



THE LAW COURTS  
800 SMITHE STREET  
VANCOUVER, B.C.  
V6Z 2E1

## Notice to the Profession, the Public and the Media Regarding Civil, Family and Bankruptcy and Insolvency Proceedings

### COVID-19: RESUMPTION OF FURTHER COURT OPERATIONS – REGISTRAR HEARINGS

COVID-19 Notice No. 32

**Revised:** July 13, 2020

~~This notice supplements the following notices:~~

- ~~• [COVID-19 Notice #8 – Notice of Suspension of Regular Court Operations revised April 16, 2020](#)~~
- ~~• [COVID-19 Notice #15 – Essential and Urgent Insolvency Matters](#)~~
- ~~• [COVID-19 Notice #25 – Resumption of Further Court Operations](#)~~

#### Introduction

On March 19, 2020, the Supreme Court of British Columbia suspended regular operations to protect the health and safety of court users and to help contain the spread of COVID-19. All civil and family matters scheduled for trials, conferences, and chambers applications or other hearings between March 19 and May 29, 2020 were adjourned, unless the Court otherwise directed.

~~In [COVID-19 Notice #25](#), the Court announced the resumption of some regular court operations.~~ This Notice provides further directions in regard to hearings before the registrar, which will resume in accordance with the procedures set out in this Notice.

#### I. Bankruptcy Hearings

Until further notice, bankruptcy hearings before a master or registrar will resume, with the trustees attending in person at the following locations:

- Vancouver
- New Westminster
- Victoria
- Nanaimo

- Kamloops
- Kelowna

Trustees must attend by telephone at the following locations, where there is no resident master or registrar:

- Prince Rupert
- Prince George
- Nelson
- Vernon

Hearings at Prince George, Prince Rupert, and Nelson will be conducted by a master or registrar at the Kamloops registry. Hearings at Vernon will be conducted by a master or registrar at the Kelowna registry.

Trustees are to contact Supreme Court Scheduling at the relevant location to book blocks of hearing times and provide the telephone number they wish to use for the hearing.

Because of social distancing requirements at courthouses (see [COVID-19 Notice No. 27](#) and the Ministry of Attorney General's information about [COVID-19 Court Recovery Operations](#)), interested parties will not be able to appear in person but may appear by telephone. Until further notice, paragraphs 4 and 5 in [Administrative Notice 12](#) regarding telephone attendance for interested parties do not apply. Interested parties wishing to file materials must follow the directions set out below. Trustees should advise Supreme Court Scheduling when booking hearing times that interested persons wish to appear by telephone and provide the interested person's telephone number. Depending on the number of parties attending remotely, the court clerk will arrange a conference call or dial the interested person directly.

## **Materials**

### Filed Documents

As of July 13, 2020, courthouse registries across British Columbia resumed in-person services. ~~Courthouse registries are not providing in-person services until further notice.~~ For information about in-person registry services and other methods of filing see [Part I of the COVID-19 Notice Expansion of Court Operations - In Person Registry Services](#) ~~Part IV of COVID-19 Notice #25~~. Parties are ~~still~~ strongly encouraged to e-file through [Court Services Online](#).

When filing Form 81 under the *Bankruptcy and Insolvency Act*, all trustees must provide their contact details, including phone, address, and email address.

## Hearing Materials and Hearing Records

Trustees must prepare their hearing materials and hearing records in accordance with [Administrative Notice 12](#). All hearing materials and hearing records must be submitted in hard copy.

Prince George, Prince Rupert, and Nelson matters will be heard in Kamloops, and hearing materials and hearing records should be sent to the Kamloops registry. Vernon matters will be heard in Kelowna, and hearing materials and hearing records should be sent to the Kelowna registry.

Trustees appearing by telephone are required to deliver hearing materials, ~~using the drop box (until the registries resume in-person services) or by mail or courier set out in the Court's COVID-19 Notice No. 8 and subsequent COVID-19 Notices,~~ at the registry where the matter will be heard no later than 4 p.m. on the business day that is one full business day before the date set for the hearing. Late materials will not be accepted.

Trustees appearing in person must retrieve their hearing materials and hearing records at the conclusion of the hearing. For trustees appearing by telephone, hearing materials and hearing records will be securely destroyed at the conclusion of the hearing.

