



**Effective Date:** Updated 2024/01/15

**Number:** AN -15

**Title:**

## **Administrative Notice**

### **Emergency After-Hours Applications in Vancouver - Civil and Family**

**Summary:**

This notice applies to emergency after-hours applications at the Vancouver Law Courts in civil and family matters.

**Direction:**

**Types of emergency applications**

1. Emergency after-hours civil and family applications include:
  - a. injunctions
  - b. restraining orders
  - c. matters that must be dealt with on an urgent basis.

**On-call Deputy District Registrar**

2. Vancouver Law Courts provides an on-call Deputy District Registrar for emergency after-hours civil and family applications:
  - a. on business days, from 4:30 p.m. to 10:30 p.m.
  - b. on weekends and holidays, from 7:30 a.m. to 10:30 p.m.

3. The on-call Deputy District Registrar may be contacted on business days:
  - a. from 8:30 a.m. to 4:30 p.m., at 604-660-2849
  - b. from 4:30 p.m. to 10:30 p.m., at 604-833-4642.
4. If the on-call Deputy District Registrar is not immediately available, leave a detailed message including:
  - a. a phone number, and
  - b. the reason for the emergency application.

The message will be returned within ½ hour.

5. Provide as much notice as possible of any emergency after-hours civil or family applications as arrangements must be made with a judge or associate judge.
6. In rare and **exceptional** circumstances where a Deputy District Registrar must be contacted after 10:30 p.m., phone the Manager, Registry Operations at (604) 660-2304 or mobile (604) 376-9376, or the Senior Manager at (236) 889-9754.

**Registrar Meg Gaily**  
**Supreme Court Registrar**