

INSTRUCTIONS

AS OF MARCH 15, 2021

Virtual calling of the roll of Courtroom 2.17 using Teams

The purpose of these instructions is to facilitate the participation of attorneys and unrepresented parties in the calling of the roll in the practice division using Teams.

1. **Instructions** concerning the conduct of the calling of the roll

- 1.1. The calling of the roll starts at 9:00 a.m., but you must connect at least five minutes before the start of the calling of the roll (8:55 a.m.);
- 1.2. The calling of the roll takes place on the “Microsoft Teams” platform; You have the option of:

Downloading and installing the Teams application

You will then have access to all the features available on the platform; or

Accessing the virtual courtroom directly on the web, without downloading or installing the Teams application.

However, you will not have access to all of the features of the platform. For example, you will see only one participant at a time on your screen;

Please note: You must use one of the following browsers: Chrome or Microsoft Edge Chromium. You must not use Explorer or Firefox.

- 1.3. The contact information to join the virtual calling of the roll of Courtroom 2.17 is as follows:

a) **using TEAMS**: click on the permanent connection link for Courtroom 2.17 available **here**;

You will then have to enter your name and click “Join Now”.

To facilitate the process and the identification of participants, we ask that you enter your name in the following manner:

Attorneys: Mtre Name, Surname (name of party represented);

Parties not represented by an attorney: Name, Surname (specify: Plaintiff, Defendant, or other);

b) **by telephone**:

Canada, Quebec (Charges will apply): +1 581-319-2194

Canada (Toll Free number): (833) 450-1741

Conference ID: 881 453 222#;

c) **by videoconference**: teams@teams.justice.gouv.qc.ca

VTC conference ID: 1160784303.

- 1.4. Once in the courtroom, if you have used:

- 1.4.1. the permanent Teams connection link, you must turn off your microphone by clicking on the  icon that will appear on the screen.
- 1.4.2. a telephone, you must disable your telephone's microphone by putting it on mute (not on standby) until your case is called. In addition, to avoid ambient noise, do not use the hands-free function;
- 1.5. If, due to technical difficulties, you are not able to reactivate your device's microphone, you must leave the call and re-connect.

2. Decorum

- 2.1. The calling of roll using Teams is conducted in the same way as if you were in the courtroom;
- 2.2. Wait until the special clerk calls your case or your name before speaking;
- 2.3. To avoid disrupting communication, you must be in a private, quiet space that is not likely to create noise;
- 2.4. You must remain attentive so you will be ready to speak when your case is called.

3. Place on the roll

- 3.1. Cases are called one after another, in accordance with their order on the roll;
- 3.2. You must ensure that your proceeding appears on the roll by 12:30 p.m. the day before the calling of the roll.
- 3.3. To find out where your case is placed on the roll, consult: <http://roles.tribunaux.qc.ca/>. **Note** that the rolls on this site are not always up-to-date and that the position of your case on the roll may change;
- 3.4. Before speaking, attorneys must identify themselves by their name and surname; unrepresented parties must identify themselves by their surname only.

4. Instructions for the parties

- 4.1. The parties must have discussed the issues involved in the application, before the calling of the roll using Teams;
- 4.2. You must have agreed in advance on the information to be given to the special clerk during the virtual calling of the roll. The purpose of the calling of the roll is not to negotiate or discuss;
- 4.3. If the parties wish to avoid participating in the calling of the roll for the postponement of a case, they must send an email to (courpratique-remise@justice.gouv.qc.ca) for that purpose by 4:00 p.m. the day before the date of presentation;

It is the parties' responsibility to ensure that the postponement date is a working day;

- 4.4. During the calling of the roll, you must be able to provide succinct instructions for the next steps in your case;
- 4.5. If you are not ready to provide your instructions when your case is called, the case will be placed at the end of the roll;

- 4.6. If you are late joining the calling of the roll, please wait until the end of the calling of the roll to check the status of your case;
- 4.7. Once all the cases have been called, the special clerk will call the roll a second time for the cases that were not dealt with:
 - 4.7.1. if no one comes forward on behalf of a case, it will be postponed without a set date (*sine die*);
 - 4.7.2. if the parties do not agree on the instructions, they may make their submissions before the judge; however, it is not possible to predict the time at which they will be heard;
 - 4.7.2.1. the special clerk will refer the case to a judge;
 - 4.7.2.2. you must join the **virtual waiting room** associated with the Courtroom designated by the special clerk by using one of the permanent Teams connection links and wait until your case is called by the court clerk before connecting to the virtual hearing before the judge.

5. *In camera* hearings and confidentiality

- 5.1. To comply with the *in camera* rule and to protect the confidentiality of the information contained in the records in family matters, the cases on the roll are called by the parties' surname only;
- 5.2. You may not disclose confidential information concerning the parties during the calling of the roll.
- 5.3. When the case is about to be called by the judge, the party or attorney will be informed by the court clerk to join the virtual hearing;

6. Application to proceed by default

- 6.1. If a party or an attorney fails to participate in the calling of the roll, judgment may be rendered by default without further notice or delay;
- 6.2. If the party who initiated the application wishes to proceed the same day, the special clerk will refer the case to a judge;
- 6.3. When the case is about to be called by the judge, the party or attorney will receive an email from the court clerk to join the virtual hearing;

7. Notice of presentation

- 7.1. When you file a new notice of presentation for an application that was already filed in the court record, you must identify the application in question in the subject line of the new notice.

8. Additions to the roll

- 8.1. All requests to be added to the roll must be presented between the first and the second calling of the roll and will be authorized at the discretion of the special clerk.