

# ASSIGNMENT COURT INFORMATION SHEET

## *For Self Represented Litigants*

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### WHAT IS ASSIGNMENT COURT?

From July 2014 through to March 2015, the Provincial Court will be implementing a new approach to trial scheduling whereby hearings in all divisions (criminal, youth, family, small claims) set for ½ day or more will be returnable (on the trial date) to a single courtroom to assess trial readiness before being assigned a trial judge and courtroom. The morning session will commence at 9:00 am and at 1:00/1:30 pm if there is an afternoon session scheduled.

### WHAT SHOULD I DO?

- Check the new digital display monitors for your name and courtroom
- The doors to the assignment court will open 15 minutes prior to the start of the session
- Go to the courtroom and check in with the court clerk
- If you have witnesses ask them to remain outside of the courtroom
- If you arrive past 9:00 am and court is already in session, be seated and wait for your case to be called

### WHAT HAPPENS IN ASSIGNMENT COURT?

- A Judicial Case Manager (JCM) is the judicial officer who presides in Assignment Court
- When your case is called, come forward and introduce yourself. Address the JCM as “Your Worship”. Then, take your place at the litigant's table.
- The JCM is NOT the judge who will hear your case. The JCM is deciding if your case is ready to proceed today
- The proceedings are recorded so when speaking to the JCM, always stand and speak in a clear voice

### WHAT WILL I BE ASKED IN ASSIGNMENT COURT?

- The JCM may ask several questions:
  - Are all parties present?
  - Is the matter ready to proceed as scheduled?
  - Is your time estimate of ½ day or 1 day still accurate?
- If you do not understand the questions or the information you are given, ask the JCM for help
- If your case is not ready to proceed, explain why not. The JCM will advise you about the next steps in the process
- If you are assigned to a trial court by the JCM, gather your witnesses and proceed to the courtroom

### MORE QUESTIONS?

For more information on Assignment Court, please email: [PCSS@provinciacourt.bc.ca](mailto:PCSS@provinciacourt.bc.ca).