

ORANGEVILLE REMOTE CASE MANAGEMENT COURT: A GUIDE FOR SELF-REPRESENTED AND UNREPRESENTED INDIVIDUALS

The purpose of this Guide is to provide you with all the information that you require for remote “remand” court appearances (courtroom # 202). **Keep this guide; you will need it for all your remote court appearances.**

ATTENDING REMOTE COURT (Starting Monday, August 24th, 2020):

- If this is your **first court appearance** on your current charges, you are scheduled for **0900 AM**
- If you have **appeared in court previously** on your current charges, you are scheduled for **0900 AM**
- You can attend court either over the internet, or by phone

How to Attend:

Join Zoom Meeting:

[https://ca01web.zoom.us/j/62693261958?
pwd=cFIBeHJRbzN3NXowT01BeThxZWlv
Zz09](https://ca01web.zoom.us/j/62693261958?pwd=cFIBeHJRbzN3NXowT01BeThxZWlvZz09)

Meeting ID: 626 9326 1958

Passcode: 102054

Join by Telephone:

855 703 8985 Canada Toll-free

Meeting ID: 626 9326 1958

Passcode: 102054

- When you join you will be placed on hold. You may be waiting for some time. Please do not disconnect. We appreciate your patience.
- Follow any direction provided by the Court.
- Only use the “chat” function to respond to messages directed to you by the Crown, Court clerk or Duty Counsel. Any other use of “chat” is prohibited.

**Please note that any communication on the zoom “chat” function (including messages sent “privately” to another participant) may be viewable by the Court or Crown Attorney.*

BEFORE YOUR COURT APPEARANCE

Contact the Crown Attorney’s Office for your disclosure and Crown Screening Form.

- If you have a personal email address where you can receive confidential material, send an email request to virtualcrownorangeville@ontario.ca

- If you do not have photo identification or access to a secure personal email address, please call the Orangeville Crown Attorney's office at 519.941.4471 to arrange to pick up a copy of your disclosure at the front counter of the Crown Attorney's office located at 51 Zina Street, 2nd Floor, Orangeville, Ontario L9W 1E5. Access to the Crown Attorney's office **can only be through** the Orangeville Courthouse's main entrance located at 10 Louisa Street, Orangeville Ontario.
- If you do not expect to hire a lawyer and you wish to discuss your charge(s) with the Crown Attorney assigned to your matter, you will need to schedule a Judicial Pretrial. To schedule a Judicial Pretrial, you will need to send an email to Orangeville.OCJ.Courts@Ontario.ca. Ensure that you indicate that you are unrepresented and are requesting to schedule a Judicial Pretrial. Your email will be forwarded to the Trial Coordinators who will reach out to the Crown Attorney's Office on your behalf to schedule same. You will be advised of the date once the Judicial Pretrial has been scheduled. Please do not send in multiple emails requesting the status. You will receive a response as soon as possible.

If your matter is being prosecuted by the Federal Crown, please send an email to federalcrown@evansandadams.com or call 519.941.0810.

Contact Legal Aid Ontario if you do not have a lawyer.

- Please contact Legal Aid Ontario well in advance of your court appearance.
- If you would like general legal advice, or if you want to apply for legal aid, call the central Legal Aid Duty Counsel number at 519.938.8671 or email dcc.orangeville@lao.on.ca.
- If you want to speak to a local Orangeville Duty Counsel, who may provide legal advice and/or assist eligible individuals with their court appearance, you may contact the local duty counsel office by email at dcc.orangeville@lao.on.ca or by phone at 519-938-8671. At this time local Duty Counsel cannot guarantee same day assistance.

Visit www.ontariocourts.ca/OCJ for the latest information about Covid-19 Notices and Updates

***Pour une version française de ce guide,
veuillez visiter www.ontariocourts.ca/OCJ***