

## Milton and Burlington Courthouses

Oakville Public Library is pleased to partner with the Milton and Burlington Courthouses, to provide community members a space to access virtual court sessions. The steps below outline the procedures which have been put in place.

To access the virtual court at Oakville Public Library's Central Branch, community members to appear before the court will:

**Please Call Marcus Logan, Manager, Community Development & Engagement to make an appointment during the current provincial lockdown. 905-330-4684**

- Read and acknowledge that they have understood the COVID-19 Self-Assessment Health Screening Questionnaire on the library's entrance door in order to gain entry into the branch;
- Approach the staff member at the 3<sup>rd</sup> (Adult) floor greeting desk where they will obtain a Contact Tracing form;
- Make their way to the main service desk on the 3<sup>rd</sup> (Adult) floor and let Library staff know that they are there for a virtual court appearance;
- Keep a mask on at all times while in the public space;
- Be given access to the dedicated room ("Quiet Study") where they will have the use of a laptop to attend their virtual court session. Instructions will be provided for logging in to the virtual court session. Masks can be removed while in the Quiet Study room;
- Follow the instructions provided by the court to get into their court session;
- Inform staff at the main service desk when they have finished their virtual court session and deposit their completed contact tracing form into the sealed box at the greeting desk as they exit the building.

**Virtual Court access is available at:  
Oakville Public Library - Central Branch  
120 Navy Street (at Lakeshore Road)  
Tuesday to Thursday 11:30am – 4:00pm  
Friday 10:00am – 4:**