

## **Information for Self-Represented Accused Persons with Criminal Cases for College Park – the Ontario Court of Justice**

**Published: May 26, 2021**

### **NEW Legal Aid Applications available on-line as of May 17 2021**

As of May 17, 2021, individuals can submit legal aid applications 24/7 on line in an enhanced client portal. The portal will also allow them to update their personal information, attach relevant documents and check the status of their certificate application. This portal can be accessed by new and current LAO clients

Find out more at [legalaid.on.ca](http://legalaid.on.ca)

### **NEW Downtown East Justice Centre starting May 27, 2021**

The Downtown East Justice Centre provides a new court process to deal with your criminal charges. It connects persons who have committed crimes to appropriate supports to help address the underlying causes of their behavior. Supports may include services for mental or physical health, addictions, housing, and employment. The goal of the Justice Centre is to reduce the risk of a person committing further crimes and to improve community safety. A key part of the Justice Centre is holding persons who commit crimes accountable while supporting individuals and communities harmed by crime. The Justice Centre is only available for people who wish to resolve their charges without a trial.

#### **What cases are eligible for the Downtown East Justice Centre?**

The Downtown Justice Centre is available for adults

- who have committed certain low to moderate level crimes;
- were arrested and charged by 51 Division police officers;
- were arrested 3 or more times in the past 12 months; and
- present certain socio-demographic risk factors, including under-housing, addictions, mental health concerns or developmental disabilities.

If you are interested in participating in the Justice Centre, you can contact duty counsel at 416-646-1276 or email the Justice Centre at


[justicecentres-torontodowntowneast@ontario.ca](mailto:justicecentres-torontodowntowneast@ontario.ca)

## Where is the Downtown East Justice Centre?

The Downtown East Justice Centre operates in partnership with Sound Times Support Services, located at 280 Parliament St. in the Toronto downtown east neighbourhood. During the COVID-19 pandemic, all of the health and social services of the Justice Centre will be offered in person at that location. Court appearances will NOT be in-person but will occur by Zoom video or phone. Access to the internet for your virtual court appearance will be available at Sound Times.

## When is the Downtown East Justice Centre Court Day?

The Downtown East Justice Centre court day is every Thursday commencing on May 27, 2021 (currently in 511). Court starts at 10:30 a.m. but the staff at Sound Times will assist you with a specific time for your appearance.

Courtroom JC	<b>NEW Thursday only – Downtown East Justice Centre (as of May 27, 2021)</b>
 511 Downtown East Justice Centre Project QR Code	Topic: Downtown East Justice Centre – JC Court – Court begins at 10:30 am. <b>Join the proceeding via internet using a computer, smartphone, tablet or other electronic device; or by telephone (audio only)</b> <b>Internet:</b> - Click on this link: <a href="https://ca01web.zoom.us/j/68912603438?pwd=WnhhcNhtWU5pUFZmUFBvZTVuVHgrQT09">https://ca01web.zoom.us/j/68912603438?pwd=WnhhcNhtWU5pUFZmUFBvZTVuVHgrQT09</a> <b>Zoom Audio Only: 855 703 8985</b> (Canada Toll-free) or Local <b>647-374-4685</b> When prompted enter these codes: <ul style="list-style-type: none"><li>• <b>Meeting ID: 689 1260 3438</b> (then press #) <i>Participant ID: when prompted, press #</i></li><li>• <b>Password: 349126</b> (then press #)</li></ul>

## Bench Summons or Bench Warrants

As of Monday, November 30, 2020, accused persons are required to attend for their scheduled appearance in criminal case management court (College Park, courtroom 505) either by having their lawyer or legal representative appear on their behalf by remote appearance (video or audio) or by themselves making a remote appearance (video or audio).

If you do not attend a scheduled 505 court appearance, the Court may (i) issue a bench summons requiring you to attend court on a specified date or, (ii) issue a warrant for your arrest.


### 505 Court – Virtual Case Management Court

The public is not allowed to enter, but you can either call by phone (free of charge, use the telephones by elevators on the main floor of College Park) or, if you have a computer or smart phone, you can appear by video.

Here is the schedule when you should call in or appear by video in 505 court:

**Monday, (last name starts with A-D) Tuesday, (last name starts with G, H, J K, P, Q), Wednesday, (last name starts with E, F, I, L, M, N, O) Thursday, (last name starts with R-Z), Friday, Domestic Court.**

Time	Tier
9 am – 10:30 am	In-custody matters
10:30 am – 11:00 am	Counsel matters
11:00 am – 11:30 am	Break
11:30 am – 12:00 pm	Counsel matters continued
12:00 pm – 1:15	LUNCH
1:15 pm – 2:00 pm	Self Represented matters
2:00 – onwards	First Appearance matters and all other matters

Courtroom 505	Case Management Court by Zoom Only
 <p>505 QR Code</p> <p>(Open the camera app on your device. Hold your device so that the QR code appears in the viewfinder. When your device recognizes</p>	<p><b>Topic: Adult Case Management Matters Court - 9:00 am start for in-custody matters, 10 am for counsel matters, and 1:00 pm for self-represented defendants</b></p> <p>Join the proceeding via internet using a computer, smartphone, tablet or other electronic device; or by telephone (audio only)</p> <p><b>Internet:</b> Click on this link:  <a href="https://ca01web.zoom.us/j/62877429247?pwd=NFFoK2xKUmhGa0NZU0l6LOl4ME5iUT09">https://ca01web.zoom.us/j/62877429247?pwd=NFFoK2xKUmhGa0NZU0l6LOl4ME5iUT09</a></p> <p><b>OR</b>            Click on this link and then enter the Meeting ID and Participant ID  <a href="https://zoom.us/join">https://zoom.us/join</a></p> <ul style="list-style-type: none"> <li>• Enter Meeting ID: <b>628 7742 9247</b></li> </ul>

