



THE PROVINCIAL COURT
OF BRITISH COLUMBIA

Effective Date: 4 April 2022

NM 01 Revisions underlined and in red

NOTICE TO ACCREDITED MEDIA

ACCREDITED MEDIA ACCESS TO COURT PROCEEDINGS AND COURT RECORDS DURING THE COVID-19 PANDEMIC

The Provincial Court of British Columbia recognizes the critical importance of the open courts principle, including in the exceptional circumstances related to the COVID-19 pandemic. The Provincial Court is taking the steps below to ensure that accredited media have access to court proceedings and court records during this exceptional time, while protecting the health and safety of everyone involved. These temporary processes will remain in place until further notice.

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, contact the applicable [court registry](#) for more information about how they can participate by dialing into a teleconference. Media participation in court proceedings taking place by teleconference may be subject to limits on the number of callers that can be connected through a single teleconference number. Participation by members of the accredited media in court proceedings remotely 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 virtual 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)¹ 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).

¹ 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.

Melissa Gillespie
Chief Judge
Provincial Court of British Columbia