

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

D. Adjournments

Where a bail hearing is adjourned for a bail hearing on another date and counsel previously emailed documents to the registry, counsel does not need to re-send the documents (see A.2. and A.3. above). If the bail hearing is adjourned for another purpose (eg. sentencing) counsel is required to email all documents relevant for this new appearance to the appropriate registry (see E. below).

E. Documents for sentencing hearings by audioconference or videoconference

Where counsel will be appearing by audioconference or videoconference at a sentencing hearing, counsel shall email any documents they wish the Court to consider at the sentencing hearing by following the process below.

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"**].

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

Courtroom#.accused refords.court location code.date of court appearance

Example: 101.acced.1.records.PG Apr30

2. Documents

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

- Information(s)
- JUSTIN Conviction List/CPIC
- Reports, including PSR, Gladue, etc.
- 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 naming protocol for virtual bail hearings above applies to sentencing hearings where counsel will be appearing by audioconference or videoconference.

4. Adjournments

Where a sentencing hearing is adjourned for a sentencing hearing on another date and counsel previously emailed documents to the registry, counsel does not need to re-send the documents.