<p>the QR code, a notification will appear at the top of the screen. Tap the notification to open the Zoom link)</p>	<ul style="list-style-type: none"> <li>• Meeting Password: <b>086329</b></li> </ul> <p>OR Call in by Phone: <u>Zoom Audio Only:</u></p> <p>If you do not have a computer or a smart phone, then you can call into 505. You can use the public payphones on the main floor of College Park by the elevators, free of charge:</p> <p><b>Dial: 855 703 8985</b> (Canada Toll-free)</p> <p>When prompted enter these codes:</p> <ul style="list-style-type: none"> <li>• Meeting ID: <b>628 7742 9247 (then press #)</b> <i>Participant ID: when prompted, press #</i></li> <li>• Password: <b>086329 (then press #)</b></li> </ul>
--	---

**IF YOU HAVE ACCESS TO A COMPUTER, IT IS BETTER TO APPEAR BY VIDEO BECAUSE YOU WILL BE MUCH EASIER TO IDENTIFY. WHILE YOU ARE WAITING, PLEASE USE THE ZOOM “RENAME” FEATURE AND TYPE YOUR (LAST NAME, FIRST NAME)**

**IF YOU CALL IN BY TELEPHONE, THEN ONLY THE PHONE NUMBER WILL APPEAR AND NO ONE WILL KNOW WHO YOU ARE.**

**IF YOU DO NOT HAVE A COMPUTER, SEE OUR [COMMUNITY RESOURCES](#) AT THE BOTTOM OF THIS GUIDE, AND AN ORGANIZATION MAY LET YOU COME TO THEIR OFFICE AND USE A COMPUTER.**

505 court is an extremely busy court. We are working on ways to make it more efficient, but in the meantime, we need your help:

- If possible, use the video links as opposed to audio conferencing.
- Speak to a lawyer or call the duty counsel **before** you appear in court. Appear on time. Currently in 505 court duty counsel is only available between 1:30-4:30 pm
- Think about what you want to do: there will be little, if any, time to ask questions.

### **Bail Court – Remote Appearance**

As of January 25, 2021, 501 and 507 will no longer be using audio conferencing (**no** longer using 416-212-8013 with conference ID numbers).

Instead, 501 and 507 will be switching to Zoom video or Zoom audio ONLY. You will not be allowed to enter the courtroom. Bail court starts at 10 am.

**NEW** As of April 2021, 51 Division now has telephone access via JVN (Justice Video Network) for duty counsel, community agencies and Defence counsel to speak to the clients prior to their court appearance (on Zoom). Here are the JVN access codes for both video and audio access:


## 51 DIVISION – 51 Parliament Street

Room	Meeting ID	Participant Passcode	Privacy Phone
Room RM-136	9991002	0625	416-343-0414
Room RM-139	9991003	5130	416-343-0416

JVN webRTC audio line: 416-581-5257


Court Office Contact Information: [d51videobail@torontopolice.on.ca](mailto:d51videobail@torontopolice.on.ca)  
416-808-5129

### 501 Bail Court:

Courtroom 501	Zoom Audio or Zoom Video (as of Monday, January 25, 2021)
 <p><b>501 QR Code</b></p> <p>(Open the camera app on your device. Hold your device so that the QR code appears in the viewfinder. When your device recognizes the QR code, a notification will appear at the top of the screen. Tap the notification to open the Zoom link)</p>	<p>Topic: 501 court matters 10:00 am start</p> <p><b>Join the proceeding via internet using a computer, smartphone, tablet or other electronic device; or by telephone (audio only)</b></p> <p><u>Internet:</u> Click on this link: <a href="https://ca01web.zoom.us/j/69943860232?pwd=WFR5STMxVy9MZEF4Rnp2eGkxRHM1dz09">https://ca01web.zoom.us/j/69943860232?pwd=WFR5STMxVy9MZEF4Rnp2eGkxRHM1dz09</a></p> <p><b>OR</b> Click on this link and then enter the Meeting ID and Participant ID <a href="https://zoom.us/join">https://zoom.us/join</a></p> <ul style="list-style-type: none"> <li>• Enter Meeting ID: <b>699 4386 0232</b></li> <li>• Meeting Password: <b>947732</b></li> </ul> <p><u>OR Call in by Phone: Zoom Audio Only:</u></p>

	<p>If you do not have a computer or a smart phone, then you can call into 501. You can use the public payphones on the main floor of College Park by the elevators, free of charge:</p> <p><b>On a Phone Dial 855 703 8985</b> Canada Toll-free</p> <p>When prompted enter these codes:</p> <ul style="list-style-type: none"> <li>• Meeting ID: <b>699 4386 0232 (then press #)</b> <i>Participant ID: when prompted, press #</i></li> <li>• Password: <b>947732 (then press #)</b></li> </ul>
--	---

