

BEFORE YOUR COURT APPEARANCE

- Contact **Legal Aid Ontario** well in advance of your court appearance if you do not have a lawyer.
- If you would like general legal advice, or if you want to apply for legal aid, call the central Legal Aid Duty Counsel number at 1-800-668-8258.
- If you require legal advice you may contact local London Duty Counsel, who may provide legal advice and/or assist eligible individuals with their court appearance.
- You may contact **Amy O'Malley** (Duty Counsel) by email at **omallea@lao.on.ca** or leave a voicemail at **519-281-3257**.
- Duty Counsel is available to answer phone calls on Fridays between **1:00p.m.** and **3:00p.m.**
- If you want legal representation but cannot get a Legal Aid Certificate, you can contact **Community Legal Services** at **519-661-3352**.
- Community Legal Services provides free representation to accused charged with certain summary conviction offences by law students at Western University.
- The law student assigned to your matter will work under the direct supervision of a lawyer.

- Contact the Justice Centre for your disclosure and Crown Screening Form.
- If you have an email address where you can receive confidential material, send an email request to **jc.case.london@ontario.ca**.
- If you do not have access to a secure email address, call the Justice Centre Case Management Coordinator between 9 am and 11:00 am at 226-559-4593 to arrange to pick up a copy of your disclosure at the Justice Centre.
- If you don't expect to hire a lawyer and you want to talk to the London Justice Crown about your charge(s) call the Justice Centre **Case Management Coordinator** at **226-559-4593** between **9:00 a.m.** and **11:00 a.m.** and ask to schedule a Crown Pre-Trial. If you are calling outside those hours, please leave a voicemail.

If your matter involves a drug-related charge (e.g. s. 4(1) of the *Controlled Drugs and Substances Act*, please email

PPSCLondonSPPC@ppsc-sppc.gc.ca
or call
519-645-2650

LONDON JUSTICE CENTRE VIRTUAL COURT

How Do I Attend Court?

- *Your First Court Appearance at the London Justice Centre will be at 9:30a.m., as shown on the Release Documents given by Police.*
- *After your First Appearance, you will receive direction from the Court regarding the date and time of your next appearance at the London Justice Centre.*
- *You can attend court either over the internet or by phone.*

What If I Do Not Have Internet Access?

- *You may attend via ZOOM using the Justice Centre Video Suite, located at 332 Richmond St. (1st Floor).*
- *To use the Justice Centre Video Suite, please go to 332 Richmond St. (1st Floor) 15 minutes before your Court appearance where you will be greeted by Justice Centre staff.*
- *You may call or text 519-281-6726 to let staff know you have arrived.*

How Do I Use the Justice Centre Video Suite?

- *You must complete a brief COVID-19 screening form prior to attending court and wear a mask.*
- *Stay 6 feet away from others and follow signage.*
- *Hand sanitizers and disposable masks will be available for you to use.*

What Can I Expect at the Video Suite?

- *The Video Suite is a large office where you can attend court alone – nobody else will be in the room with you, and the door will be closed.*
- *Technology will be sanitized and ready to use when you enter the Video Suite.*
- *If you need help using the Video Suite (e.g. logging in to the Virtual Court), Justice Centre staff will be available to safely help you. Please let Justice Centre staff know when your Court Appearance is completed.*

HOW TO ATTEND

Internet: <https://zoom.us/join>
(**preferred attendance option**)

Phone (toll free): 1 (855) 703-8985

London Justice Centre Virtual Court

ZOOM Meeting ID: 689 7869 5727
ZOOM Passcode: 94545

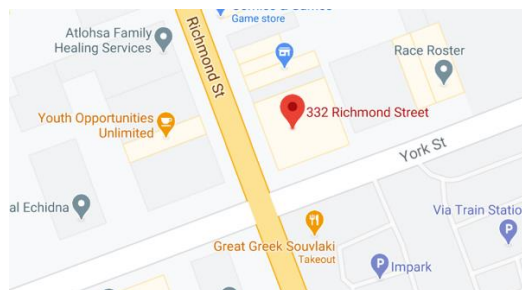
- When you join you will be placed on hold. You may be waiting for some time. Please do not disconnect.
- Follow any direction provided by the Court.
- Only use the “chat” function to respond to messages directed to you by the Crown, Court clerk or Duty Counsel. Any other use of “chat” is prohibited.
- Please note that any communication on the Zoom “chat” function (including messages sent “privately” to another participant) may be viewable by the Court or Crown Attorney.

Visit

www.ontariocourts.ca/OCJ
for the latest
information about
**Covid-19 Notices and
Updates**

Justice Centre Location

332 Richmond St.
London, ON
N6A 3C3



LONDON JUSTICE CENTRE

A GUIDE FOR VIRTUAL JUSTICE CENTRE COURT APPEARANCES

This Guide provides you with all the information you need for court appearances at the London Justice Centre.

Keep this guide. You will need it for all your court appearances at the London Justice Centre.

*If you have received a positive **COVID-19** test within the past 14 days **or** are feeling unwell **or** are required to self-isolate, you must call the Justice Centre Case Manager at 519-280-4079 before your court date.*