

# NOTICE OF ELECTRONIC MAIL ADDRESS AND CONSENT

In the Provincial Court of British Columbia – CRIM 15 Practice Direction  
In the Supreme Court of British Columbia – Notice to Profession

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

1. receive the Reports outlined in the [CRIM 15 Practice Direction](#) / [Supreme Court Notice to Profession](#) from the

\_\_\_\_\_  
Court Registry Location

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, 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 court location where you have files. This provides your consent and agreement to receive Reports, for both Provincial Court and Supreme Court proceedings, 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.