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Provincial Court Scheduling Project

Under the leadership of the Office of the Chief Judge, the ministry is working with the Provincial Court to better use judicial and staff resources and court facilities. Changes include rule revisions that reduce administrative processes by returning case management responsibility to counsel, and supporting the introduction of a Provincial Court trial scheduling platform. This new scheduling system will take advantage of the move toward fully electronic files, ensuring the best use of resources and facilities.

New forms FAQ

The Judicial Case Manager Working Group on the Court Scheduling Project has prepared [Frequently Asked Questions \(FAQ\)](#) for criminal bar members regarding the optional (scheduling) forms now available for use in the court.

Enhanced Crown file ownership

The ministry will continue to improve processes and adjust Crown practices to integrate with, and maximize the benefits from, the new Provincial Court scheduling system. Examples include an increased focus on front-end management and resolution of files, and minimizing unproductive court appearances.

For more information and to access project material, go to extranet.provincialcourt.bc.ca (Domain\username: PROVJUD\pcspinfo; Password: WelcomePCSP13). Note that you need to use either Internet Explorer or Chrome to access this site.

If you would like to provide feedback or if you have questions or comments, email the PCSP Project Team at PCSS@provincialcourt.bc.ca.

Job opportunity: Kwadacha — Tsay Keh Dene Circuit Court

We're seeking applications from qualified lawyers for a contract to act as duty counsel for the Fort Ware/Kwadacha and Tsay Keh Dene Nations Circuit. Interested applicants should be experienced criminal law counsel who are able to handle Family and CFCSA matters. Counsel with experience in a cross-cultural environment and a background in general practice are preferred.

The closing date for applications is **April 15, 2014**. For more details, see our [job posting](#).

Lawyer e-services tip

When e-billing, open only one tab/browser at a time. If you open multiple e-services tabs, you'll get an error on the subsequent session and your account won't be submitted.

Billing tip

As noted in our [General Terms and Conditions](#) (#26; page 11), please bill your accounts within six months of the last date of service to the client or, in the case of duty or circuit counsel, within two months of the scheduled service date.

Note that the following are *not* considered a last service:

- file review,
- reporting letters to client, and
- preparing and submitting accounts for payment.

Reducing our carbon footprint

As a public sector organization, the BC Ministry of Environment requires us to be carbon neutral; we have to submit a report annually and to purchase carbon offsets if necessary.

With this in mind, we encourage you to contact us via email, whenever possible. We're upgrading our online system for lawyer billing, authorizations, etc., and will include website communications in these areas.

For more information, see [Climate Action Policy & Programs in BC](#).

[Resources](#) | [e-services](#) | [Tariff guides](#) | [Contact us](#)



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