**507 Bail Court:**

Courtroom 507	507 Bail Court – Zoom Audio or Zoom Video (as of Monday, January 25, 2021)
<div style="text-align: center;">  <p>507 QR Code</p> </div> <p>(Open the camera app on your device. Hold your device so that the QR code appears in the viewfinder. When your device recognizes the QR code, a notification will appear at the top of the screen. Tap the notification to open the Zoom link)</p>	<p><b>Topic: 507 court matters 10:00 am start</b></p> <p><b>Join the proceeding via internet using a computer, smartphone, tablet or other electronic device; or by telephone (audio only)</b></p> <p><b>Internet:</b> Click on this link:  <a href="https://ca01web.zoom.us/j/66869108875?pwd=U2FZeDBObExCbktWV1hOVy92MHNyZz09">https://ca01web.zoom.us/j/66869108875?pwd=U2FZeDBObExCbktWV1hOVy92MHNyZz09</a></p> <p><b>OR</b>  Click on this link and then enter the Meeting ID and Participant ID  <a href="https://zoom.us/join">https://zoom.us/join</a></p> <ul style="list-style-type: none"> <li>• Enter Meeting ID: <b>668 6910 8875</b></li> <li>• Meeting Password: <b>060048</b></li> </ul> <p><b>OR from a phone - Zoom Audio Only:</b></p> <p>If you do not have a computer or a smart phone, then you can call into 507. You can use the public payphones on the main floor of College Park by the elevators, free of charge:</p> <p><b>On a Phone Dial 855 703 8985</b> Canada Toll-free</p> <p>When prompted enter these codes:</p> <ul style="list-style-type: none"> <li>• Meeting ID: <b>668 6910 8875 (then press #)</b></li> <li>• Participant ID: when prompted, press #</li> <li>• Password: <b>060048 (then press #)</b></li> </ul>

## 503 Plea Court

As of January 4, 2021, College Park’s Plea Court has returned to being courtroom 503. However, if you have been using “508 Court” Zoom login links and details, these are the now the Zoom links for 503.

You cannot appear in person in 503 court, which starts at 9:00 am.


**NEW** All Mental Health Court Diversion matters will be heard on Tuesdays once the Crown approves the matter for diversion.

**NEW** All PARS matters are heard on Wednesdays.

**NEW** Indigenous Persons (Gladue matters) can be adjourned to Thursdays.

If you have a matter scheduled in another courtroom and you have tried to connect through Zoom audio or video, but you have not been allowed to join the meeting, it could be that your matter has been moved to 503 court. Use the Zoom details below and the 503 clerk and judge will try to assist you.

Judges in 503 court accept pleas of guilty either by telephone (audio conferencing) or by video using Zoom:

Courtroom 503	Plea Court (as of January 4, 2021 but using former 508 Zoom codes)
 <p><b>503 QR Code</b> (Open the camera app on your device. Hold your device so that the QR code appears in the viewfinder. When your device recognizes the QR code, a notification will appear at the top of the screen. Tap the notification to open the Zoom link)</p>	<p><b>Topic: 503 court matters- 9:00 am start</b></p> <p><b>Join the proceeding via internet using a computer, smartphone, tablet or other electronic device; or by telephone (audio only)</b></p> <p><b>Internet:</b> - Click on this link:  <a href="https://ca01web.zoom.us/j/64133898872?pwd=ZWZDMm1ZWnVBdkVaclNJYzRmNHZZUT09">https://ca01web.zoom.us/j/64133898872?pwd=ZWZDMm1ZWnVBdkVaclNJYzRmNHZZUT09</a></p> <p><b>OR</b>            Click on this link and then enter the Meeting ID and Participant ID  <a href="https://zoom.us/join">https://zoom.us/join</a></p> <ul style="list-style-type: none"> <li>• Enter Meeting ID: <b>641 3389 8872</b></li> <li>• Meeting Password: <b>507613</b></li> </ul> <p><b>OR from a phone - Zoom Audio Only:</b></p> <p>If you do not have a computer or a smart phone, then you can call into 503. You can use the public payphones on the main floor of College Park by the elevators, free of charge:</p> <p><b>On a Phone Dial 855 703 8985</b> Canada Toll-free</p> <p>When prompted entered these codes:</p>


	<ul style="list-style-type: none"> <li>Meeting ID: <b>641 3389 8872 (then press #)</b> <i>Participant ID: when prompted, press #</i></li> <li>Password: <b>507613 (then press #)</b></li> </ul>
--	---

### 511 Self Represented Judicial Pre-Trial Court

If you do not have a lawyer or legal representative and you want to either set a trial date or discuss a possible resolution (on television or in the movies, they call it a “plea bargain”), the Justice of the Peace in 505, may assign you a date and time for a Judicial Pre-Trial. For example, at 9:30 am or 11:15 am or 2:45 pm., although all Self-Rep JPTs will be adjourned to 9:00 am for the court docket/list.

Self-Represented JPTs are heard on Wednesdays, by either Zoom audio or Zoom video in courtroom 511. You will not be allowed to attend in person into a courtroom. A Judge and a Crown Attorney will also be appearing virtually in the judicial pre-trial hearing. The proceedings are recorded, and you can order (and pay for) a copy of a transcript, if you wish.

