



THE LAW COURTS  
800 SMITHE STREET  
VANCOUVER, B.C.  
V6Z 2E1

## Notice to the Profession, the Public and the Media Regarding Civil and Family Proceedings

### COVID-19: CHAMBERS APPLICATIONS BY MICROSOFT TEAMS VIDEO

*COVID-19 Notice No. 42*

**Revised: January 28, 2022:**

- to indicate that all chambers hearings are now by Teams Video
- to modify the timeline for receipt of notification emails
- to provide a consolidated appendix of contacts for registry staff in the event that parties encounter problems or have questions (Appendix B)

#### Introduction

This Notice concerns chambers hearings, which will proceed by video using Microsoft Teams (“Teams Video”) unless the Court otherwise orders or directs. All regular Masters and Judges chambers are now being heard by Teams Video.

**Appendix A** sets out the court registry contact information for the booking of chambers applications and delivery of application records.

**Appendix B** sets out the registry contact information for questions about civil and family chambers hearings.

For hearings by Teams Video, parties are **required** to use video as set out below. For every Teams Video hearing, a dial-in conferencing number will also be provided so that parties can participate by telephone if they are unable to do so by video or if their video connection fails during the hearing.

In order to implement safety measures related to the COVID-19 pandemic, certain requirements in the *Supreme Court Civil Rules* and the *Supreme Court Family Rules* have been modified by orders of the Court to facilitate the processes set out in this Notice.

Effective July 13, 2020, as described in Part I of this Notice, certain requirements were reinstated. See the Court’s orders dated July 13, 2020, [found here](#), and April 12, 2021, [found here](#).

## I. MAKING A CHAMBERS APPLICATION

Parties must bring and respond to applications in accordance with the *Supreme Court Civil Rules* or the *Supreme Court Family Rules*, as applicable, subject to the modifications described below.

### A. Modifications to Notice of Application and Application Response

The applicant must file a **notice of application in Form 32 for a civil matter** or in **Form F31 for a family matter**.

If the respondent wishes to respond, the respondent must file an **application response in Form 33 for a civil matter** and **Form F32 for a family matter**.

Applicants and respondents must modify their respective forms as follows:

- Applicants must identify the place of the hearing and indicate that the hearing is by Teams Video. Respondents must include the same information in their response.
- Applicants and respondents must include an email address and telephone number. The registry will contact them to provide a link by email to connect by Teams Video, including alternate dial-in conferencing numbers to be used by any party that is unable to use video or that encounters problems with the video connection during the hearing.
- **The email link can only be sent to the email address of counsel of record. Counsel of record is responsible for distributing hearing details, including the link, to any co-counsel attending by forwarding the email.**

Parties must file and serve the modified notice of application, modified application response, and other application materials (i.e., every affidavit and other document that is to be referred to at the hearing and that has not already been filed and served in the proceeding, and other documents as described below) in accordance with the *Supreme Court Civil Rules* or the *Supreme Court Family Rules*, as applicable.

### B. Application Record

The process for providing an application record to the registry is modified as follows:

- The application record must be prepared in accordance with Rules 8-1(15) and 8-1(16) of the *Supreme Court Civil Rules* and Rule 10-6(14) of the *Supreme Court Family Rules*, except that parties must include copies of case law and other authorities they will rely on at the hearing (in other words, Rule 8-1(15)(d)(ii) of the *Supreme Court Civil Rules* and Rule 10-6(14)(d)(ii) of the *Supreme Court Family Rules* do not apply).
- The application record must have an external cover page as required by Administrative Notice 14, and must include the contact information (email and telephone number) for all parties. If the registry is unable to contact the parties to send the link to connect by Teams and alternate dial-in numbers, the matter may not proceed as scheduled.

- If parties submit a draft order in the application record, a backing sheet is required, and it must include a mailing address.
- For applications estimated to take more than two hours, if the parties intend to rely on written arguments, they must also be included in the application record.

