

Surrey Court Cheat Sheet

Address:

14340 57th Avenue, Surrey

Courtrooms:

101 – bail hearings

102 – k-files & pleas/sentencings

103 – fixed dates (except k-files)

Times:

101 & 102 – 9:30 start

103 – 9am (counsel), 9:30 (video appearances), 10:00 (self-reps) start

Lunch break – 12:00-1:30

People & Places:

- out of custody duty counsel is located on the main floor near courtroom 101 – they are a great resource if you need help with something
- there is a library on the 3rd floor – you can use the computers/printers for free
- the JCMs are located on the 4th floor
- There are 2 interview rooms past courtroom 104 – you can use these if you need a private space to meet with your client.
- the ‘day crowns’ are located on the main floor, all other crowns are in the crown’s office in the building across from the parking lot (note: if you are picking up disclosure this is where it will be)
- “The Pond” is the café on premise. It is just outside the courthouse down the stairs. Good when you are desperate for a coffee.

103 Procedure:

- find your client’s number on the list, go to the crown’s cart and pull the crown file. Then, if you have to speak to them about it, go up to them and wait to speak with them. If you just want it called (don’t need to have any on the spot discussions) you can either hand it to them or place it on the counter beside them if you see they already have a stack on the go.

Parking:

- Free underground parking at the courthouse.

Vancouver Court Cheat Sheet

Address:

222 Main Street, Vancouver

Courtrooms:

101 – bail hearings

102 –pleas/sentencings

307 – fixed dates

Times:

101 & 102 – 9:30 start

307 – 9:00 start

Lunch break – 12:30-2:00

People & Places:

- crown 'day office' is on the main floor across from the entrance when you walk through security. The main crown office is on the 2nd floor.

- Crowns are on a set schedule (example crown A is 307 on Mondays, 102 on Fridays etc.) So, once you find who you're crown is be sure to ask their schedule so you know what day/days you need to keep your file on.

307 Procedure:

- go check in with the person behind the desk at the far right side of the courtroom (in front of the bar). Tell them the number on the list and *that you are an LSLAP student*. They will pull your file for crown. Crown will then call it at their leisure. If you need to talk to Crown day-of you can ask the assistant when they pull it to point out which Crown is dealing with. (There are usually 2-3 crowns in the courtroom).

Parking:

- parking is a huge pain at 222. Go for metered parking for anything quick There are usually some spots in front of DCC on Gore Avenue or along Powell Street. If you need a half-day or more, go to the lot behind the No. 5 Orange (...seriously).

Downtown Community Court (DCC) Cheat Sheet

Address:

211 Gore Avenue, Vancouver

Courtrooms:

... There is only one. In the basement.

Times:

9:00 start

Lunch break – 11:45(ish) - 1:00(ish)

**closes at 3pm (or earlier if they get through the list earlier)

People & Places:

- There are three DCC Crowns; Joanna, Amna & Tim. All are extremely helpful so do not be shy to ask them any questions you may have.
- There is a contracted out-of-custody duty counsel everyday; her name is Kelly Connell. She is also very helpful.
- There are primarily 4 judges who sit at DCC; The honourable judges Gove, Gill, Burgess and Ray.
- There are two interview rooms in the basement you can use if you need to meet with clients.
- DCC is, by far, the most informal of the courthouses. That said, procedure as to calling your file is very crown dependant. It's small enough that the best plan until you learn each Crowns preference is just to take a seat behind the crown when you arrive. When they have a moment they will ask you who you are here for and will grab the file / have any discussions with you that you may feel are necessary.
- Trials are not held at DCC so if your matter is not resolving by way of a guilty plea (or alternative measures) and is actually being set for trial, pleas of not guilty can be entered at DCC but you will be adjourned to the 222 JCMs to fix a trial date.
- Never use the washroom at DCC. Wait until you are at 222. Just trust us on this.

Parking:

- Same as 222 (metered parking – right out front)