

THE HONOURABLE JUSTICE PAUL T. O'MARRA
ONTARIO COURT OF JUSTICE

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TO: THE PROFESSION

**FROM: Justice Paul T. O'Marra
Ontario Court of Justice
Local Administrative Justice – Criminal
Brampton Courthouse**

DATE: July 19, 2023

**RE: Counsel Communications with the Ontario Court of Justice via
the Trial Coordinator's Office**

In an effort to return to normality in a post-pandemic era, counsel is reminded of their duty to the Court and the concept of judicial independence, as it relates to communications with the OCJ Trial Coordinator's Office.

There are a few members of the Defence Bar that have taken up the practice of communicating directly with the Trial Coordinator's Office to give the Court or a particular Jurist a message about counsel's schedule or issues related to a case. **Please refrain from continuing this practice.**

The Trial Coordinator's Office plays a vital role in the effective scheduling of matters. Their responsibilities do not include acting as agent for counsel and such practice is unacceptable and must discontinue. Even the simple review of this type of correspondence takes up their valuable and limited time.

Counsel should not be communicating with the Trial Coordinator's Office about anything besides the scheduling of their matters. Any representations which counsel wish to make to the Court must be offered directly, or through an agent.

If there are any emergencies which make it impossible for counsel to send an agent to convey their submissions to the Court, an email should be directed to the OCJ judicial assistants at Brampton.OCJ.JudicialSecretaries@ontario.ca and flagged as urgent, noting the Jurist, the date, the courtroom and style of cause. If necessary, the correspondence can be made an exhibit on the proceedings once received by the Court. Counsel is cautioned to use this email address only for this purpose and in such circumstances.

Your anticipated cooperation in this regard is greatly appreciated.