Applicants must provide application records to the registry, and serve application record indexes on each respondent, in accordance with the timelines set out in the *Supreme Court Civil Rules* and the *Supreme Court Family Rules*.

Unless the court otherwise orders, no new documents may be added to an application record after it has been provided to the registry pursuant to the *Supreme Court Civil Rules* and *Supreme Court Family Rules*.

Applicants must inform the court clerk at the hearing if they wish to retrieve their application record and must make their own arrangements for pick up at the registry where the matter is heard. Application records will be held for pick up for five business days after the hearing date, after which they will be securely destroyed.

For adjourned applications, if the application is reset and heard within five business days of adjournment, the application record will be held at the registry for the hearing. An application record that is retrieved because a hearing is adjourned and reset more than five days from adjournment must be returned to the registry with an updated cover sheet between 9:00 a.m and 4 p.m. on the business day that is one full business day before the new date set for the hearing of the application.

Application records that are not retrieved will be securely destroyed.

If an application record is not provided to the registry within the time stipulated in this Notice, the application will be struck from the chambers list or the court list. Parties are not permitted to file a requisition for late filing of their application record. The applicant may file a requisition to reset their hearing date.

## **II. THE CHAMBERS HEARING**

Parties will be held to the time estimates provided. There may be cost consequences for parties who exceed their time estimates.

The Policy on Use of Electronic Devices in Courtrooms applies to all applications heard by telephone or video. Parties must not record proceedings.

The following processes will apply:

### **A. Confirming the scheduled hearing date and time**

- **At approximately 5:30 p.m. on the evening** before the hearing date, the registry will send the parties a hearing confirmation email. **At approximately 8:45 a.m. on the day of the hearing, parties will receive a second email with the Teams Video link. These emails will provide parties** instructions about how to join the Teams Video conference and the time that the parties must check in with the court clerk

## **B. Teams hearings:**

- Parties will be required to check in with the court clerk when they join the Teams Video conference using the link provided and should refer to the instructions provided in the hearing confirmation email.
- The check-in will begin at 9:00 a.m., unless the hearing confirmation email provides otherwise (i.e., for long chambers).
- Parties/counsel must use their cameras in video hearings unless there is a technical or other reason why they are unable to do so (e.g., their computer does not have a camera). Parties/counsel may turn off their cameras when they are not speaking, unless the judge or master requests that they keep their cameras on.
- Parties unable to use video may alternatively dial in using the conferencing numbers provided and participate by voice only.
- Parties in regular chambers should remain connected until their matter is called and heard. Parties must ensure that their microphone or telephone connection is muted and that their camera is off until their matter is called and heard. General instructions on using Teams for hearings are available [here](#).
- Parties are expected to dress in business attire.
- Parties must do their best to minimize disturbances, including with respect to noise.
- Parties may sit throughout the hearing and are not required to stand while addressing the Court. They are also not required to stand or bow when the presider enters or leaves the hearing.
- Parties may not eat or drink anything except water while the hearing is ongoing.
- Parties should avoid moving off-screen during the hearing of their matter or should seek the permission of the master or judge to do so.

Questions regarding video hearings by Teams should be directed to the registry staff at the relevant registry in Appendix B.

**THE FOREGOING IS SUBJECT TO CHANGE. ANY UPDATED DIRECTIONS WILL BE POSTED ON THE COURT'S WEBSITE.**

Dated **January 28, 2022**, Vancouver, British Columbia

By Direction of Chief Justice Christopher E. Hinkson  
Supreme Court of British Columbia

## APPENDIX A – CONTACT INFORMATION

**NOTE: The Manager of Supreme Court Scheduling for each area has been granted discretion to move a Chambers Hearing to a different location if necessary**

