



E-WARRANT PROCESS

Step 1 – Preparing the E-ITO/Warrant

Option 1

Officer prepares E-ITO/Warrant and swears ITO before a Commissioner of Oaths. **Base Court and police file number to be noted on documents.**
s. 487.1(1)

OR

Option 2

Officer prepares E-ITO/Warrant and makes a statement in writing that all matters contained in the ITO are true to their knowledge and belief, and such a statement is deemed to be a statement made under oath. **Base Court and police file number to be noted on documents.**
s. 487.1(3.1)

Step 2 – Requesting Service

RCMP – JP Centre

Officer calls the JP Centre at 902-424-8888 and requests the Judicom e-mail address for the on duty Presiding Justice of the Peace (PJP). Officer sends encrypted documents via EnTrust to the PJP via their Judicom e-mail address.

OR

RCMP – Provincial Base Court

Officer sends e-mail to Anja Clyke (Chief Judge's Office) at aclyke@judicom.ca (902-424-8750) OR to the Base Court Supervisor for Judicial Support via Judicom e-mail address (see below) and requests the Judicom e-mail address for the Judge. Officer sends encrypted documents via EnTrust to the Judge via their Judicom e-mail address.

Municipal Police Agency - JP Centre

Officer calls the JP Centre at 902-424-8888 and requests the Judicom e-mail address for the on duty Presiding Justice of the Peace (PJP). Officer sends password-protected PDF documents to the PJP. The password is to be sent separately in a second e-mail message.

OR

Municipal Agency - Provincial Base Court

Officer sends e-mail to Anja Clyke (Chief Judge's Office) at aclyke@judicom.ca (902-424-8750) OR to the Base Court Supervisor for Judicial Support via Judicom e-mail address (see below) and requests a Judge to review documents. Officer sends password-protected PDF documents to the Judge c/o Ms. Clyke or c/o the Supervisor. The password is to be sent separately in a second e-mail message.

Step 3 – Review of Documents

JP Centre - Authorizes

PJP prints the Warrant documents, including the Officer's e-mail submitting the Warrant. PJP reviews the documents and authorizes, noting the JPC Number and Court File Number on the Warrant. PJP sends an e-mail with encrypted or PDF password-protected Warrant to Officer.

OR

JP Centre - Denies

PJP prints the Warrant documents, including the Officer's e-mail submitting the Warrant. PJP reviews the documents and denies, noting the JPC Number and Court File Number on the Warrant. PJP sends e-mail with encrypted or PDF password-protected denied Warrant and ITO with reasons to Officer.

Provincial Court Judge - Authorizes

Judge prints the Warrant documents, including the Officer's e-mail submitting the Warrant. Judge reviews the documents and authorizes, noting the Court File Number on the Warrant. Judge sends an e-mail with encrypted or PDF password-protected Warrant to Officer.

OR

Provincial Court Judge - Denies

Judge prints the Warrant documents, including the Officer's e-mail submitting the Warrant. Judge reviews the documents and denies, noting the Court File Number on the Warrant. Judge sends e-mail with encrypted or PDF password-protected denied Warrant and ITO with reasons to Officer.

Step 4 – Acknowledgement of Documents

Officer replies to e-mail acknowledging receipt of Warrant. If required, Officer contacts Base Court to obtain Court File Number. Officer will note Court and/or JPC File Numbers on any Report to Judge and/or Order for Detention to be filed.

Step 5 – Filing of Documents

Judge or PJP prints e-mail from Officer acknowledging receipt of Warrant. All documents and e-mails are placed in an envelope and provided to the Base Court for filing and assignment of a Court File Number (if not already assigned).

Supervisor E-mail Addresses:

Amherst (Kathy Farrell) – kfarrell@judicom.ca
Antigonish (Michelle Keats) - mkeats@judicom.ca
Bridgewater (Suzanne Miles) - smiles@judicom.ca
Dartmouth (Lillian Fraser) – lfraser@judicom.ca
Digby/Annapolis Royal (Nick Murphy) -
nmurphy@judicom.ca
Halifax (Melanie Kelley) – mkelley@judicom.ca
Kentville/Windsor (Wendy Kinsman) –
wkinsman@judicom.ca
Pictou (Kathy Holman – kholman@judicom.ca
Port Hawkesbury (Carrie Hanley) – chanley@judicom.ca
Sydney (Kristen MacIntosh) – kmacintosh@judicom.ca
Truro (Dawn Bishop) – bdawn@judicom.ca
Yarmouth/Shelburne (Louise Hamilton Delaney)
- lhamilton-delaney@judicom.ca