



**SUPREME COURT OF NEWFOUNDLAND AND LABRADOR
NOTICE TO THE PROFESSION AND GENERAL PUBLIC**

**SUPREME COURT OPERATIONS FOR GENERAL DIVISION AND
FAMILY DIVISION JUDICIAL CENTRES
JULY 25-SEPTEMBER 9, 2022**

For the information of all stakeholders, this Notice outlines the planned operations for the **General Division and Family Division in all judicial centres** from **July 25-September 9, 2022**.

The Supreme Court continues to recommend that all persons entering the courthouse wear a 3-layer mask at all times in the courthouse. Persons may also be required to wear a 3-layer mask in a courtroom where a judge so directs. Please consult the revised Supreme Court's [COVID-19 Guidelines](#) for additional details.

OPERATIONS FROM JULY 25 – SEPTEMBER 9, 2022

For the period running from July 25 – September 9, 2022, **all Supreme Court General Division and Family Division judicial centres** will continue in a hybrid in-person/virtual services model. Under this model, the Court will continue hearing some matters in-person, while continuing to conduct a significant amount of its business virtually.

Note that any matter that proceeds in-person will be held in accordance with the [COVID-19 Guidelines](#) issued by the Court.

Trials

Criminal, civil and family trials scheduled to begin during this period, may proceed in-person. Counsel and parties are encouraged, however, to identify trials that could be conducted virtually or to identify trial participants that could appear remotely. Where that is the case, and with the approval of the presiding judge, Court staff members will contact the parties to make arrangements for the conduct of the trial.

Hearings

All hearings that are set to be heard virtually will proceed. Hearings that are set to be heard in-person may proceed, but each of these will be assessed by Court staff members, in consultation with the judiciary, to determine if they may be appropriately heard virtually or if one or more participants could appear remotely. Where that is the case, and with the

approval of the presiding judge, Court staff members will contact the parties to make arrangements for the conduct of the hearing.

Conferences

Conferences will continue virtually.

Filing and Processing Documents

Supreme Court courthouses will remain open during this period. All persons are encouraged to use the drop boxes at the front of the courthouses for contactless drop-off and pick-up of documents. The drop boxes and mail hubs are accessible during the Court's normal business hours. Documents that are delivered in the drop boxes less than one hour before the Court's normal closing time will be time stamped as received on the following business day.

Where necessary, individuals may attend at the Registry counter for in-person service. In the St. John's General Division and Family Division courthouses, individuals must make an appointment using the [online scheduling system](#) (note that *urgent* in-person service may be provided in the absence of an appointment).

Please also note the following:

- **Email filings will not be accepted** (with the exception of email filings permitted in accordance with Practice Note P.N. 2020-03).
- For documents left in a drop box, filing fees must be paid in one of the following ways: (1) the filing party may include a cheque enclosed with the document being filed; or (2) the filing party may provide a contact name and number with the document so that the Court can process a credit card payment by phone.
- Forms may be downloaded from the [Court's website](#).
- Processing times may be delayed owing to reduced staffing levels.

CONTACTING THE COURT

If you are seeking an urgent hearing or you have questions about your upcoming appearance, or need other assistance on an urgent basis, please contact the applicable Registry using the contact information below:

Corner Brook General Division and Family Division
inquiryCB@supreme.court.nl.ca
709-637-2633

Gander General Division
inquiryGander@supreme.court.nl.ca

709-256-1115

Grand Bank General Division
inquiryGB@supreme.court.nl.ca
709-832-1720

Grand Falls-Windsor General Division
inquiryGFW@supreme.court.nl.ca
709-292-4260

Happy Valley-Goose Bay General Division
inquiryHVGB@supreme.court.nl.ca
709-896-7892

St. John's Family Division
familyinquiries@supreme.court.nl.ca
709-729-2258

St. John's General Division
inquiries@supreme.court.nl.ca
709-729-1137

PUBLIC AND MEDIA ACCESS TO VIRTUAL TRIALS AND HEARINGS

The Court will continue facilitating virtual attendance by members of the media and the public at virtual trials and hearings. To find out what matters are proceeding and when, please consult the Court's docket posted on the [Court's website](#).

If you wish to attend one of the matters listed on the docket, you should contact the Court's inquiries email address (listed above for each judicial centre) **at least 48 hours prior** to the hearing of the matter in question. Requests should indicate the file number, case name, and date of the hearing you wish to attend. If the matter is one that the public would ordinarily be able to attend, you will be given a teleconference number so that you may call in to listen to the proceedings.

UPDATES

The Supreme Court will continue to monitor the COVID-19 situation across the province to determine whether any further changes to operations are required. Please continue to consult the [Court's website](#) and Twitter account ([@NLSupremeCourt](#)) for the most up-to-date information.

RAYMOND P. WHALEN
Chief Justice