



TERRITORIAL COURT COUR TERRITORIALE  
— of the — des  
NORTHWEST TERRITORIES TERRITOIRES DU NORD-OUEST

**PRACTICE DIRECTIVE**

**DOCUMENTS ON CRIMINAL MATTERS  
THAT MAY BE FILED BY EMAIL  
TO THE TERRITORIAL COURT REGISTRY**

1. Effective immediately, the following documents may be filed by email with the Clerk of the Territorial Court:
  - 1) Designations of Counsel pursuant to Section 650.01 C.C.
  - 2) Applications for Attendance of a Prisoner pursuant to Section 527 C.C.
  - 3) Applications to vary a Release Order on consent pursuant to s. 519.1 C.C.
  - 4) Applications to vary an Undertaking on consent pursuant to s. 502 C.C.
  - 5) Applications to Render an Accused by a Surety pursuant to s. 766 C.C.
  - 6) Victim Impact Statements using the prescribed form
  - 7) Pre-Sentence Reports
2. Documents for filing should be signed in ink or electronically and attached to an email setting out the purpose of the filing and Court file number(s).
3. The email with documents attached should be sent to the applicable Court Registry in Yellowknife or Hay River by emailing [TerritorialCourt@gov.nt.ca](mailto:TerritorialCourt@gov.nt.ca) or [TerritorialCourtHR@gov.nt.ca](mailto:TerritorialCourtHR@gov.nt.ca).
4. The Clerk of the Territorial Court will print and file the document(s) and the accompanying email. The party filing the documents should retain the original.
5. This directive replaces the Practice Directive concerning Designation of Counsel dated July 10, 2015.
6. This procedure is new for the Territorial Court and will be re-evaluated periodically. A new practice directive will issue if there is any change to the above procedure.

**DATED** this 27th day of February 2026

  
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Chief Judge Jeannie Scott

  
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Judge Robert Gorin

  
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Judge Stephanie Whitecloud-Brass

  
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Judge Gary Magee