

## Ministry of Attorney General - Court Services Branch

### BC Secure File Transfer Service (SFTS) Guide

#### **Introduction:**

Court Services Branch (CSB) administers access to the court records of the Supreme Court and the Provincial Court of British Columbia (the “Courts”) based on the Courts’ access policies:

- Supreme Court [Policy on Access to the Court Record](#); and
- Provincial Court [Access to Court Records Policy](#).

The Courts have approved the use of the BC Secure File Transfer Service (SFTS) by CSB to send court records to accredited media if access to those records is permitted by the applicable court records access policy. The Provincial Court has also approved the use of SFTS for electronic distribution of reports authored by a probation officer or Forensic Psychiatric Services (“Reports”), including pre-sentence reports, psychiatric/psychological assessments, and technical suitability reports.

SFTS is a secure, encrypted, and password protected method of sharing records electronically.

**Accredited Media:** To request to receive a court record from a proceeding electronically by SFTS, email a request to the applicable court registry. The email must be sent from the email address on the accredited media list, and must:

- a. include the Accredited Media’s contact information;
- b. attach a copy of the Accredited Media Identification; and
- c. provide sufficient details about the request to allow CSB staff to identify the court record(s) being requested and process the request.

A list of court registries and their contact information, including email addresses, can be found [here](#).

**Reports to Counsel:** All defence counsel of record who want to receive Reports by SFTS must file a completed Notice of Electronic Mail Address and Consent Form by email to each Provincial Court Registry counsel has files for which they are counsel of record. SFTS can be used to send reports to Federal and Provincial Crown counsel without requiring a Notice of Electronic Mail Address and Consent.

#### **Recipient Roles and Responsibilities:**

Recipients are responsible for providing their own electronic devices and Internet connection to download documents on the SFTS.

Recipients must adhere to applicable statutes, court rules, court orders and court records access policies, as well as undertakings and publication bans.

**Publication Bans** - It is the responsibility of the recipient to identify any publication bans or restrictions that apply to the court records at issue and to comply with them. Failure to comply may result in serious sanctions including contempt of court proceedings.

### **How to Log onto SFTS:**

If the requestor's identity has been verified and access to the court record(s) is permitted by the applicable court records access policy, CSB staff will send the court record(s) to the requestor using SFTS.

CSB staff will send an invitation to the recipient's email address from the SFTS.

This invitation will provide the recipient with first time access to the SFTS through a link in the body of the email.

The link must be opened within 7 days or it will expire and the recipient will need to request a new link from CSB staff.

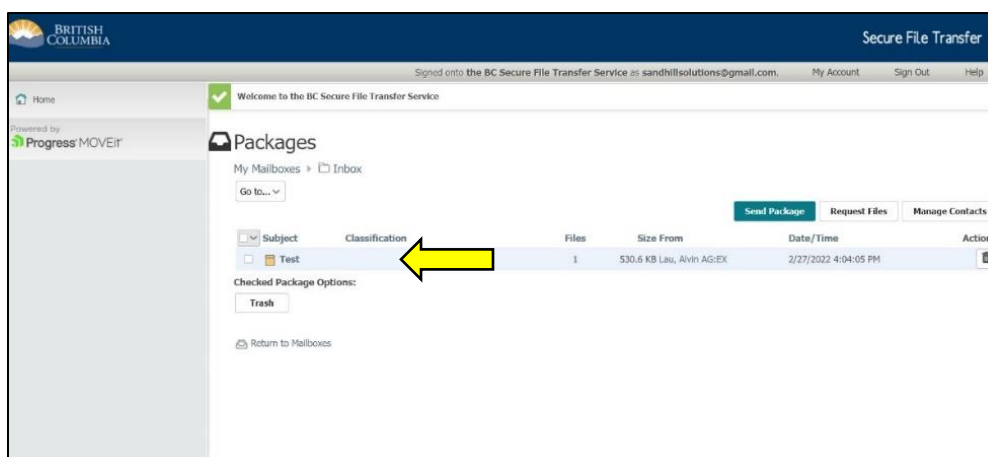
"Package" is the term used in the SFTS in the email recipients receive from CSB staff to invite them to use the SFTS. Each time CSB staff sends a package to the recipient on SFTS, the recipient will receive an email notification.

After clicking the URL in the package (email), the recipient will be presented with the Login page. To login, enter the recipient's username – this is the recipient's email address, then enter the temporary password the recipient received in the package. The recipient will then be prompted to create a new password; this password will be valid for 80 days.

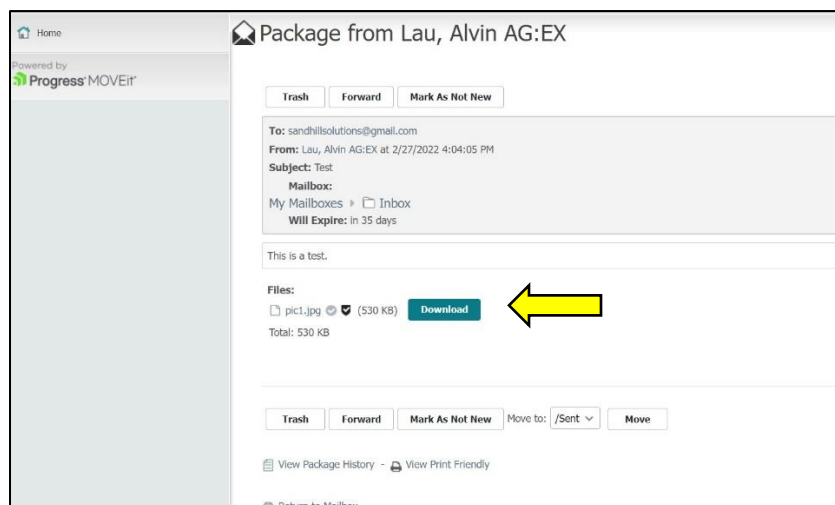
After first logging in, the recipient will need to change the temporary password. There are certain password requirements that must be met, they include:

- Must be at least 8 characters;
- Must not contain or resemble Username;
- Must contain at least one letter and one number;
- Must not contain dictionary words;
- Must contain both upper and lower case letters; and
- Must not match any of the 10 previous passwords.

Once the recipient has successfully logged in, the recipient will see the Home screen as shown below.



By clicking on the new package, the recipient can view the package, and download any files from the package.



### **Troubleshooting:**

If recipients have questions, please contact [CSBFeedback@gov.bc.ca](mailto:CSBFeedback@gov.bc.ca) or (250) 356-1550 for assistance.