBail.InteriorRegion@gov.bc.ca
Northern Region		JusticeCentreBail.NorthernRegion@gov.bc.ca

Cross Reference

- CRIM 05 Practice Direction: Hearing of Bail Applications

History

- Original Practice Direction effective September 18, 2023 for Northern, Interior, Island and Vancouver Regions and October 16, 2023 for Fraser Region. This process was previously set out in Appendix “B” to Criminal Practice Direction 14 (CRIM 14).
- September 29, 2023: revised to change Fraser Region effective date to November 16, 2023.
- October 24, 2023: revised Appendix “A”, Part I to add Pemberton, Bella Bella, Bella Coola and Klemtu to Vancouver Region and update email addresses for Sidney and Victoria.
- February 20, 2024: revised to add clarifying note to opening paragraph under “Directions” and housekeeping edits.
- March 9, 2026: revised to add electronic desk order spring orders.

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