



## **REPORT TO JUDGE/JUSTICE AND ORDER OF DETENTION E-PROCESS**

### **Step 1 – Preparing the Report to Judge/Justice and/or Order of Detention**

Officer will indicate: (1) name of the Judge or Presiding Justice of the Peace who signed the Warrant; (2) the Court File Number and/or JPC Number; (3) date of the search; (4) whether the Warrant was granted by tele-communication; and (4) whether the Warrant was sealed.

### **Step 2 – Submission of Documents**

#### **RCMP – JP Centre**

Officer e-mails password-protected PDF documents to the Presiding Justice of the Peace c/o Anja Clyke (Chief Judge's Office) at [aclyke@judicom.ca](mailto:aclyke@judicom.ca) (902-424-8750). The password is to be sent separately in a second e-mail message. If only submitting a Report to Judge for filing, e-mail directly to the Base Court.

OR

#### **RCMP – Provincial Base Court**

Officer e-mails password-protected PDF documents to the Base Court Supervisor for Judicial Support via Judicom e-mail address (see below). The password is to be sent separately in a second e-mail message.

#### **Municipal Police Agency - JP Centre**

Officer e-mails password-protected PDF documents to the Presiding Justice of the Peace c/o Anja Clyke (Chief Judge's Office) at [aclyke@judicom.ca](mailto:aclyke@judicom.ca) (902-424-8750). The password is to be sent separately in a second e-mail message. If only submitting a Report to Judge for filing, e-mail directly to the Base Court.

OR

#### **Municipal Agency - Provincial Base Court**

Officer e-mails password-protected PDF documents to the Base Court Supervisor for Judicial Support via Judicom e-mail address (see below). The password is to be sent separately in a second e-mail message.

- If the Warrant was signed by a Presiding Justice of the Peace AND requesting an Order of Detention, e-mail the Report to Judge/Justice and Order of Detention to Anja Clyke - [aclyke@judicom.ca](mailto:aclyke@judicom.ca)
- If submitting a Report for filing only, without request for an Order of Detention, e-mail to the Base Court.
- If the Warrant was signed by a Provincial Court Judge, or if there was no Warrant, e-mail to the Base Court.
- If Officer requires assistance, contact Anja Clyke, Chief Judge's Office, (902) 424-8750, [aclyke@judicom.ca](mailto:aclyke@judicom.ca)
- All matters for Amherst Provincial Court (including Warrants signed by PJPs) are to be e-mailed to the Amherst Provincial Court Supervisor.
- All matters for Pictou Provincial Court (including Warrants signed by PJPs) are to be e-mailed to the Pictou Provincial Court Supervisor.

### **Step 3 – Review of Documents**

#### **JP Centre - Authorizes**

Documents are printed, including the Officer's e-mail submitting the documents. PJP reviews the documents and authorizes. Ms. Clyke sends PDF password-protected Initial Order of Detention to Officer.

OR

#### **JP Centre - Denies**

Documents are printed, including the Officer's e-mail submitting the documents. PJP reviews the documents and denies. Ms. Clyke sends PDF password-protected denied Initial Order of Detention with reasons to Officer.

#### **Provincial Court Judge - Authorizes**

Documents are printed, including the Officer's e-mail submitting the documents. Judge reviews the documents and authorizes. The Base Court Supervisor sends PDF password-protected Initial Order of Detention to Officer.

OR

#### **Provincial Court Judge - Denies**

Judge prints the documents, including the Officer's e-mail submitting the documents. Judge reviews the documents and denies. The Base Court Supervisor sends PDF password-protected denied Initial Order of Detention with reasons to Officer.

### **Step 4 – Acknowledgement of Documents**

Officer replies to e-mail acknowledging receipt of the Initial Order of Detention.

### **Step 5 – Filing of Documents**

E-mail from Officer acknowledging receipt of the Initial Order of Detention is printed. All documents and e-mails are provided to the Base Court for filing (in a sealed envelope if the Warrant was sealed).

#### **Supervisor E-mail Addresses:**

Amherst (Kathy Farrell) – [kfarrell@judicom.ca](mailto:kfarrell@judicom.ca)

Antigonish (Michelle Keats) - [mkeats@judicom.ca](mailto:mkeats@judicom.ca)

Bridgewater (Suzanne Miles) - [smiles@judicom.ca](mailto:smiles@judicom.ca)

Dartmouth (Lillian Fraser) – [lfraser@judicom.ca](mailto:lfraser@judicom.ca)

Digby/Annapolis Royal (Nick Murphy) -

[nmurphy@judicom.ca](mailto:nmurphy@judicom.ca)

Halifax (Melanie Kelley) – [mkelley@judicom.ca](mailto:mkelley@judicom.ca)

Kentville/Windsor (Wendy Kinsman) –

[wkinsman@judicom.ca](mailto:wkinsman@judicom.ca)

Pictou (Kathy Holman – [kholman@judicom.ca](mailto:kholman@judicom.ca)

Port Hawkesbury (Carrie Hanley) – [chanley@judicom.ca](mailto:chanley@judicom.ca)

Sydney (Kristen MacIntosh) – [kmacintosh@judicom.ca](mailto:kmacintosh@judicom.ca)

Truro (Dawn Bishop) – [bdawn@judicom.ca](mailto:bdawn@judicom.ca)

Yarmouth/Shelburne (Louise Hamilton Delaney)

- [lhamilton-delaney@judicom.ca](mailto:lhamilton-delaney@judicom.ca)