

ONTARIO COURT OF JUSTICE
TRIAL/PRELIMINARY INQUIRY SCHEDULING FORM

INFORMATION/INSTRUCTIONS:

- Unless the Regional Senior Judge directs otherwise, a special “COVID -19” judicial pre-trial is mandatory before a hearing (trial / preliminary inquiry) adjourned between March 16 and July 3, 2020 will be rescheduled.
- Priority in rescheduling hearings adjourned due to COVID-19 will be based on whether the accused is in custody or out of custody and the date the hearing was adjourned.
- Complete Parts 1-4 and then submit the form to the Trial Coordinator’s office, copying the Prosecutor: <https://www.ontariocourts.ca/ocj/files/crown-office-contact.pdf>. If the matter is being prosecuted by an agent of the Public Prosecution Service of Canada, please also copy the agent, if known.
- Defence Counsel and the Prosecutor will receive a meeting invite from the Trial Coordinator to meet by audio conference or videoconferencing to canvass and select a date.

SETTING THE TRIAL DATE

- The trial / preliminary inquiry date selected using this form will be formally set at the accused person’s next court appearance.
- The accused person must attend at that next court date if (i) Defence Counsel is not retained for the trial / preliminary inquiry, or (ii) the accused person is self-represented.
- If Defence Counsel is retained for the trial or preliminary inquiry, the date selected using this form will be formally set at the accused person’s next court appearance without the accused person personally attending, in accordance with rule 4.5 of the Criminal Rules of the Ontario Court of Justice. If Defence Counsel chooses to do so, they may attend at the next court appearance to set the trial / preliminary inquiry date before the presiding judicial official.

FOR MORE INFORMATION <https://www.ontariocourts.ca/ocj/covid-19/notice-criminal-july2-2020/>

PART 1: COURT INFORMATION

Region _____ Courthouse (**if Satellite Court location, indicate Base Court)* _____

**Name of Satellite Court location (if applicable)

PART 2: ACCUSED INFORMATION

Last Name*

First Name*

PART 2a: ACCUSED CONTACT INFORMATION (Complete If Self Represented)

Telephone Number

Email

Cellular Number

Mailing Address

PART 3: CASE INFORMATION

Information Sworn Date

Information #

Charge(s)

Defendant currently In-Custody

Yes

No

Youth Criminal Justice Act

Yes

No

Co-Accused(s)

Date Trial/Preliminary Inquiry previously adjourned (*if applicable*)

Check here if it was a Continuation

Name of Judge Seized (*if applicable*)

Date of most recent Judicial Pre-trial

Names of **all** Judges that conducted Judicial Pre-Trials and/or a Bail Hearing on this matter

Prosecuting Crown's office

Assigned Crown (*if known*)

Date Matter Was Last Up in Court

Next Court Date

Courtroom

PART 4: COUNSEL INFORMATION

Last Name

First Name

Retained

Yes

No

Telephone Number

ext.

Alternative Telephone number

Email (required for confirmation)

Co-Accused Counsel (including contact information *if known*)

TRIAL COORDINATOR USE ONLY – PART 5 AND 6

PART 5: TRIAL/PRELIMINARY INQUIRY DETAILS

Time Estimate Pre-trial Motions/Applications Yes No
 Details

Interpreter Required Language
 Yes No

Trial/Preliminary Inquiry in French Child Friendly Court Required
 Yes No Yes No

Video Details (i.e. submissions, last day of trial)
 Yes No

Crown / defence are responsible for providing video login details to witness(es)

PART 6: TRIAL/PRELIMINARY INQUIRY SCHEDULING

Dates Suggested	Crown Available	Defence Available	Comments

Type of Hearing Trial Preliminary Inquiry Continuation
 Date(s) Assigned by Trial Coordinator Courtroom

Reminder, if video proceedings ensure courtroom is appropriately equipped i.e. display for remote witness

New Date was provided as a result of	
Pretrial	Matter commenced, not completed
Matter not reached	Rescheduled due to COVID-19
Defence request for adj. granted	Other
Crown request for adj. granted	

Is this trial being set with or without counsel Yes No

Trial confirmation date:

If this date(s) is vacated, please advise the Trial Office immediately.

Date

Trial Coordinator

Crown Representative

Defence Counsel