SCHEDULE 20

INSTRUCTIONS – CALLING OF THE PROVISIONAL ROLL

**Instructions – Calling of the Provisional Roll**

**Virtual Courtroom #11**

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

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

* 1. The calling of the roll starts at 9:00 a.m., but you must connect at least 10 minutes before the start of the calling of the roll (8:50 a.m.).

1.2. The calling of the roll 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.

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 information to join the virtual calling of the roll in virtual courtroom #11 is as follows:

(a) **Using Teams:** Click on the permanent link for the courtroom

[Join the Microsoft Teams meeting - COURTROOM #11 - Gatineau](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZjAzOTE0NDgtMWY5OC00Y2JiLWJmODQtMDg0YzMwY2YwMjIx%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)

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, other)

Persons who wish to attend a public hearing may simply enter “public”

(b) **By telephone**:

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

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

Conference ID: 312 121 807#

1.4. Once in the courtroom, if you used:

1.4.1. the permanent Teams connection link, you must turn off your microphone by clicking on the  icon that appears 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, avoid the hands-free function.

1.5. If technical difficulties prevent you from reactivating your device’s microphone, you must leave the call and re-connect.

1. **Decorum**

2.1. The provisional calling of roll using Teams is conducted in the same way as if you were in the courtroom.

2.2. Wait until the judge 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. 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. 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.