

Ministry of the Attorney General

Crown Attorney's Office
County of Brant

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Ministère du Procureur Général

Procureur de la Couronne
Comté de Brant

Palais de justice
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Brantford, ON N3T 3B4
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NOTICE TO THE PROFESSION:

**Electronic Scheduling of Crown Pre-trials with
the Brantford Crown Attorney's Office**

Beginning on Monday June 23rd, 2025, defence counsel, duty counsel and self-represented defendants wishing to schedule a Crown Pre-Trial (CPT) with the Brantford Crown Attorney's Office, will be able to do so electronically through the following portal:

<https://outlook.office.com/book/TricountiesCPTs@Ontariogov.onmicrosoft.com/>

Since 2021, the Brantford Crown Attorney's Office scheduled CPTs using an application called "Appointlet". The Brantford Crown Attorney's Office will now schedule CPTs using an application called "MS Bookings". Any CPTs already booked using Appointlet do not need to be rescheduled. All new CPTs must be scheduled using "MS Bookings".

Counsel should continue to book according to the Case Management Team with carriage of their client's matter. If you are uncertain which Case Management Team has carriage of the matter, please contact our office via email at VirtualCrownBrantford@ontario.ca, or by phone at (519) 758-3480 to confirm. Using the scheduling tool, counsel will be able to book a 30-minute CPT without needing to first coordinate schedules with the assigned Crown.

Once booked, counsel will receive a confirmation email and can add the appointment to their calendar if they wish to do so. At the scheduled time, a Case Management Crown will call counsel at the number provided when booking the appointment.

I would be grateful if you would share this notice with your colleagues in the Defence Bar, in Brantford and beyond.

Should you have any questions regarding this letter or our new electronic CPT scheduling tool, please do not hesitate to contact our office by email at VirtualCrownBrantford@ontario.ca or at (519) 758-3480.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Yeshe Laine', with a stylized flourish at the end.

Yeshe Laine
Crown Attorney for Brantford

**Brantford Crown Attorney's Office Memo
to the Profession**

Scheduling Crown Pre-trials – Effective June 23, 2025

TAKE NOTICE: Effective Monday June 23rd, 2025, Crown Pre-trials (CPT's) with the Brantford Crown Attorney's Office will be scheduled using the "MS Bookings" application, at the following link:
<https://outlook.office.com/book/TricountiesCPTs@Ontariogov.onmicrosoft.com/>

CPT's already scheduled through the "Appointlet" application will be honoured. All new CPT's must be scheduled using "MS Bookings".

Current Case Management Teams

- A-G (minus E) Team: Shilpa Pathak
- H-O Team: Samer Nakib
- P-Z (and E) Team: Alex Burns
- Duty Counsel/VWAP: Shared

Conducting and/or Scheduling Crown Pre-trials

CM Crowns conduct pre-scheduled Crown Pre-trials through MS Bookings. You can schedule a CPT by visiting the MS Bookings site at the following link:

<https://outlook.office.com/book/TricountiesCPTs@Ontariogov.onmicrosoft.com/>

CM Crowns are also available to conduct Crown Pre-trials as Case Management Backup on the following days, when their teams' cases are in court:

- Thursday: A-L Matters
- Friday: M-Z Matters

*****For assigned files, please continue to reach out directly to the assigned Crown via email to arrange a CPT with their availability. *****

Disclosure Requests and Other Correspondence

Please continue to submit your case management correspondence through our office email: VirtualCrownBrantford@ontario.ca