SCHEDULE 5

INSTRUCTIONS - CALLING OF THE ROLL

PRACTICE SESSIONS

**Instructions for the Calling of the Roll of the Practice Sessions**

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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. 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 #3 is as follows:

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

**Campbell’s Bay**

[Rejoindre la réunion Microsoft Teams - SALLE 1.01 - Campbell's Bay](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_N2YzZWViNmItMDI4Yi00NWJlLWJiMDctNGFkY2I3NWM4ZWJh%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%223ae07426-fb50-439f-85d1-5f02e6d63eab%22%7d)

**Maniwaki**

[Rejoindre la réunion Microsoft Teams - SALLE #2 - Maniwaki](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MDJkMDliYTItZWUxYi00YmEwLTkwYjMtODM5MjAzMWYzYzZm%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%220a8e632a-f0a0-48a2-bfca-255cd4d48826%22%7d)

**Mont-Laurier**

[Rejoindre la réunion Microsoft Teams](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MjRjZTgwMzItNDNmYS00ODhkLTkzZDMtZTM1NWI4N2MzMDYx%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%22ff5dd1de-7ec6-424b-9ba3-96bcabf7e9b4%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**

**Campbell’s Bay :** 655 187 824#

**Maniwaki :** 740 358 351#

**Mont-Laurier :** 608 286 339

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 calling of roll using Teams is conducted in the same way as if you were in a 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.

1. **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. The parties must have discussed the issues involved in the application before the calling of the roll using Teams.

4.2. You must agree in advance on the information to be given to the judge 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 attending the calling of the roll for the postponement of a case, they must send an email to that effect by 4:00 p.m. the working day before the date of presentation, indicating the date of the session to which they wish to postpone the case:

 Cambell’s Bay : Greffe.cambells-bay@justice.gouv.qc.ca

 Maniwaki : gciv565@justice.gouv.qc.ca

 Mont-Laurier : mlau-civil@justice.gouv.qc.ca

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

4.8 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 they will be heard.

**5. Application to proceed by default**

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

 **6. Notice of presentation**

6.1. 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.

**7. Additions to the roll**

7.1. All requests to be added to the roll must be presented after the calling of the roll.