



IN THE TERRITORIAL COURT OF YUKON

PRACTICE DIRECTION
ADMIN-4

*Receiving Informations
and Issuing Process*

Whitehorse

Justices of the Peace are available in the Law Courts building for the purpose of swearing informations Monday through Friday, inclusive, between 12 and 1 p.m. except on statutory holidays.

Parties wanting to swear informations should attend at the Justice of the Peace Office in the Law Library, or other designated area, at the times indicated.

In the communities

Informations can be sworn in communities by contacting a local Justice of the Peace directly to make arrangements. Contact information for the Justices of the Peace can be obtained by contacting Judges' Chambers at 667-5438.

Telecommunication

Pursuant to s. 508.1 of the *Criminal Code*, informations may be sworn by telecommunication by faxing them to the Whitehorse court registry at 393-6212, or by scanning and emailing them to the Justice of the Peace at jp@yukoncourts.ca, on business days. On weekends and statutory holidays, informations must be sent by fax.

Informations shall have attached a brief "can-say" statement setting out the reasonable grounds for the informant's belief and the informant's contact information. The informations will be dealt with at the next available 12 p.m. swearing in Whitehorse.

Informations for swearing by telecommunication will only be accepted from communities outside of Whitehorse. For all other informations, the expectation is that the informant will attend the Law Courts building in-person unless the accused is being held in-custody.

Urgent requests

In exceptional and urgent circumstances, arrangements may be made to swear an information outside the scheduled times set out above by contacting the Trial Coordinator at 667-3580 or TC.TrialCoordinator@yukoncourts.ca.

Chief Judge M. Cozens
December 6, 2022