| **Ministry of the Attorney General**  **Court Services Division**  **Manager of Court Operations**  The Regional Municipality of Waterloo  Court House  85 Frederick Street  Kitchener, ON N2H 0A7  Telephone **(519) 741-3200**  Facsimile **(519) 741-3212** | **Ministère du Procureur général**  **Division des services aux tribunaux**  **Chef de l’administration des tribunaux**  Municipalité régionale de Waterloo  Palais de justice  85, rue Frederick  Kitchener (Ontario) N2H 0A7    Téléphone **(519) 741-3200**  Télécopieur **(519) 741-3212** | new trillium |
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**TO:** Justice Participants of Waterloo Region Courthouse

**FROM:** Jacquie Rodden Yetman Manager of Court Operations

**DATE: November 24, 2020**

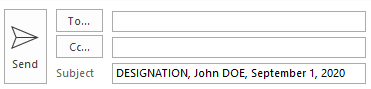
**RE: REMINDER- OCJ Mailbox for Enhanced Designations – Waterloo Region Courthouse**

On August 6, 2020 and updated November 16, 2020, the Ontario Court of Justice (OCJ) updated its notices <https://www.ontariocourts.ca/ocj/covid-19/> for members of the bar, the public and other justice partners and stakeholders regarding Case Management Courts.

In accordance with the direction of the court and to ensure documents are available for court appearances, Enhanced Designations must be filed electronically with the court no later than three business days before the next scheduled court date to the following email address: [Kitchener.OCJ.Courts@ontario.ca](mailto:Kitchener.OCJ.Courts@ontario.ca) or [WaterlooRegionCrimin@ontario.ca](mailto:WaterlooRegionCrimin@ontario.ca)

The subject of the email should indicate the word “Designation”, the name of the accused person and the next court date, e.g. “DESIGNATION, John DOE, September 1, 2020.” Where the accused is a young person, rather than their full name, please indicate YCJA and their initials in the subject line.

For example:



Please see the full notice for further details.

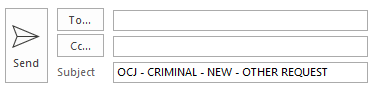
As a general reminder, to support virtual courts and to further reduce the need for people attending a courthouse in person, an email protocol has been developed for receiving urgent filings and requests by email, and for communicating with staff, the judiciary, justice partners and stakeholders regarding urgent in-court matters.

Our court location is able to receive requests and filings for urgent matters by email to shared mailbox: [Kitchener.Courthouse@ontario.ca](mailto:Kitchener.Courthouse@ontario.ca)

To allow staff to easily sort files by business line and file type, filers must include the following information in the subject line:

* LEVEL OF COURT (OCJ)
* TYPE OF MATTER (Criminal, Family)
* FILE NUMBER (indicate NEW if no court file number exists)
* TYPE OF DOCUMENT (Urgent Motion, Urgent Application, Bring Forward Request, Consent Bail Variation, Other Request)

For example:



### For criminal and family matters

* By submitting documents via email to the court, member of the legal profession/the party agrees to accept email communication from the court with respect to the proceeding.
* Member of the legal profession/ parties should retain a copy of any relevant affidavit(s) of service and/or related documents (e.g. email confirmations) and be prepared to produce it to the Court on request.
* The materials should also include any prior orders or endorsements that were issued and that are relevant to the urgent matter.
* Where it is not possible to email a sworn affidavit, affidavits may be delivered unsworn, but the affiant must be available to participate in any telephone or videoconference hearing to swear or affirm the contents of the affidavit.

For additional resources please review the information on [how to email the court administration offices at the OCJ](https://www.ontariocourts.ca/ocj/covid-19/emailing-urgent-documents/).

These instructions are subject to direction from a judicial official.

Kind regards,

Jacquie Rodden Yetman

Manager of Court Operations

Waterloo \ Wellington