

NOTICE OF ELECTRONIC MAIL ADDRESS AND CONSENT

In the Provincial Court of British Columbia
CRIM 15 Practice Direction

NOTICE OF ELECTRONIC MAIL ADDRESS AND CONSENT

By signing this Notice of Electronic Mail Address and Consent form, and upon filing it at the below noted Provincial Court Registry, the undersigned hereby consents and agrees to:

1. receive the Reports outlined in the [CRIM 15 Practice Direction](#) from the _____
Court Registry Location

Provincial Court Registry (Registry) by way of [secure file transfer](#) electronic mail ("email") for all adult accused and/or young persons for whom I am counsel of record.

My current email address for delivery is: _____
Email address reports to be delivered to

☐ If applicable, my previous email address for delivery was:

Email address previously provided to the Registry

2. provide written notification to the Registry as soon as possible if I am no longer counsel of record for an adult accused or young person on file(s), to ensure Reports pertaining to that named person are not distributed to me by email.
3. provide written notification to the Registry as soon as possible if my email address changes by filing a new Notice of Electronic Mail Address and Consent form, or if I no longer wish to receive Reports by email.

I understand that the Reports authorized to be sent by email, as set out in the CRIM 15 Practice Direction, will be emailed to me from the Registry using the secure file transfer service.

Dated: _____
Signature of Counsel

Counsel's full name and initials: _____

Business address: _____
Street City Province Postal Code

Phone: _____

IMPORTANT INFORMATION FOR COUNSEL

Only one form is required to be filed at each Provincial Court Registry that you have files with. This provides your consent and agreement to receive reports by secure file transfer electronic mail ("email"), or to provide notification of change of email address for delivery. Notification to the Registry that you are no longer counsel of record or no longer consent to receive all reports by email, may be provided by letter setting out the file(s) numbers (**Note:** this is **not** a substitute for an application to withdraw as counsel.).

When reports are emailed to you using the [secure file transfer service](#), you will receive an email with a temporary password and a link that will take you to a logon webpage where the temporary password will be entered. A second email will also be sent notifying a package has been received. It is important to note that the **files will only be accessible for a period of seven days from the date they are sent**, therefore the copies should be downloaded promptly.