SCHEDULE 27

INSTRUCTIONS – PRELIMINARY CALLING OF THE ROLL

FAMILY PRACTICE SESSIONS

**INSTRUCTIONS**

## Preliminary Calling of the Roll of Family Practice Sessions

## in the Courtroom named “Preliminary Calling of the Roll of Family Practice”

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The purpose of these instructions is to facilitate the participation of attorneys and unrepresented parties in the preliminary 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 9:30 a.m., but you must connect at least ten minutes before the start of the calling of the roll (8:50 a.m.).

1.2. The courtroom opens at 8:30 a.m. for the following purposes:

* To deal with request to add an application to the roll;
* To deal with request for postponement;
* To allow unrepresented parties to register themselves before the beginning of the preliminary calling of the roll;

1.3 The preliminary calling of the role takes place on the Microsoft Teams platform.

You have two options:

**Download and install the Teams application.**

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

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

Not all the features of the platform will be available to you in this case. For example, you will see only one participant at a time on your screen.

*Important:* *Please use one of the following browsers: Chrome or Microsoft Edge Chromium.* *DO NOT use Explorer or Firefox.*

1.4. The login information to attend the virtual calling of the roll is as follows:

(a) **Using Teams**: Click on the permanent connection link for the Preliminary Calling of the Roll - Family Practice courtoom.

[Join the Microsoft Teams meeting - Preliminary calling of the roll](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjM3NzRjMTktMDcyOC00NTFhLWJmYzAtMzBkZWNkNTc0OWFh%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%22d6a23183-9925-4ce3-88fa-e0836dcc5925%22%7d)

Then enter your name and click “Join Now.”

To facilitate the process of identification of the 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, other)

(b) **By telephone**:

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

Canada (toll-free): 833-450-1741

Conference ID: 798 481 18#

1.5. Once in the courtroom, if you used:

1.5.1.  the permanent Teams connection link, you must turn off your microphone by clicking on the cid:image005.jpg@01D6B767.3D16FEC0 icon that appears on the screen.

1.5.2.  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, avoid the hands-free function.

1.6. If technical difficulties prevent you from reactivating 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 intervening.

2.3. To avoid disrupting communication, choose a private, quiet space that is not likely to create noise.

2.4. 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 the position of your case on the roll may change.

3.4. Before speaking, attorneys should identify themselves by their name and surname. Unrepresented parties should identify themselves by their surname only.

**4.** **Instructions for the parties**

4.1. If the parties wish to avoid attending the calling of the roll for the postponement of a case, they must send an email to [courpratique-remise@justice.gouv.qc.ca](mailto:courpratique-remise@justice.gouv.qc.ca) to that effect at the attest at 12:00 the working day before the date of presentation.

4.2. You must agree 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. During the calling of the roll, you must be able to provide succinct instructions for the next steps in your case.

4.4. If you are not ready to give your instructions when your case is called, the case will be placed at the end of the roll.

4.5. 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.

4.6. If no one comes forward for a case, it will be postponed without a set date (*sine die*).

**5.** ***In camera* hearings and confidentiality**

5.1. To comply with the *in camera* rule and protect the confidentiality of the information contained in the records in family matters, the cases on the roll are called by the parties’ surnames only.

5.2. You may not disclose confidential information concerning the parties during the calling of the roll.

5.3. When the case is called by the judge, the court clerk will tell the party or attorney to join the virtual hearing.

**6.** **Application to proceed by default**

6.1. If a party or an attorney fails to attend the calling of the roll, judgment may be rendered by default without further notice or delay.

**7.** **Notice of presentation**

7.1. When you file a new notice of presentation for an application that has already been 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 before the beginning of the preliminary calling of the roll.