It is very important that you call/appear by video on time. If you are late, then the Judicial Pre-Trial will have to be rescheduled. Also, please make sure you have read the disclosure, have a pen and paper handy to write notes, and think about the questions you may want to ask the Crown Attorney and/or the Judge.

<b>Courtroom 511</b>	<p><b>NEW as of January 4, 2021</b></p> <p>Wednesdays – All Day Self-Rep Judicial Pretrials (9:00 am start)</p>
 <p style="text-align: center;"><b>511 QR Code</b></p> <p>(Open the camera app on your device. Hold your device so that the QR code appears in the viewfinder. When your device recognizes the QR code, a notification will appear at the top of the screen. Tap the notification to open the Zoom link)</p>	<p>Topic: <b>511 court matters</b> – 9 am start</p> <p><b>Join the proceeding via internet using a computer, smartphone, tablet or other electronic device; or by telephone (audio only)</b></p> <p><b>Internet:</b> - Click on this link:  <a href="https://ca01web.zoom.us/j/68748265459?pwd=Wm1keVVabUtCOEdJYmhDenBKUHpkUT09">https://ca01web.zoom.us/j/68748265459?pwd=Wm1keVVabUtCOEdJYmhDenBKUHpkUT09</a></p> <p><b>OR</b></p> <p>Click on this link and then enter the Meeting ID and Participant ID  <a href="https://zoom.us/join">https://zoom.us/join</a></p> <ul style="list-style-type: none"> <li>Enter Meeting ID: <b>687 4826 5459</b></li> <li>Meeting Password: <b>452464</b></li> </ul> <p><b>Zoom Audio Only: 855 703 8985</b> Canada Toll-free</p> <p>When prompted entered these codes:</p> <ul style="list-style-type: none"> <li>Meeting ID: <b>687 4826 5459 (then press #)</b></li> </ul>



	<i>Participant ID: when prompted, press #</i>
--	---

- Password: 452464 (then press #)

### **Trial Courts**

As of January 4, 2021, College Park has six trial courts operating: **502, 504, 506, 508, 509, and 510**. If you have a trial scheduled but you were given a different courtroom number, your case may still be proceeding. You will need to follow up immediately to ensure that you are ready to proceed with the trial, or if you are requesting an adjournment, then you need to speak to the matter by audioconference or videoconference before a judge. There are several steps that you should now take. If you have a lawyer, contact your lawyer. If you do not have a lawyer, then call duty counsel:

**Duty Counsel tel. 416-646-1276 or 1-800-668-8258**

If you have a computer, then you can check their website at [www.legalaid.on.ca](http://www.legalaid.on.ca)

Also, please read this Guide for more information on getting ready for your upcoming trial.

As well, if you have a computer then you can review many more Ontario Court of Justice COVID-19 notices at <https://www.ontariocourts.ca/ocj/covid-19/covid-19-criminal-matters/>

### **General Information for Self-Represented Accused Persons**

- 1. I don't have access to the internet. Are there other ways to obtain information about how my court case will be dealt with during the pandemic without coming to the courthouse?**

Contact the College Park Crown Attorney's Office:

Tel. 416-325-8994

Email: [VirtualCrownCollegeParkToronto@ontario.ca](mailto:VirtualCrownCollegeParkToronto@ontario.ca)

Criminal – Ontario Court of Justice

Tel. 416-325-8950

Duty Counsel tel. 416-646-1276 or 1-800-668-8258

Contact your worker at Toronto Bail Program, Sound Times, Fred Victor, COTA, Elizabeth Fry, John Howard Society, Aboriginal Legal Services, or Salvation

Army whose contact numbers are found on the last two pages of this Guide under [Community Resources – Here to Help You](#).

## **2. How can I find out my next court date?**

Criminal cases for out of custody accused persons (including trials, preliminary inquiries, case management appearances, first appearances, set dates and remands) that were adjourned due to COVID-19 were put over to a standard date specified in a court notice.

If you remember the date of your last criminal court appearance you can look up your next court date. [COVID-19 – Criminal Case Adjournment Dates – Out-of-Custody Accused: March 16, 2020 to November 27, 2020 \(Updated November 18, 2020\) | Ontario Court of Justice \(ontariocourts.ca\)](#)

To see a list of cases that are scheduled for that day or the next day at a particular courthouse, go to the Daily Court Lists website: [Daily Court Lists \(ontariocourtdates.ca\)](#)

Lastly, you can call the numbers listed above and find out your next court date. Ask whether you should be coming to court in-person, calling in to the court by telephone or, in some cases, connecting to the courtroom by Zoom video conferencing.

## **3. I already have a date set for my trial or preliminary hearing. Should I come to the College Park courthouse on that date?**

Yes, your trial/preliminary hearing may still be proceeding.


You should immediately contact someone at College Park court to find out more about what is happening with your case. You may wish to speak to a Crown Attorney or speak to a Judge.

If you do not attend, the Court may issue a bench warrant for your arrest or a bench summons.

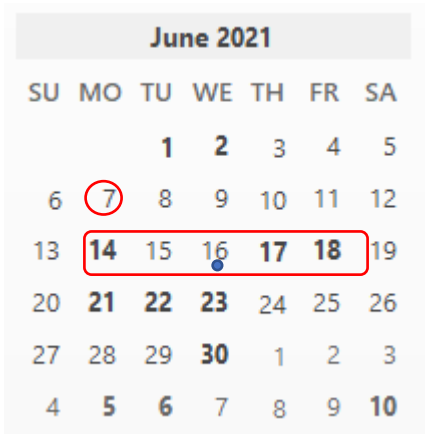
## **4. How can I speak to a judge before my trial date?**

College Park now operates a COVID-19 Trial Readiness Court every Monday starting at 9:00 am, when Crown Attorneys, Defence lawyers and self-represented defendants who have trials and preliminary inquiries set, call into court, and speak to the judge.

