



THE NUNAVUT COURT OF JUSTICE

OPERATIONAL DIRECTIVE #1

COURT TRAVEL BOOKING

The Court's ability to deliver justice services to the communities outside Iqaluit is contingent upon timely bookings being made for hotel accommodations, flights for court personnel and facilities to be used as courtrooms. The Court has been forced to cancel sittings of the court or incur significant additional expense and inconvenience as a result of late bookings.

A failure to book any of the above jeopardizes the viability of a scheduled circuit or special sitting, and causes unnecessary stress to those court personnel affected. A forced cancellation of a circuit or jury trial due to the unavailability of accommodations, flights or court facility also causes significant hardship to the litigants whose matters are delayed.

The following directive sets out the minimum obligations of the Court Services Travel Coordinator and/or his or her agent. Compliance with these directions is mandatory, not optional. They reflect the practice of the Court developed over 13 years of experience with court operations in a difficult circuit environment.

A. Judge Alone Circuits

The Court issues its circuit schedule a year in advance. This is done to ensure that appropriate bookings can be secured well in advance of a scheduled circuit.

1. **The Travel Coordinator shall make preliminary bookings of all facilities to be used by the circuit court, and all accommodations for court personnel, no later than two months after the release of the circuit schedule for a new year.**
2. **All accommodations must be guaranteed with a government credit card.**
3. **All reservations must be confirmed in writing.**

4. If the hotel is not willing or able to confirm the court's reservations in writing or generate a confirmation number, then the Travel Coordinator must do so, and fax/e-mail a written confirmation of the reservation to the hotel in question.
5. All bookings of facilities and accommodations must be reconfirmed in writing no later than six months in advance of a scheduled circuit.
6. The names of all court personnel requiring rooms must be provided in writing to the hotels in question no later than one month in advance of the scheduled stay.
7. All air transportation must be confirmed in writing no later than one month in advance of a scheduled circuit. Where scheduled airlines are to be used, E-tickets must be generated where possible and provided to all court personnel attending the circuit no later than seven days in advance of the scheduled departure date.
8. The Travel Coordinator shall prepare in writing for all court personnel (Judge, Court Clerk, Court Reporter, Interpreters and Sheriff) attending the circuit a written travel itinerary showing all scheduled air transportation, land transport, and hotel accommodations. The itinerary will identify the name of the air carrier, the time of departure, the time of arrival, and will attach the applicable e-ticket. The itinerary will identify the name of all hotels, the check-in date and the departure date. Confirmation numbers will be provided where available or a copy of the written confirmation of the booking will be attached.
9. The detailed itinerary will be provided to all court personnel attending the circuit no later than seven days in advance of the departure date.
10. The Travel Coordinator shall maintain a record of all bookings made on behalf of the Court and court personnel, and shall produce these records upon the request of the Court Operations Manager or Director of Court Services.

B. Special Sitzings of the Court Including Jury Trials

11. Within 7 days of the completion of Assignment Court, the Court's Trial Coordinator shall provide the Travel Coordinator with full written particulars (time, date, and place) of all special sittings of the court set in Assignment Court.
12. The Travel Coordinator shall complete all bookings of facilities and accommodations necessary for the special sitting within 10 business days of receiving this notice.
13. Paragraphs 2, 3, 4, 6, 7, 8, 9, and 10 apply to all bookings made for a scheduled special sitting of the Court.

The Travel Coordinator is part of a team that is essential to the proper functioning of a circuit court. As a member of this team, the Travel Coordinator shall:

- a. promptly respond to any email or telephone enquiries made by Court personnel with respect to travel or the booking of facilities or accommodations.
- b. attend and actively participate in all pre-circuit meetings scheduled by the Judiciary's Trial Coordinator.
- c. be available after hours and on weekends to address any necessary changes in travel and accommodations occasioned by weather or mechanical failure of aircraft.

The Judiciary expects the Court Operations Manager or such other person as may be designated by the Director of Court Services to perform a spot audit of the Travel Coordinator's work on a monthly basis. The results of this audit shall be reported directly to the Senior Judge and the Director of Court Services.


The Travel Coordinator shall immediately advise the Senior Judge in writing if any problems with bookings are discovered or occur within 30 days of the start of a circuit. The Manager of Court Operations or his/her designate will immediately apprise the Senior Judge of any problems related to the adequacy or timeliness of court travel bookings arising within 30 days of a scheduled court sitting.

Absent extraordinary circumstances, the Court is not prepared to charter from an adjoining community because Court Services has failed to secure appropriate bookings for a scheduled circuit.

Circuits or scheduled jury trials will be cancelled if the appropriate bookings are not made. A press release will be issued by the Judiciary to identify the reason for the cancellation.

This operational directive comes into force immediately on May 27, 2013.

Issued this 27th day of May, 2013, at the direction of the Senior Judge of the Nunavut Court of Justice.



Mr. Justice R. Kilpatrick
Senior Judge
Nunavut Court of Justice