**NOTE: All documents are filed at the home registry unless there is an order indicating otherwise**

### PART 1: Hearing is ONE HOUR OR LESS

Registry file location	1) Hearing Location 2) Where to Deliver Application Records at Hearing Location		Contact Information - Registry	Contact Information - Scheduling
Chilliwack	1) Chilliwack	2) Registry	604-795-8350	
Cranbrook	1) Cranbrook	2) Registry	250-426-1234	
Golden	1) Kamloops	2) Registry	250-828-4344	
Kelowna	1) Kelowna	2) Registry	250-470-6900	
Nelson	1) Nelson	2) Registry	250-354-6165	
Penticton	1) Penticton	2) Registry	250-492-1231	
Prince George	1) Prince George	2) Registry	250-614-2700	
Prince Rupert	1) Victoria	2) Registry	250-356-1478	
Rossland	1) Rossland	2) Registry	250-363-7368	
Smithers	1) Victoria	2) Registry	250-356-1478	
Terrace	1) Victoria	2) Registry	250-356-1478	
Vernon	1) Vernon	2) Registry	250-549-5422	

### PART 2: Hearing is TWO HOURS OR LESS

Registry file location*	1) Hearing Location 2) Where to Deliver Application Records at Hearing Location		Contact Information - Registry	Contact Information - Scheduling
<b>Lower Mainland:</b>				
Abbotsford	1) Abbotsford	2) Abbotsford	604-855-3200 Option #3	
New Westminster	1) New Westminster	2) Registry	604-660-0686	
Vancouver	1) Vancouver	2) Registry	604-660-2849	
<b>Interior:</b>				
Kamloops	1) Kamloops	2) Registry	250-828-4344	
Revelstoke	1) Kamloops	2) Registry	250-828-4344	
Salmon Arm	1) Kamloops	2) Registry	250-828-4344	

<b>Vancouver Island/North Coast:</b>				
Campbell River	1) Campbell River	2) Registry	250-286-7510	
Courtenay	1) Courtenay	2) Registry	250-334-1115	
Duncan	1) Duncan	2) Registry	250-746-1258	
Nanaimo	1) Nanaimo	2) Registry	250-716-5970	
Port Alberni	1) Nanaimo	2) Registry	250-716-5970	
Powell River	1) Nanaimo	2) Registry	250-716-5970	
Victoria	1) Victoria	2) Registry	250-356-1478	
<b>Northern Interior:</b>				
Dawson Creek	1) Dawson Creek	2) Registry	250-784-2278	
Fort St. John	1) Fort St. John	2) Registry	250-787-3244	
Quesnel	1) Quesnel	2) Registry	250-992-4256	
Williams Lake	1) Williams Lake	2) Registry	250-398-4301	

**PART 3: Hearing is LONGER than set out above in Parts 1 and 2**

**NOTE: Parties must contact Supreme Court Scheduling to tentatively reserve their dates prior to filing any documents**

<b>Registry file location*</b>	<b>1) Hearing Location 2) Where to Deliver Application Records at Hearing Location</b>		<b>Contact Information - Registry</b>	<b>Contact Information - Scheduling</b>
<b>Lower Mainland:</b>				
Abbotsford	1) Abbotsford	2) Scheduling		604-425-3711
Chilliwack	1) Chilliwack	2) Scheduling		604-795-8349
New Westminster	1) New Westminster	2) Scheduling		604-660-8551
Vancouver	1) Vancouver	2) Scheduling		604-660-2853
<b>Interior:</b>				
Cranbrook	1) Cranbrook	2) Registry		250-828-4351
Golden	1) Golden	2) Registry		250-828-4351
Kamloops	1) Kamloops	2) Scheduling		250-828-4351
Kelowna	1) Kelowna	2) Scheduling		250-470-6935
Nelson	1) Nelson	2) Registry		250-828-4351
Penticton	1) Penticton	2) Registry		250-470-6935
Revelstoke	1) Salmon Arm	2) Registry		250-828-4351
Rosland	1) Rosland	2) Registry		250-828-4351
Salmon Arm	1) Salmon Arm	2) Registry		250-828-4351
Vernon	1) Vernon	2) Registry		250-470-6935

