



MEMORANDUM

TO: Halton Region Crown Attorneys, Halton County Law Association and Criminal Law Association

FROM: Joseph Doria, Manager Court Operations (Milton) and
Lisa Weiss, Regional Manager, Judicial Services (Central West Region)

DATE: February 26, 2024

RE: Changes to Milton 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 March 1, 2024, all SCJ criminal filings, including indictments will be filed at a new generic email address:

Milton.SCJ.Criminal@ontario.ca

Criminal SCJ documents will no longer be accepted for filing at the SCJ Trial Coordinator's office generic email after March 1, 2024.

In addition, the Milton Criminal SCJ administration office and/or Registrar 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 in Milton 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,

Joseph Doria

Lisa Weiss