



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

**PRACTICE DIRECTIVE
CONCERNING FIRST APPEARANCE BAIL HEARINGS**

Until further notice, first appearance bail hearings will be held before Justices of the Peace (JPs) by video in the **Justice of the Peace Virtual Hearing Room**. The following is the procedure that lawyers must follow if they wish to schedule a first appearance bail hearing.

- 1) Crown counsel wishing to schedule a first appearance bail hearing for an accused in police custody will phone the regular Justice of the Peace “503” telephone numbers [(867) 920-5513 or (867) 920-5514] to reach a JP for the purpose of scheduling the first appearance bail hearing.
- 2) The JP who answers the phone will fix a time for the first appearance bail hearing as soon as possible and without unreasonable delay and allowing for sufficient time to retrieve original court files from the Court Registry.
- 3) Once a time is fixed, the JP will send confirmation of the hearing date and time by email to the Crown lawyer and Legal Aid Duty Counsel. A sample email is below:

To: Crown lawyer and Legal Aid lawyer assigned
Re: First Appearance Bail Hearing - Name of Accused

Good morning,

This is to confirm that a first appearance hearing has been scheduled for [name of accused] for [date] at [time] by video in the Justice of the Peace Virtual Hearing Room:

By video: <https://join.telemerge.vc/doj/#?conference=38587>

By phone: 1-866-459-8175; conference ID = 38587#

By Pexip Infinity App (iPhone/Android): ymr.justiceofthepeace@telemerge.vc

Counsel and accused should appear by video at the hearing unless unable to do so for a specific reason.

Crown: You must provide the following information by no later than **1 hour** before the scheduled appearance time:

- New Information(s)
- Executed Warrants for Arrest
- Criminal Record
- Full names for any s. 516(2) CC, no-communication applications anticipated.
- If you are making an application to cancel prior process under s. 524 CC, you must state this in your reply email and provide a list of specific Court and/or RCMP file numbers for matters you wish brought forward to be addressed in the body of your email. This request for a s. 524 application must be received by the justice of the peace at least 1 hour ahead of the scheduled hearing time and no later than 4:00 p.m. to permit the registry to get the files before the justice of the peace.

Please copy the appropriate RCMP contacts in your reply to this email.

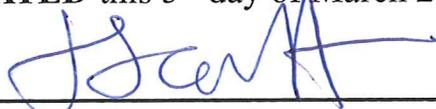
Duty Counsel: Please provide any proposed release conditions and/or proffered Surety information to me by no later than **20 minutes** before the scheduled appearance time.

RCMP/Accused: Please ensure your Court video system is powered on by no later than **10 minutes** before the scheduled appearance time. If it has not been used for a few days, please shut it off and power it back on.

[name]
Justice of the Peace

- 4) Crown counsel will reply to the JP as soon as possible and no later than 1 hour prior to the scheduled hearing time with the requested information and copying Legal Aid duty counsel assigned.
- 5) Crown requests for files to be brought forward for a s. 524 application must set out the relevant Court or RCMP file numbers clearly in the body of the email and be received by the JP at least 1 hour ahead of the scheduled hearing time and no later than 4:00 p.m. to permit the registry to get the files before the JP.
- 6) Defence counsel should provide any proposed release conditions and/or surety information to the JP no later than 20 minutes prior to the scheduled hearing time.
- 7) The first appearance bail hearing will be held by video in the **Justice of the Peace Virtual Hearing Room**. Connection information is as follows:
 - By video: <https://join.telemerge.vc/doj/#/?conference=38587>
 - By phone: 1-866-459-8175; conference ID = 38587#
 - By Pexip Infinity App (iPhone/Android): vmr.justiceofthepeace@telemerge.vc
- 8) Counsel and the accused must appear by video, unless granted leave by the JP to appear by phone. Counsel should be prepared to proceed with the hearing at the scheduled hearing time and must avoid unnecessary adjournment applications.
- 9) Legal Aid should maintain a list of defence lawyers assigned to handle first appearance bail hearings for specific dates to facilitate communication between the parties.
- 10) The JP will forward a copy of the newly received Information(s) and related documents to the RCMP and both counsel for their records.

DATED this 5th day of March 2026



Chief Judge Jeannie Scott



Judge Robert Gorin



Judge Stephanie Whitecloud-Brass



Judge Gary Magee