<b>Vancouver Island/North Coast:</b>			
Campbell River	1) Campbell River	2) Registry	250-741-5851
Courtenay	1) Courtenay	2) Registry	250-741-5851
Duncan	1) Duncan	2) Registry	250-356-1450
Nanaimo	1) Nanaimo	2) Scheduling	250-741-5851
Port Alberni	1) Port Alberni	2) Registry	250-741-5851
Powell River	1) Powell River	2) Registry	250-741-5851
Prince Rupert	1) Prince Rupert	2) Registry	250-356-1450
Smithers	1) Smithers	2) Registry	250-356-1450
Terrace	1) Terrace	2) Registry	250-356-1450
Victoria	1) Victoria	2) Scheduling	250-356-1450
<b>Northern Interior:</b>			
Dawson Creek	1) Dawson Creek	2) Registry	250-614-2750
Fort St. John	1) Fort St. John	2) Registry	250-614-2750
Prince George	1) Prince George	2) Scheduling	250-614-2750
Quesnel	1) Quesnel	2) Registry	250-614-2750
Williams Lake	1) Williams Lake	2) Registry	250-614-2750

## APPENDIX B

### CONTACTS FOR CHAMBERS HEARINGS BY VIDEO USING MICROSOFT TEAMS

Location	Contact
Abbotsford	Mark Williams <a href="mailto:Mark.S.Williams@gov.bc.ca">Mark.S.Williams@gov.bc.ca</a> 778-752-7445
Campbell River	Robyn Farmer <a href="mailto:Robyn.Farmer@gov.bc.ca">Robyn.Farmer@gov.bc.ca</a> 250-286-7510
Chilliwack	Deb Caswell <a href="mailto:chilliwacktechnology@gov.bc.ca">chilliwacktechnology@gov.bc.ca</a> 604-795-8341
Courtenay	Courtney Stoy <a href="mailto:Courtney.Stoy@gov.bc.ca">Courtney.Stoy@gov.bc.ca</a> 250-331-9969
Cranbrook	Kristin Gregory <a href="mailto:kristen.gregory@gov.bc.ca">kristen.gregory@gov.bc.ca</a> 250-420-6573
Dawson Creek	Colin Day <a href="mailto:Colin.Day@gov.bc.ca">Colin.Day@gov.bc.ca</a> 250-784-2278
Duncan	Jeff Showers <a href="mailto:jeff.showers@gov.bc.ca">jeff.showers@gov.bc.ca</a> 250-737-2569
Fort St. John	Kimberley Stephenson <a href="mailto:Kimberley.Stephenson@gov.bc.ca">Kimberley.Stephenson@gov.bc.ca</a> 250-787-3366
Golden	Raelene Colonna <a href="mailto:Raelene.Colonna@gov.bc.ca">Raelene.Colonna@gov.bc.ca</a> 250-344-7582
Kamloops	Shelley Ducharme <a href="mailto:Shelly.Ducharme@gov.bc.ca">Shelly.Ducharme@gov.bc.ca</a> 250 828-4365



