

**RULES OF THE PROVINCIAL COURT OF NEWFOUNDLAND AND LABRADOR IN
CRIMINAL PROCEEDINGS, 2004**

PRACTICE NOTE – DIRECTION

P.N. (PC) No. 2014-01

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The following Practice Note was filed with the Director of Corporate Services and is published consistent with Rule 7.01 of the Rules of the Provincial Court of Newfoundland and Labrador in Criminal Proceedings, 2004.

**REQUESTS FOR THE USE OF SPECIALIZED EQUIPMENT
TO BE USED IN THE COURTROOM**

It is common for parties to request special equipment in the courtroom for use in presenting evidence (for example, special monitors and other equipment to, display electronic or digital evidence; hearing impaired equipment, etc.) or for some other purpose during a trial. This practice note is issued to: (1) provide guidance to such parties on how to make their request; and (2) reduce the risk of delays that can result from the unavailability of equipment or the malfunctioning of equipment installed in the courtroom.

Rationale

Enable the Court Administrator or Court Manager the available time to arrange for the equipment to be in place and assist in resolving any technical issues in order to avoid any undue delay in proceedings.

Procedure

Where a party needs to install specialized equipment in the courtroom prior to the commencement of a trial, they must contact the local Court Administrator or Court Manager at **least two weeks prior** to the commencement of the trial.

The request must set out as follows: (1) the name and contact information of the requesting party; (2) the style of cause of the matter and file number; (3) the date the trial is scheduled to commence; (4) the nature of the equipment required; and (5) whether the equipment will be provided by the party or whether they are requesting that the Court provide it.

The Court Administrator or Court Manager will determine whether the requested equipment is available and, if so, will notify the requesting party. If the requested equipment is unavailable, the Court Administrator or Court Manager will inform the requesting party and the requesting party will be responsible for providing it.

Once the equipment is installed in the courtroom, the requesting party must test that the equipment is functioning with the intended media (for example, if the equipment is required to play an audio or video file, the actual file must be tested on the equipment) **no later than two days before** the start of trial to minimize any delays that might result from malfunctioning equipment.

Authorized by:



D. Mark Pike

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