College Park's Trial Readiness Court is heard in 511 court on Mondays starting at 9:00 am by Zoom video or audio only:

<b>Courtroom 511</b>	<b>Mondays – Trial Readiness Court (9:00 am start) – By Zoom Only</b>
 <p><b>511 QR Code</b></p> <p>(Open the camera app on your device. Hold your device so that the QR code appears in the viewfinder. When your device recognizes the QR code, a notification will appear at the top of the screen. Tap the notification to open the Zoom link)</p>	<p>Topic: 511 court matters – 9 am start</p> <p><b>Join the proceeding via internet using a computer, smartphone, tablet or other electronic device; or by telephone (audio only)</b></p> <p><b>Internet:</b> - Click on this link:  <a href="https://ca01web.zoom.us/j/68748265459?pwd=Wm1keVVabUtCOEdJYmhDenBKUHpkUT09">https://ca01web.zoom.us/j/68748265459?pwd=Wm1keVVabUtCOEdJYmhDenBKUHpkUT09</a></p> <p><b>OR</b></p> <p>Click on this link and then enter the Meeting ID and Participant ID  <a href="https://zoom.us/join">https://zoom.us/join</a></p> <ul style="list-style-type: none"> <li>• Enter Meeting ID: <b>687 4826 5459</b></li> <li>• Meeting Password: <b>452464</b></li> </ul> <p><b>Zoom Audio Only: 855 703 8985</b> Canada Toll-free</p> <p>When prompted entered these codes:</p> <ul style="list-style-type: none"> <li>• <b>Meeting ID: 687 4826 5459 (then press #)</b>  <i>Participant ID: when prompted, press #</i></li> <li>• <b>Password: 452464 (then press #)</b></li> </ul>

When would I call in? The week **before** your trial is set to proceed on the Monday. For example, if your trial or preliminary hearing is set to proceed during the week of June 14, 2021 then you must call the number above on Monday, June 7, 2021.



If you have a trial date coming up, your trial will **not** be adjourned unless you or the Crown Attorney requests an adjournment before a Judge. If you do not appear for your trial date, then there could be a bench warrant for your arrest.

#### 5. If you do not have a lawyer, you may wish to:

- Retain (hire) a private lawyer
  - o If you do not know how to find a criminal lawyer, you can contact the Law Society of Ontario's Law Society Referral Service at [www.findlegalhelp.ca](http://www.findlegalhelp.ca).
  - o If you are in crisis or cannot access this service online, you can phone the Law Society Referral Service directly at **1-855-947-5255** or **416-947-5255** (within the GTA), Monday - Friday, between 9 am - 5 pm.  
or on the web: <https://lso.ca/public-resources/finding-a-lawyer-or-paralegal/law-society-referral-service>;
  
- Apply to Legal Aid Ontario (LAO) for a Legal Aid Certificate by phone or on-line
  - o To apply for Legal Aid Certificate, please call **1-800-668-8258** or **NEW** on-line at [legalaid.on.ca](http://legalaid.on.ca)
  - o Legal Aid is not available to everyone. LAO applies a financial and legal test to determine eligibility.
  - o When you call LAO to apply for a certificate, you will be asked questions about your financial circumstances and about the charges you are facing.
  - o If you are granted a Legal Aid Certificate, you would then provide this certificate to a lawyer of your choosing. If that lawyer accepts the certificate, LAO will pay the lawyer the cost of representing you.
  
- Contact local Duty Counsel
  - o Duty Counsel are criminal lawyers who work for LAO. Duty Counsel may be able to provide legal advice and assistance to eligible individuals.
  - o If you would like to speak with Duty Counsel, please call **416-646-1276** and leave a message with your name and a telephone number you can be reached at.
  - o Duty Counsel cannot guarantee same day assistance and should be contacted well in advance of your court appearance.
  
- Apply to the law students
  - o Both law schools in Toronto, the University of Toronto law school and Osgood Hall law school, have student legal aid societies that offer representation to low income individuals who are not likely to receive a jail sentence if found guilty.
  - o Community and Legal Aid Services Program (CLASP) at Osgoode Hall – to apply, call **(416) 736-5029**.
  - o Downtown Legal Services (DLS) at the University of Toronto – to apply, call 416 978-6447.

- When you apply to the law students for their assistance, they will ask you questions about your financial circumstances and about the charges you are facing.

You can also find more information on the Ontario Court of Justice website:

[Guide for Accused Persons in Criminal Trials](#)

## **6. I need an interpreter. How can I get one?**

If you need an interpreter, you can contact a court services representative at:

Court Services Division, Court Interpretation Unit

Tel: 416-326-6500

Email: [MAG.InterpreterServices@ontario.ca](mailto:MAG.InterpreterServices@ontario.ca)

Also, more information can be found online at

<https://www.attorneygeneral.jus.gov.on.ca/english/courts/interpreters/>.

