



MEMORANDUM

TO: Peel Region Crown Attorneys and Criminal Law Association

FROM: Shamin Jhooty Virk, Manager Court Operations (Brampton) and
Lisa Weiss, Regional Manager, Judicial Services (Central West Region)

DATE: January 18, 2023

RE: Changes to Brampton SCJ criminal office & filing documents

To improve and effectively enable consistent trial coordination support to the judiciary and to align the appropriate job responsibilities in the SCJ criminal line of business, additional staff have been assigned to the Criminal SCJ administration office.

Effective February 1, 2023, all SCJ criminal filings, including indictments will be filed at a new generic email address:

BramptonSCJcrimadmin@ontario.ca

Criminal SCJ documents will no longer be accepted for filing at the SCJ Trial Coordinator's office generic email after February 1, 2023.

In addition, the Criminal SCJ administration office will be responsible for all SCJ criminal sentencing and release paperwork, issuing subpoenas, processing record suspensions (Pardons), all photocopy and file requests, general SCJ criminal inquiries and processing bail estreatments, bail reviews/hearings and Summary conviction appeals.

The SCJ Trial Coordination office will focus primarily on scheduling all criminal matters. Dates for all criminal SCJ hearings will still be obtained by contacting the Trial Office.

Thank you,

A handwritten signature in blue ink that reads "J. Virk". The signature is stylized with a wavy line above the name.

Shamin Jhooty Virk

A handwritten signature in black ink that reads "Lisa Weiss". The signature is written in a cursive, flowing style.

Lisa Weiss