If the hearing is adjourned, the registry will hold the hearing materials or hearing record for 10 business days. If a trustee does not reset the adjourned application within that time period, the contents of the hearing materials or hearing record will be securely destroyed.

## **II. Other Registrar's Hearings**

Until further notice, all other hearings and pre-hearing conferences before the registrar will resume by telephone, unless the registrar directs otherwise.

To schedule matters, please contact the appropriate Supreme Court Scheduling location in accordance with Appendix A.

## **Materials**

### Filed Documents

As of July 13, 2020, courthouse registries across British Columbia resumed in-person services. ~~Courthouse registries are not providing in-person services until further notice.~~ For information about in-person registry services and other methods of filing see [Part I of the COVID-19 Notice Expansion of Court Operations - In Person Registry Services](#) ~~Part IV of COVID-19 Notice #25~~. Parties are still strongly encouraged to e-file through [Court Services Online](#).

The Appointment (*Supreme Court Civil Rules, Form 49* and *Supreme Court Family Rules, Form F55*) must identify one of the following places as the place of hearing and indicate that the hearing is by telephone:

- Chilliwack
- Kamloops
- Kelowna
- Nanaimo
- New Westminster
- Prince George
- Vancouver
- Victoria

The Appointment must include the telephone number and email address of the person taking out the Appointment. Where the Appointment hearing date is set by Requisition following a pre-hearing conference (see [Administrative Notice 8](#)) the person must include their telephone number and email address on the Requisition.

#### Hearing Records

The person taking out the Appointment must prepare a hearing record in accordance with Rule 23-6(3.1) of the *Supreme Court Civil Rules* or Rule 22-7(3.1) of the *Supreme Court Family Rules*.

Hearing records must be submitted ~~using the drop box (until the registries resume in-person services) as set out in the Court's COVID-19 Notice No. 8~~ at the registry where the matter will be heard no later than 4 p.m. on the business day that is one full business day before the date set for the hearing. Late materials will not be accepted.

The hearing record must include a cover page and comply with the requirements in [Administrative Notice 14](#).

Following a telephone hearing, hearing materials and hearing records will be securely destroyed, unless the hearing is adjourned. If the hearing is adjourned, the registry will hold the hearing materials or hearing record for 10 business days. If the matter is not reset within that time period, the contents of the hearing materials or hearing record will be securely destroyed.

**THE FOREGOING IS SUBJECT TO CHANGE. ANY UPDATED DIRECTIONS WILL BE POSTED ON THE COURT'S WEBSITE.**

**Dated July 13, 2020**, at Vancouver, British Columbia

By Direction of Chief Justice Christopher E. Hinkson  
Supreme Court of British Columbia

## Appendix A

REGISTRY FILE LOCATION	PLACE OF HEARING AND SUPREME COURT SCHEDULING CONTACT INFORMATION
<ul style="list-style-type: none"> <li>• Chilliwack</li> </ul>	CHILLIWACK 604.795.8349
<ul style="list-style-type: none"> <li>• Cranbrook</li> <li>• Golden</li> <li>• Kamloops</li> <li>• Nelson</li> <li>• Revelstoke</li> <li>• Rossland</li> <li>• Salmon Arm</li> </ul>	KAMLOOPS 250.828.4351
<ul style="list-style-type: none"> <li>• Kelowna</li> <li>• Penticton</li> <li>• Vernon</li> </ul>	KELOWNA 250.470.6935
<ul style="list-style-type: none"> <li>• Campbell River</li> <li>• Courtenay</li> <li>• Nanaimo</li> <li>• Port Alberni</li> <li>• Powell River</li> </ul>	NANAIMO 250.741.5860
<ul style="list-style-type: none"> <li>• New Westminster</li> </ul>	NEW WESTMINSTER 604.660.8551
<ul style="list-style-type: none"> <li>• Dawson Creek</li> <li>• Fort St. John</li> <li>• Prince George</li> <li>• Quesnel</li> <li>• Williams Lake</li> </ul>	PRINCE GEORGE 250.614.2750
<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>	VANCOUVER 604.660.2853
<ul style="list-style-type: none"> <li>• Duncan</li> <li>• Prince Rupert</li> <li>• Smithers</li> <li>• Terrace</li> <li>• Victoria</li> </ul>	VICTORIA 250.356.1450 1.877.288.0889 (toll free)