



THE PROVINCIAL COURT  
OF BRITISH COLUMBIA

Effective Date: *19 December 2022*

**NM 01**

## **NOTICE TO ACCREDITED MEDIA**

### **ACCREDITED MEDIA ACCESS TO COURT PROCEEDINGS AND COURT RECORDS**

#### **1. Access to Court Proceedings**

##### *1.1. Remote Access*

Members of the accredited media should watch the [hearing lists](#), and, if they wish to observe remotely by telephone, contact the applicable [court registry](#) for more information about how they can attend by dialing into a teleconference. Accredited media attendance by telephone may be subject to limits on the number of callers that can be connected through a single teleconference number. Attendance by members of the accredited media by telephone is subject to the following conditions:

- Cellphones must be on mute during the proceedings; if using a landline, accredited media must be in a quiet room, so as not to disrupt the proceedings;
- As per the Joint Courts [Policy on Use of Electronic Devices in Courtrooms](#), accredited media may record the proceedings for verifying their notes only;
- If accredited media do not call in at the set time or if the call is lost, the Court will not disrupt the proceedings to connect them; and,
- See also [Notice to the Profession and Public 21](#), including Part II Media and the Public.

Accredited media may also access certain remote hearings as set out in section 1 of the Court's [Access to Court Proceedings Policy](#).

## *1.2. In Person Access*

Members of the accredited media should watch the [hearing lists](#) and may attend proceedings in person.

## **2. Access to Court Records by File Transfer Protocol (FTP)**

### *2.1. Audio Recordings of Court Proceedings (DARS)*

Any requests for access to audio recordings of court proceedings (post-hearing) by accredited media should be made by completing the [Undertaking of Accredited Media](#) (Digital Audio Recording - File Transfer Protocol) (ADM864b)<sup>1</sup> and emailing (a) a signed copy of the Undertaking to the applicable [court location](#), and (b) a copy of their Accredited Media Identification, addressed to the attention of a Court Services Branch Justice of the Peace. All requests for access to audio recordings via File Transfer Protocol (FTP) are subject to the access provisions set out in Part 6 of the [Access to Court Records Policy](#) (ACC-2).

### *2.2. Other Court Records*

Accredited media may receive copies of other court records by File Transfer Protocol (FTP) if they would be entitled to copies of the records at the applicable court registry. Requests for copies of court records by FTP, other than audio recordings of court proceedings, should be made by emailing a request to the applicable court registry. The email must be sent from an email address on the accredited media list and must (a) include the accredited media member's contact information, (b) attach a copy of their Accredited Media Identification, and (c) provide sufficient detail about the request to allow Court Service Branch staff to identify the court record(s) being requested and process the request. All requests for access to court records via FTP are subject to the access provisions set out in the Access to Court Records Policy (ACC-2).

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<sup>1</sup> The Undertaking of Accredited Media (ADM864b) is available at the following Government of BC webpage: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/criminal-court-forms>.

#### History of Notice to Accredited Media

- Original Notice to Accredited Media issued April 24, 2020 and effective on April 27, 2020.
- Amended Notice to Accredited Media effective July 13, 2020 (housekeeping amendments consequential to [NP 19 COVID 19: Resumption of Court Operations – July 13, 2020](#)).
- Amended Notice to Accredited Media effective September 25, 2020 (updates section 2).
- January 29, 2021 updated to add reference to [Notice to the Profession and Public 21](#) under “Remote Access”.
- April 4, 2022: added subsection 2.2 (“Other Court Records”), amended title, preamble, and headings regarding court records, changes consequential to rescission of NP 22, and housekeeping changes.
- June 16, 2022: housekeeping changes.
- December 19, 2022: clarifies subsection 1.1 that remote access by accredited media to court proceedings is by telephone.

Melissa Gillespie  
Chief Judge  
Provincial Court of British Columbia