

# COMMON INFORMATION

CENTRAL WEST REGION UPDATE

August 2018

## Common Information Project

The introduction of a common provincial Information is an initiative of the OCJ Criminal Justice Modernization Committee, co-chaired by the Chief Justice of Ontario and the Deputy Attorney General. The Committee's membership consists of senior representatives of the justice sector.

The Committee approved the testing of a new "Common Information" to bring the justice system closer to an electronic intake (E-Intake) process. This Common Information form has been tested in diverse court settings.

### Pilot Sites—Update

The Common Information is currently being used in Dryden; North Bay; Oshawa (Durham) and Toronto. Testing began in February of this year in Dryden and North Bay pilot sites. The Oshawa (Durham) pilot commenced March 20/2018. Toronto began their pilot June 27/2018.

At the conclusion of each pilot, we asked the police agencies that were part of the pilot, to continue to use the Common Information form rather than reverting back to the old form.

In the Dryden and North Bay pilot sites, we are transitioning from testing version 1 of the Common Information to testing version 2 (of the Common Information) by police agencies. We anticipate that the police agencies part of the Dryden pilot will adopt use of version 2 the week of August 13/2018.

Following the Toronto pilot, we will move forward with the roll-out of the Common Information Province wide.

To read more about the latest version of the Common Information, see pages 2-3.



*Police agencies/enforcement agencies throughout Ontario are currently using different versions of the criminal Information. As our criminal justice system moves toward an intake process where the police/enforcement agencies will submit their documents electronically to a Justice of the Peace (E-Intake), the first critical step is to have one "Common Information" used throughout the Province to facilitate an electronic process.*

### In This Issue

- Background on the Common Information project
- Pilot sites update
- Highlights of changes to the Information
- Next Steps
- JEF
- Training

## Common Information

### Here are some highlights of the Common Information form:

- There is only **one** Information form for Adult and one form for Youth. This is a change from having single and multi-accused/multi-charge versions of the Information.
- There is a check box for the language notification requirements under s.530(3) located on the first page.
- There are check boxes for publication ban, communication ban and non-disclosure orders located at the top of the first page.
- The Information number is at the top of the page for easy reference.
- Check box to indicate if the Information is a replacement Information.
- The JURAT and signature of the issuing judicial official will follow all the charges.
- The Affiant can choose to “Affirm” or “Swear”.

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- ⇒ Some of the highlights listed in this document were components of the form available in version one (the version piloted in Dryden, North Bay and Oshawa).
- ⇒ All of the highlights listed in this document can be found in version two of the form.
- ⇒ Version two is the form being piloted in Toronto.

## What Changed After the Dryden Pilot?

The content and some formatting found in the Common Information form has changed since being piloted in Dryden.

The feedback received from Dryden pilot participants (and other pilot sites) was used to further enhance the Common Information form.

We were able to take feedback received and improve the Common Information form before the start of the Toronto pilot. This gave us the opportunity to test the latest version of the form on a pretty large scale.

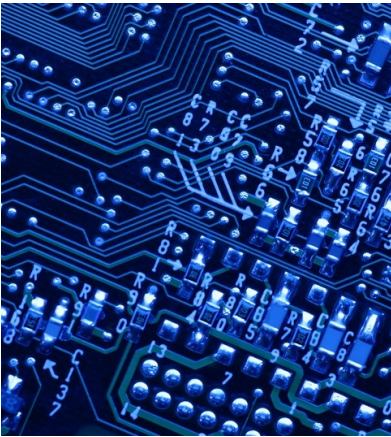
Police agencies who were part of the Dryden pilot will be able to use the latest version once uploaded to NICHE—mid-August.

We anticipate that **all remaining (non-pilot) police agencies and enforcement agencies** will begin using the Common Information as part of provincial roll out.

# Common Information

## Highlights of the Common Information form

(Continued from page 2)



Common Information Update CW

- There is a **box for “deemed to be sworn”**, along with the requisite statement by the officer (**this eliminates the need to submit a separate s.508.1 form**).
- On the endorsement/appearance page, an additional column was added for “Adjournment Date”.
- On the endorsement/appearance page, the box for “Justice’s initials” was shortened to give more room for “For the Accused” information.
- A box and line for Community Service hours has been added onto the Disposition page (adult).
- There have been significant enhancements made to the sentencing section of the Common Information.
- The more common sentencing orders are listed on the Information with check box options.
- Wording used on the Common Information has been updated to be in line with current practices.
- The arrest date and sworn date is now located on both the face of the Information and back page.
- The arrest date and sworn date located on the face of the Information are there to assist in tracking case progression.
- Check box to indicate **DV** for domestic violence charges.
- Check box to indicate **S** for impaired by substance charges.

## Training

Any user-specific training that is required will be provided by the user agency/division.

For example, Court Services Division (CSD) would provide training to CSD staff and police agencies would provide training to their officers and civilian staff.

## Next Steps

Information sessions (about the Common Information) will be offered in the CW Region. Information session dates will be scheduled for OCJ Judiciary. There will be separate sessions for Court Services Division.

There will also be Information sessions offered to police agencies, enforcement agencies and other justice partners in CW.

For ease of access, sessions can be arranged using a video link that you can access from your computer if you are unable to attend in-person.

Stay tuned for details about information session dates and times.



## Judicial Endorsement Form

JEF will continue to be printed and attached to the Information by Court Services Division.

If the pre-implementation practice was to print the JEF on colour paper, that practice would continue

### Contact Me

Give me a call for more information about the Common Information project.

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