

Where can I find help?

The Inquiries Window in the foyer behind the large glass window can confirm court dates and locations for when your family member is appearing.

Court Support Agencies are located in office rooms:

Mental Health Workers.....	20
Springboard Direct Accountability (Diversion).....	8
The Salvation Army Chaplain.....	151
Duty Counsel Lawyers (Legal Aid).....	251
Duty Counsel Manager.....	251
Aboriginal Court Worker.....	374
St Vincent De Paul Volunteers.....	151
Legal Aid Workers.....	252
Bail Program.....	162
Victim/Witness Assistance.....	370

If you need help.... there is a Salvation Army chaplain and volunteer in the courthouse to assist you with:

- general information or answers about court procedures
- where to find someone or locate an office
- obtaining a referral to a court support agency
- emotional or spiritual support to all who are involved in the court (accused, victims, witnesses, family and friends)
- take time to speak with you, attend in the court room, or help clarify information you are given (or find someone who can do so).

This information provided by The Salvation Army is a simple outline of legal information and process. It is not intended to give legal advice or substitute for legal counsel in any way.



Giving Hope Today

Old City Hall Court Chaplain

60 Queen St W (Rm 151) Toronto, M5H 2M4 2H4 - 416-214-9758

The Salvation Army Correctional & Justice Services

77 River Street, Toronto, M5A 3P1 - 416-304-1974

www.salvationarmy.ca

What to Expect In The Court Room

Court Room Hours

Old City Hall Court is accessible Monday to Friday from 8:00 am to 5:30 pm. Generally court commences at 10:00 am and breaks for lunch from about 1:00 – 2:00 pm. Court may run as late as 6 pm.

- Court 111 and 114 starts at 9:00 am.
- *(All Weekend Bail Hearings are held at Old City Hall Court at Queen & Bay. 101 and 111.)*

A court docket is posted outside each court indicating who is appearing in court that day. **New arrests will not be on that list**, but where they are appearing can be confirmed by The Salvation Army or at the Clerk’s Office in Rm 250. Generally new male arrests appear in Court 101. All new female and Drug charge arrests appear in Court 103.

THE SALVATION ARMY DOES NOT OFFER LEGAL ADVICE

What Court Room do I go to?

Bail Hearing for men arrest in 11, 14 & 52 Divisions	101
Bail Hearing for all Drug Charges	103
Bail Hearing for all women	103
Plea (<i>Plead guilty and await sentence</i>)	112
Plea (<i>Plead guilty and await sentence</i>) for Drug Charges	117
Mental Health Diversion	102
Practice Court	102
Set Date/First Appearance for Drug Charges	114
Direct Accountability (Diversion)	111
Trial Courts	121-128, A,G,J,K,M,N, R
Native Gladue Court (<i>Wednesday and Fridays only</i>)	116
Drug Treatment Court (<i>Tuesday and Thursday only</i>)	116
Partner Abuse Response (PARS) info session (<i>2nd & 4th Wed</i>)	K

Court Room Behavior

The court expects your respect and courtesy at all times.

- **Acknowledge the Judge** or Justice the Peace by bowing when entering and exiting the court. When the Judge or Justice the Peace enters courtroom please stand.
- **Dress with respect**, so please wear proper attire and remove your sunglasses and all hats other than religious head coverings.
- When **your** name is called stand at the front, in the centre aisle. Do not go through the gates unless instructed to. Take your hands out of your pockets.
- Do not stand near the door. If you must stand, move to a side wall to keep the entrance clear.
- **Silence** is required so as not to hamper the court proceedings or recordings. Therefore all cell phones, pagers, alarms, or any other electronic device that may make a noise must be turned off. No talking, food, drinks, gum, newspapers or magazines, etc. **Children** making any sounds must be removed from the court room.
- **Cameras**, recording devices or photo phones are **not permitted**.

- **Can I leave** once I'm in court? Do not make noise, enter or leave the courtroom while the **judge** is speaking. You may *quietly* enter and leave the court room while court is in session.

Where do I go if I am a witness?

If you are a **witness** you should go to the court room and let the clerk or crown know you are here. The Salvation Army Chaplain can help you if you are uncertain. Depending on the nature of the charges the Victim/Witness Assistance staff may be able to assist.

What Happens After Court?

If told to “**wait for papers**”, remain in the waiting area by the elevators until your name is called, and then go to the **Inquiries** window in the foyer. This is going to take time so be prepared to wait. Do not leave the court house unless given permission.

If you are an adult and told to arrange for a “**Pre-Sentence Report**” go to the Probation Office to arrange an appointment. They are located next to security in the foyer. Generally there is a Probation Officer on duty at the courthouse.

I Need to Talk to a Judge or Justice of the Peace

In the court room you *may not* speak to the Judge or Justice of the Peace unless they give you permission. (*Judges wear a black robe with a red sash or the Justice of the Peace wears a black robe with and a green sash*).

Forcing a conversation will result in you being removed from the court room. It would be best to check with the clerk's office or Duty Counsel to clarify what you should do.

An accused person or their family/friends may not speak to a Judge outside of court, but they may speak to a Justice of the Peace by visiting their office to the left of the elevators.

I Need to speak to a Crown Attorney

- Due to conflict of interest, the potential of becoming a witness by hearing accused inadvertently provide details of a crime and other legal reasons the Crown is limited to speaking to Defense or Duty Counsel and not directly to the accused or their family.
- It is best to have Duty Counsel or a private lawyer facilitate communication with the Crown.