## **7. I have a disability and will have trouble attending the courthouse. What should I do?**

If you have questions about a courthouse's accessibility features, you can contact the Accessibility Coordinator at:

Tel: 416-326-7919

Email: [attorneygeneral@ontario.ca](mailto:attorneygeneral@ontario.ca)

## **Moving My Case Forward:**

### **8. How should I prepare for my court date?**

If your next court date is in 505 court (case management court), it is important that you take the following steps:

- [Find out your next court](#) date and ensure you attend court on the day and time required;
- [Obtain the disclosure materials](#) from the Crown's office;
- [Consult with Legal Aid](#) for free initial legal advice, and if you do not have a lawyer, contact your local duty counsel office; and
- Attend [College Park Courtroom 505](#), virtual case management court by video or phone at the time required. If you do not appear by video or call in by phone, the

Court may issue a bench warrant and you will be arrested (if you are on a release with a surety, then the surety may also be ordered to pay an amount of money).

## **9. What is disclosure and how can I get disclosure?**

A person accused of committing a crime is entitled by law to receive a copy of the evidence that the Crown possesses or controls that is not clearly irrelevant or privileged. This could include: police notes, witness statements, diagrams, and photographs. This information is called “disclosure”. You can contact the College Park Crown Attorney’s Office for disclosure requests:

Tel. 416-325-8994

Email: [VirtualCrownCollegeParkToronto@ontario.ca](mailto:VirtualCrownCollegeParkToronto@ontario.ca)

When you contact the Crown Attorney’s office, be prepared to provide:

- o your full name
- o your date of birth
- o a list of your charges
- o the police occurrence number (found on your release papers)
- o your email address, telephone number; and mailing address
- o if seeking additional disclosure then also include the SCOPE number

Please also advise whether you have a secure email address where you can receive disclosure. If you do not have an email address, the Crown will arrange to have the disclosure couriered to you.

This information is required so the Crown can provide you with disclosure on an ongoing basis.

In some cases, you may also be asked to provide identification or other information confirming your identity, because the Crown must ensure that disclosure is released to the correct person.

## **10. Part of the disclosure includes a 911 call as well as statements from witnesses, which police recorded on video. I want to listen and see this evidence, but the Crown tells me that I cannot have copies of these recordings. How can I hear and see this disclosure?**

You should call the Crown’s office at 416-325-8994 and make an appointment to come into the courthouse to review this video/audio disclosure:

- o They will assign you an appointment date and time;
- o You should bring a pen and paper, but recording equipment is not allowed;

- In order to enter the courthouse, you will need to complete a COVID-19 self-test evaluation and follow government protocol including wearing a mask;
- Advise the officers at the front security station that you have an appointment to review disclosure;
- Advise the staff at the front window;
- Staff will escort you into a room, where the video is played (staff will be nearby monitoring);
- There will be an instruction sheet on the door regarding what to do if you need assistance;
- Once completed, you will be escorted from the room.

For more information about how criminal cases in the OCJ are conducted, you can use a computer and read the **Guide for Accused Persons in Criminal Trial** on the OCJ website at:

<https://www.ontariocourts.ca/ocj/self-represented-parties/guide-for-accused-in-criminal-cases/guide/>

### **11. I would like to speak with the prosecutor about my case. How can I do this without attending the courthouse?**

Currently College Park Crown Attorneys will not be meeting with self-represented defendants (often referred to as “Crown Pre-trials). However, starting September 21, 2020, courtroom 505 began [Virtual Case Management Court](#), where you can “appear” by audioconference (telephone) or videoconference (using Zoom). See page 1 of this Guide for more details and the phone numbers/video links.

DO NOT ATTEND COURT IN PERSON. If you have hired a lawyer or legal professional, then they can speak to the matter in case management court of you.

### **12. Will I be able to speak to duty counsel in courtroom 505 before I speak to the Justice of the Peace?**

You should contact Legal Aid Duty Counsel **BEFORE** the day of your criminal Case Management Court appearance. Ideally at least a week or two before your first appearance in courtroom 505, so you can arrange an appointment to speak to a Duty Counsel lawyer by telephone to see if you qualify for their free legal advice.

Currently Duty Counsel at College Park appear in the 505 virtual hearing room at between 1:30 and 4:30 pm, and the lawyer will give a brief introduction and overview of what to expect in the courtroom and some of the terms and phrases, such as what is “disclosure”. They may or may not have time to answer your

questions. They will also **not** pass on a message to the Justice of the Peace in 505 court on your behalf.

Instead you should call Duty Counsel a week or two before you come to court.

Duty Counsel

Tel: 416-646-1276 or 1-800-668-8258

**13. I have already spoken with the prosecutor and would like to speak with a judge about my case. Can I do this?**

Before March 16, 2020, you may have already had a Judicial Pre-trial (often referred to by its initials “JPT” where you appeared before a judge and a Crown Attorney to discuss your case. It is important that you continue those discussions as soon as possible especially if there is a trial or preliminary hearing date already set.

Please contact the College Park Crown’s Attorney’s Office to schedule a Judicial-Pre-Trial:

College Park Crown Attorney’s Office:

Tel. 416-325-8994

Email: [VirtualCrownCollegeParkToronto@ontario.ca](mailto:VirtualCrownCollegeParkToronto@ontario.ca)

Your court appearance may be by telephone or possibly Zoom video conferencing. Please see a list of [Community Resources – Here to Help You](#) at the end of this Guide.