Kelowna	Brenda Holtskog <a href="mailto:Kelowna.Chambersdesk@gov.bc.ca">Kelowna.Chambersdesk@gov.bc.ca</a> 250 979 6778
Nanaimo	Kristin Hill <a href="mailto:kristin.hill@gov.bc.ca">kristin.hill@gov.bc.ca</a> 250 716-5915
Nelson	Sarah Palik <a href="mailto:Sarah.Palik@gov.bc.ca">Sarah.Palik@gov.bc.ca</a> 778-671-2659
New Westminster	Caitlyn White <a href="mailto:Caitlyn.White@gov.bc.ca">Caitlyn.White@gov.bc.ca</a> 604-660-8515
Penticton	Jeanna Lantz <a href="mailto:Jeanna.lantz@gov.bc.ca">Jeanna.lantz@gov.bc.ca</a> 250-492-1231
Port Alberni	Martina Hawkins <a href="mailto:Martina.Hawkins@gov.bc.ca">Martina.Hawkins@gov.bc.ca</a> 250-736-6988
Port Coquitlam	Samantha Steuernol <a href="mailto:Samantha.Steuernol@gov.bc.ca">Samantha.Steuernol@gov.bc.ca</a> 604-927-2109
Powell River	Janice Robertson <a href="mailto:janice.robertson@gov.bc.ca">janice.robertson@gov.bc.ca</a> 604-485-3631
Prince George	Denis Senecal <a href="mailto:Denis.Senecal@gov.bc.ca">Denis.Senecal@gov.bc.ca</a> 250-614-2703  <i>and</i>  Margherita Berardi <a href="mailto:Margherita.Berardi@gov.bc.c">Margherita.Berardi@gov.bc.c</a> 250-614-2754
Prince Rupert	Registry <a href="mailto:office15220@gov.bc.ca">office15220@gov.bc.ca</a> 250-624-7525
Quesnel	Jolene Shepherd <a href="mailto:Jolene.Shepherd@gov.bc.ca">Jolene.Shepherd@gov.bc.ca</a> 250-992-4272

	<p>Shelley Wiggins  <a href="mailto:Shelley.Wiggins@gov.bc.ca">Shelley.Wiggins@gov.bc.ca</a>  250-992-4265</p> <p><i>and</i></p> <p>Alexandria Neilson  <a href="mailto:Alexandria.Neilson@gov.bc.ca">Alexandria.Neilson@gov.bc.ca</a>  250-992-4271</p>
Revelstoke	<p>Tina Cannon  <a href="mailto:TinaDoreen.Cannon@gov.bc.ca">TinaDoreen.Cannon@gov.bc.ca</a>  250 832-1609</p>
Rossland	<p>Gary Linn  <a href="mailto:Gary.Linn@gov.bc.ca">Gary.Linn@gov.bc.ca</a>  250-362-9584</p> <p><i>and</i></p> <p>Teresa Mah  <a href="mailto:Teresa.Mah@gov.bc.ca">Teresa.Mah@gov.bc.ca</a>  250-362-7368</p>
Salmon Arm	<p>Tina Cannon  <a href="mailto:TinaDoreen.Cannon@gov.bc.ca">TinaDoreen.Cannon@gov.bc.ca</a>  250 832-1609</p>
Smithers	<p>Melissa Bennett  <a href="mailto:Melissa.Bennett@gov.bc.ca">Melissa.Bennett@gov.bc.ca</a>  250-876-7156</p>
Terrace	<p>Nicole Brown  <a href="mailto:Nicole.Brown@gov.bc.ca">Nicole.Brown@gov.bc.ca</a>  250-638-2115</p> <p><i>and</i></p> <p>Nikki.Schafhauser  <a href="mailto:Nikki.Schafhauser@gov.bc.ca">Nikki.Schafhauser@gov.bc.ca</a>  250-638-2104</p>
Vancouver	<p>Scott Kinloch  <a href="mailto:Scott.Kinloch@gov.bc.ca">Scott.Kinloch@gov.bc.ca</a>  236-889-9754</p>
Vernon	<p>Aynsley Stuart  <a href="mailto:aynsley.stuart@gov.bc.ca">aynsley.stuart@gov.bc.ca</a>  778-943-7154</p>

Victoria	Tawnya Watson <a href="mailto:Tawnya.Watson@gov.bc.ca">Tawnya.Watson@gov.bc.ca</a> 250-475-7431
Williams Lake	Jennifer Sangster <a href="mailto:Jennifer.Sangster@gov.bc.ca">Jennifer.Sangster@gov.bc.ca</a> 250-398-4307