



COVID-19: RENDERING OF AN ACCUSED BY SURETY IN THE PROVINCIAL COURT

Sunday, April 5, 2020

Due to the ongoing situation with the COVID-19 pandemic, the Provincial Court has made changes to its processes for dealing with a surety who wishes to be relieved of their responsibility.

In order to be relieved as a surety, complete the [fillable PDF form](#), follow the instructions for electronic signing (included at the end of this notice) and send it to the courthouse where you signed the original documents. A list of email addresses and fax numbers for the Provincial Courts is available online [here](#).

You will need the following information to complete the form:

- The name of the person for whom you are surety;
- The residence of the person for whom you are surety;
- The date the Release Order or Recognizance was signed; and
- The case number (this should be on the Release Order or Recognizance)

If you are unable to complete the form online, please contact the courthouse by phone to arrange a time to appear by telephone before a Judge. Phone numbers for the courthouses can be found online [here](#).

As a last resort, you may sign the document in person at the front counter of Court Administration. Please be able to provide the above information and your government-issued identification. Before entering the courthouse, you must answer the screening questions asked of everyone visiting a courthouse during the pandemic.

Those who pass the screening questions will be allowed into the courthouse and sent directly to the front counter. Court Administration staff can assist with completing the form. Those who do not pass will not be admitted and should make other arrangements.

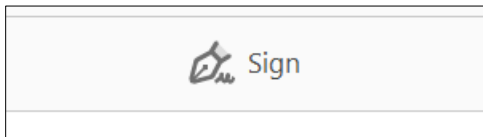
A warrant will be issued upon the acceptance of the application. Please note that rendering surety does not relieve you of your obligation until the accused individual is arrested.

Instructions for Electronic Signatures in the Fillable PDF Form

At the signature line, click **Fill & Sign**.



On the tool bar at the top, click **Sign**.



A drop-down menu will appear. Click **Add Signature**. Type the name of the person signing and then click **Apply**. You can then drag the signature text box to the signature line.