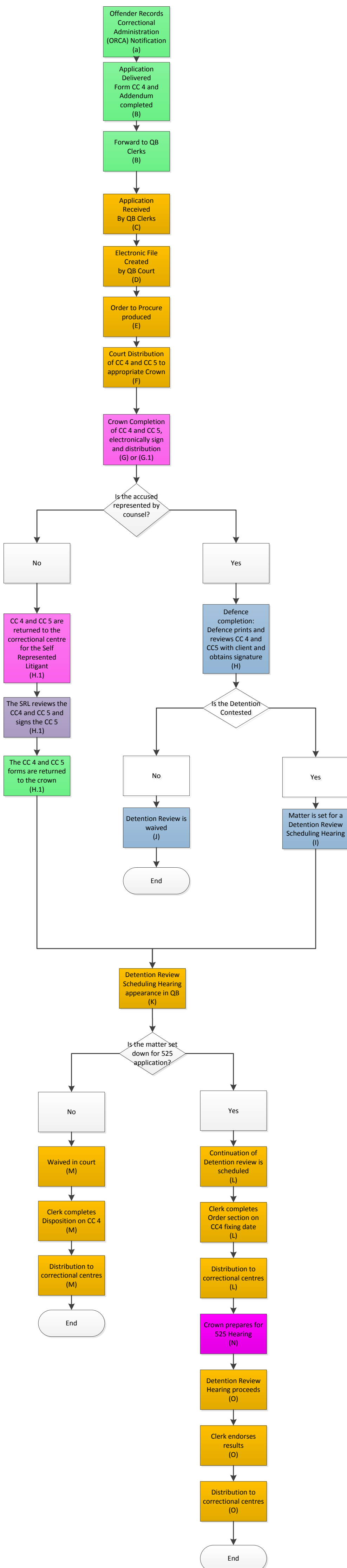
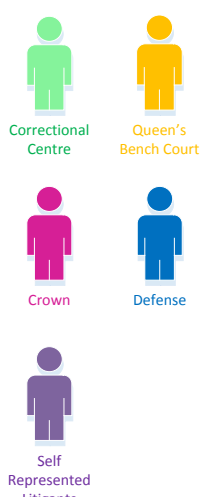


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Letter	Step	Function
A	Offender Records Correctional Administration (ORCA) Notification	Notification by ORCA for 30 / 90 day detention review
B	Application Delivered	Form CC4 and Addendum (if needed) is completed by Sentence Administration. Sentence Administration forwards document to a court proxy via email
C	Application Received/Vetted	Court receives the application and reviews the file via JOIN to confirm the next court date on the source file(s) and determines which appearance court date to add the application to. This will not be required if the accused has been released or convicted.
D	Electronic File Created	Applications are added to JOIN using event ADULTAPP (U files are created for all applications except those which do not qualify for a 525 hearing) by QB Criminal department. The Court will electronically add the file number and the Detention Review Scheduling Hearing Date to the CC4.
E	Order to Procure	Judge's orders are created by the QB Clerks Office and sent to the appropriate correctional centre in accordance with local office procedures to ensure the attendance of the accused at the initial Detention Review Scheduling Hearing Date.

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F	Court Distribution	The CC4 and CC5 and Addendum (if needed) are sent electronically by the Court to the appropriate Crown Prosecutors office.
G	Crown Completion & Distribution	Crown completes Crown portions of CC4 and CC5. Upon completion a digital signature is required on the CC5 and on signing it is locked for editing. Crown distributes the CC4 and CC5 to Defence counsel and Clerk's office electronically.
G.1	Crown Completion & Distribution for Self-Represented Litigant	Crown completes Crown portion of CC4 and CC5. Upon completion a digital signature is required on the CC5 and on signing it is locked for editing. Crown prints both forms and *mails/delivers/scans to email* a copy of the CC4 and CC5 to the correctional centre with a request and instructions to deliver to the accused forthwith and instructions for return of the documents.
H	Defence Completion & Distribution	Defence counsel prints and reviews the documents with their client and obtains the live signature of the accused OR marks off NEW option 4 (not requiring accused signature) on the CC5. Defence Counsel scans and emails the completed CC4 and CC5 forms to the Crown and Court.

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<p>H.1 H.1 H.1</p>	<p>Completion & Distribution by Self Represented Litigant</p>	<p>The accused reviews the CC4 and CC5 forms and signs the CC5 form. The CC4 and CC5 forms will be returned to the Crown according to the instructions provided.</p> <p>The Crown will provide the Court with copies.</p>
<p>I</p>	<p>Detention Contested by Defence</p>	<p>If Defence counsel indicates the continued detention is contested or if the form is not returned to the Court/Crown, the matter will continue on the date of the Detention Review Scheduling Hearing.</p>
<p>J</p>	<p>Defence Waives the Detention Review</p>	<p>If detention review is waived by Defence Counsel, the Court will update the electronic record of the file; cancel Judge's orders (if needed), complete "Disposition" on form CC4. Note new option 4 on CC5 for accused signature.</p> <p>Process ends.</p>
<p>K</p>	<p>Detention Review Scheduling Hearing Appearance in Queen's Bench</p>	<p>If the accused is self-represented, the matter will continue on the date of the Detention Review Scheduling Hearing as the accused cannot waive this appearance.</p>

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L	Result of First Appearance in Court: Detention Review set for Continuation Hearing	Continuation of Detention Review Hearing is scheduled and endorsed by the Court Clerk on the endorsement sheet. Order on CC4 fixing date is completed by the Court and sent to Sentence Administration. The Order is sufficient to transport the accused to the Detention Review Hearing.
M	Result of First Appearance in Court: Detention Review Waived	If the Detention Review Hearing is waived in Court, the Clerk will update the "Disposition" on form CC4. Process ends.
N	Crown Preparation for continuation of 525 hearing	Crown orders transcripts of previous bail hearings and prepares all other necessary materials required in accordance with local office procedures.
O	Results of Continuation Hearing and Notification	Detention Review Hearing proceeds. Court updates JOIN with results of hearing. Court notifies Sentence Administration if the accused is granted release. If a Queen's Bench file, the Clerk's office prepares a new Form 8 and indicates that Defence Counsel is to file the bail

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		<p>order/judicial interim release.</p> <p>Defence and Clerk's office serve the Bail Order/judicial interim release on the correctional centre.</p> <p>Clerk's office will notify the Sentence Administration of the results by sending a copy of the endorsement sheet.</p> <p>Completed applications are filed in accordance with local office procedures.</p>
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