**NOTICE TO THE PROFESSION**

***ELECTRONIC PRE-SENTENCE REPORTS (E-PSRs)***

Commencing Monday, July 31, 2017, all pre-sentence reports (PSRs) will be sent electronically by Probation Services. It is hoped that the E-PSR will arrive 24-48 hours in advance of the scheduled court appearance, thereby giving counsel an opportunity prior to the court appearance to review the E-PSR. An Electronic Pre-Sentence Report Protocol has been put in place.

* For Defence counsel to receive copies of E-PSRs they must provide their email address to the Court Clerk at the time the PSR is ordered. Otherwise a paper copy will be available on the court date.
* Judicial Assistants will receive the E-PSRs through a secure generic email and will forward to Crown and Defence counsel by email.
* A printed “PSR – Court copy” will be available in court on the appearance date for the purpose of being entered as an exhibit.
* E-PSRs will be saved electronically for one year from the date the PSR was last scheduled in court.
* Only authorized parties will have access to a PSR.