

Ministry of the
Attorney General

Court Services Division
Northwest Region

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MEMORANDUM TO: All Users of the Thunder Bay Courthouse

FROM: Brooke Smith
Manager of Court Operations
Court Services Division

DATE: March 30, 2020

SUBJECT: Access to the Thunder Bay Courthouse – Effective March 30, 2020

The Ontario Court of Justice (OCJ) has updated its COVID-19 Notices (effective March 28, 2020) to limit access to courthouses. This is being done to curb the spread of the COVID-19 virus and to protect the health and safety of court users, justice system participants, and members of the public.

Effective immediately: The Thunder Bay Courthouse has set-up **separate entrances** at the front doors. Only staff/tenants of the Thunder Bay Courthouse will be granted access with their security passes and should proceed normally (staff/tenant entrance is through the right doors). **All other courthouse users (including those with existing security passes)** will be asked to enter via the left doors and proceed through security.

Please be advised: The Thunder Bay Police Service will be screening all persons entering the courthouse that are not staff members or current tenants of the Thunder Bay Courthouse.

People should not attend the courthouse unless they are here for:

- **Urgent** criminal or family proceedings
- **Urgent** or essential matters for the criminal intake courts (including urgent Provincial Offences Act intake matters) or;
- **Urgent** filing of court documents

Courtroom attendance will be restricted to the judicial official, essential court staff, and those attending for urgent matters, with physical distancing measures strictly enforced.

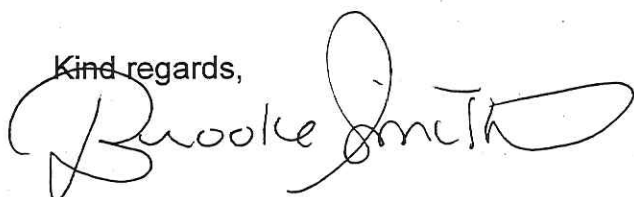
For more information, please visit the Ontario Court of Justice website:
www.ontariocourts.ca/ocj/

Again, if you have a security pass but are not a tenant/staff member of the Thunder Bay Courthouse, please do not attempt to use your security pass at this time. Please proceed to the left-side entrance and continue through the security screening.

Please share this memo as appropriate.

Thank you for your assistance, and cooperation, during this time.

Kind regards,

A handwritten signature in black ink that reads "Brooke Smith". The signature is written in a cursive style with a large, looped initial "B".

Brooke Smith
Manager of Court Operations
Court Services Division