#### **14. I have been charged with a domestic related incident and I have heard about the PARS Program. What is it and how can I learn if I am eligible for the program?**

The PARS program stands for the Partner Assault Response Program. You find general information about the program on their website:

<https://www.parprogram.ca/en/>

At College Park, all domestic related matters start with a court appearance on Fridays, in 505 court. It is a very busy virtual courtroom so you will not have a chance to speak to duty counsel. Please call duty counsel before your first appearance and see if you are eligible for free legal advice or speak to a legal representative.

The Crown Attorney decides which cases may be eligible for the PARS Program. **NEW** All PARS matters are adjourned to Wednesdays in courtroom 503, which starts at 9:00 am. Click [here](#) for courtroom 503 Zoom details or go back to page 4 of this Guide.

If before March 2020, you were already enrolled in the PARS program and are still eligible to participate, you should immediately contact the John Howard Society and resume the counseling:

John Howard Society:

Tel. 416-925-4386

Email: [parreferrals@jhst.ca](mailto:parreferrals@jhst.ca)

#### **15. How do I contact the College Park probation officer?**

At College Park, the contact person for all probation orders is Jennifer Machado:

Tel: 416-325-0320 or

Email: [jennifer.machado@ontario.ca](mailto:jennifer.machado@ontario.ca)

#### **16. When is Gladue Court?**

**NEW** - Gladue Court matters can be adjourned to Thursdays in 503 court, but unfortunately, College Park has not been able to resume a dedicated Gladue Court (pre COVID-19, Gladue matters were heard in 506 court on Thursdays).

Indigenous individuals before the Court should contact their lawyer, but if you do not have a lawyer then please contact the court workers at Aboriginal Legal Services. [Click here](#) for their contact information or see page 21 of this Guide.

**17. I have heard about mental health diversion programs. What are they? How would I apply?**

Mental Health Diversion Programs are designed to divert people out of the criminal justice system through various measures such as participating in treatment and other community programs to provide the client with stability and necessary supports. At College Park, you would need to contact Judy Virgo at 416-482-4103 ext. 222 or, if you have access to a computer, then email the Fred Victor Mental Health Court Workers at [mhcourtdiversion@fredvictor.org](mailto:mhcourtdiversion@fredvictor.org). The worker would then arrange a phone appointment with you to discuss the program and complete an intake form. The form is then forwarded to the College Park's Crown's office, who has the final say whether someone is accepted for a mental health diversion program.

**NEW** – if your matter is approved for mental health diversion, you will be appearing on Tuesdays in 503 court, which starts at 9:00 am

**18. How can I plead guilty to the charges against me?**

Before you decide to plead guilty, you are strongly encouraged to obtain legal advice.

If you do not have access to a legal professional, you can contact the College Park Crown Attorney's Office (Tel. 416-325-8994 or email at [VirtualCrownCollegeParkToronto@ontario.ca](mailto:VirtualCrownCollegeParkToronto@ontario.ca)) to set a date for pleading guilty by providing the following information:

- o your full name
- o your date of birth
- o a list of your charges
- o the police occurrence number (found on your release papers)
- o your next court date
- o the date you would like to plead guilty

The hearing will be done by way of a Zoom audio or videoconference rather than in person.

**19. I would like to set a trial date as soon as possible. When will I be able to set a trial date?**

If your trial date was originally set between March 16, 2020 and July 3, 2020, it was adjourned due to COVID. You are now able to reschedule these matters for a future trial date.

First, you should find out your next court date by contacting one of the following:

Criminal Intake office at College Park, Ontario Court of Justice  
Tel. 416-325-8950

Duty Counsel tel. 416-646-1276 or 1-800-668-8258

Next, you may be required to have a Judicial Pre-trial before scheduling a trial date. [Self-Represented Judicial Pre-trials](#) are heard on Wednesdays in 511 court and they are scheduled by the Crown.

Lastly, the trial date is selected after both you and the Crown Attorney contact the Trial Coordinators. The Trial Coordinators are very busy re-scheduling and scheduling trial dates. If you are representing yourself, you will need to give your phone number(s) and email address(es) so the Trial Coordinators will be able to contact you.

You are encouraged to obtain legal advice from a legal representative who will be able to tell you about local directions involving court scheduling. Updated information will be posted on the OCJ website and should be consulted frequently.

## **20. Am I able to enter a courthouse to file court documents?**

If you have materials that you would like to serve and file with the court, this can be done electronically by email.

Email: [CollegePark.OCJ.courts@ontario.ca](mailto:CollegePark.OCJ.courts@ontario.ca)

## **21. How can I apply to change the conditions of my release (e.g., of a bail/ release order or a police undertaking)?**

If you are concerned about your bail/release conditions or the conditions in an undertaking to the police, you can fill out an Application For Consent Variation Bail Form, which can be found at:

<https://www.ontariocourts.ca/ocj/files/forms/COVID-19-OCJ-Consent-Bail-Variation-EN.pdf>

Or send an email to the Crown: [VirtualCrownCollegeParkToronto@ontario.ca](mailto:VirtualCrownCollegeParkToronto@ontario.ca)

Speak to a lawyer of your choosing.

