

**SUPREME COURT OF NEWFOUNDLAND AND LABRADOR  
TRIAL DIVISION**

*Rules of the Supreme Court, 1986*

*Criminal Proceedings Guidelines*

**PRACTICE NOTE  
P.N. (TD) No. 2014-01**

DATE ISSUED: June 13, 2014

RULES AFFECTED: N/A

EFFECTIVE DATE: June 30, 2014

PREVIOUS PRACTICE  
NOTES REVISED: N/A

The following Practice Note is published pursuant to Rule 4.04 of the *Rules of the Supreme Court, 1986* and Rule 1.04 of the *Criminal Proceedings Guidelines*.

**REQUESTING INSTALLATION OF SPECIAL EQUIPMENT  
FOR CRIMINAL, CIVIL AND FAMILY TRIALS**

**Background and Purpose**

1. From time to time, parties approach Court staff indicating that they wish to install special equipment in the courtroom for use in presenting evidence (for example, special monitors, playback equipment or other equipment to display electronic or digital evidence) or for some other purpose during a trial. The following 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 malfunctioning of equipment installed in the courtroom.

**Practice Note**

2. Where a party needs to install specialized equipment in the courtroom prior to the commencement of a trial, they must contact the Trial Coordinator in writing **at least two weeks prior** to the commencement of the trial.
3. The request may be made by letter or by email directed to the Trial Coordinator at the following addresses:

Trial Coordinator  
Supreme Court of Newfoundland  
and Labrador, General Division  
309 Duckworth Street  
P.O. Box 937  
St. John's, NL A1C 5M3

**OR**

inquiries@supreme.court.nl.ca  
Subject line: Trial Coordinator – Special Equipment Request

4. The letter or email must set out: (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.
5. The Trial Coordinator will determine whether the requested equipment is available and, if so, will contact the requesting party to arrange for the installation. If the requested equipment is unavailable, the Trial Coordinator will inform the requesting party and the requesting party will be responsible for providing it.
6. Once the equipment is installed in the Court, 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:

David B. Orsborn  
CHIEF JUSTICE (A) OF THE SUPREME COURT  
OF NEWFOUNDLAND AND LABRADOR,  
TRIAL DIVISION

Darlene Wells  
REGISTRAR OF THE TRIAL DIVISION  
OF THE SUPREME COURT  
OF NEWFOUNDLAND AND LABRADOR