Contact Duty Counsel: tel. 416-646-1276 or 1-800-668-8258

**22. I don't have a scheduled court appearance, but I would like to act as a surety and may have to testify at a bail hearing for a person who is in custody. Am I expected to come to the courthouse to testify?**

As of Monday, January 25, 2021, 501 and 507 bail hearings are being conducted by audio conference or video conference via Zoom. You are not permitted to enter the courtroom. Please [click here](#) to find the 501 and 507 courtroom Zoom details or read page 3 of this Guide. A person who is prepared to act as a surety should contact the lawyer representing the accused person, or duty counsel who is assisting the accused person. You should ask the accused person for the name and contact information of their lawyer, if they have a lawyer.

**23. I am not in-custody but I urgently require the court to consider my case. What can I do to bring my case to the court's attention?**

If you have an urgent criminal matter, please speak with your lawyer. If you do not have a lawyer, please contact Legal Aid Ontario at 1-800-668-8258 for assistance in submitting a request to have your matter brought before the Court. Requests to bring a matter forward must be approved by a judge. If you do not have access to a legal professional, you can contact the College Park Crown Attorney's Office to set a date to speak to the court:

Email: [VirtualCrownCollegeParkToronto@ontario.ca](mailto:VirtualCrownCollegeParkToronto@ontario.ca) and provide the following:

- o your full name
- o your date of birth
- o a list of your charges
- o the police occurrence number (found on your release papers)
- o your next court date
- o the date you would like to speak to the court
- o the reason your case requires urgent attention

**Community Resources – Here to Help You**

**24. I have read that some court proceedings will be offered by telephone and/or video. Can my case be heard this way even if I don't own a telephone or a computer?**

College Park is fortunate to have many community agencies, who are prepared to assist you if you have questions or need support. Some agencies also may be able to arrange for you to come to their office to use a computer or a phone. Please contact one of the following organizations:

- Salvation Army: Tel. 905-809-1469

- Sound Times:
  - Maurice Knibbs Tel: 416-979-1700 ext 334) or email at [mauriceknibbs@soundtimes.com](mailto:mauriceknibbs@soundtimes.com)
  - Dee Hope [deehope@soundtimes.com](mailto:deehope@soundtimes.com)
  - Nicole Tresnak [nicoletresnak@soundtimes.com](mailto:nicoletresnak@soundtimes.com)
  - Rose Cunningham [rosecunningham@soundtimes.com](mailto:rosecunningham@soundtimes.com)
- Toronto Bail Program – Tel: 416-314-9227 x 223 for Farzana Griffiths - [fgriffith@torontobailprogram.com](mailto:fgriffith@torontobailprogram.com)
- Fred Victor – Tel: (416) 482-4103 ext. 222 for Judy Virgo [jvirgo@fredvictor.org](mailto:jvirgo@fredvictor.org)
- Aboriginal Legal Services: 416-408-3967 / 1-844-633-2886/  
Facebook  
<https://www.aboriginallegal.ca>
  - Gladue Report Writers and Court Workers are available by phone
  - Legal clinic open for intake by phone M-W-F 10:00 AM-3:00PM
  - Giiwedind Anang Family Program available by phone and outdoor sites
  - Community Council Program (CCP) available by phone and 2 outdoor sites
  - Jacob Washington [Tel:416-408-3967](tel:416-408-3967) ext. 201 or email at [jacobw@aboriginallegal.ca](mailto:jacobw@aboriginallegal.ca)
  - Duty Counsel Lead for Gladue Court: Morgan Koch [kochm@lao.on.ca](mailto:kochm@lao.on.ca)
- Elizabeth Fry – Tel: 416-924-3708 or toll free number 1-855-924-3708
- Direct Accountability: Michele Landis, Community Justice Worker Tel: 416-705-2920 or email: [mlandis@efrytoronto.org](mailto:mlandis@efrytoronto.org)
- COTA:
  - Tel: 416-667-1034 or 416-785-9230 x1034 or email Tandy Clarke [clarke\\_t@cotainspires.ca](mailto:clarke_t@cotainspires.ca)
  - Andrew Graham [graham\\_a@cotainspires.ca](mailto:graham_a@cotainspires.ca)
  - Nancy Blades [blades\\_n@cotainspires.ca](mailto:blades_n@cotainspires.ca)
  - Kate Moore [moore\\_k@cotainspires.ca](mailto:moore_k@cotainspires.ca)

If you want to have your trial go ahead during the pandemic and want to appear using a phone or a computer or other device rather than by coming to the courthouse, you can ask a Crown, the judge at the Judicial Pre-trial and/or the Trial Readiness Hearing about how this can be done. You are encouraged to get legal advice before you agree to attend your trial using a phone, computer or other device rather than by appearing in person at the courthouse.

**Note:** The above information is meant to assist self-represented litigants with common questions during the courts' re-opening and does not replace legal advice. Please contact a lawyer or paralegal or the courthouse to obtain case specific information about the circumstances of your case. If you are a self-represented litigant with a family law or provincial

offences matter, please visit the OCJ website for specific resources that might apply to your case as this information is meant to assist self-represented litigants with criminal cases before the Ontario Court of Justice.

Visit [www.ontariocourts.ca/ocj/covid-19/](http://www.ontariocourts.ca/ocj/covid-19/) for the latest COVID-19 Notices and Updates

***Pour la version française de ce guide, veuillez visiter  
<https://www.ontariocourts.ca/ocj/fr/>***



*English*



*French*