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TSAWWASSEN FIRST NATION  
s̓c̓əwəθən məsteyəx<sup>w</sup>

*Administrative Review and Judicial Proceedings Act*

**JUDICIAL CLERK REGULATION**

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## Authority

1 This regulation is made under the Administrative Review and Judicial Proceedings Act.

## Definitions

- 2 (1) In this regulation,
- “**Act**” means the Administrative Review and Judicial Proceedings Act; and
  - “**judicial clerk**” means the clerk employed by the Judicial Council pursuant to section 22 of the Act.
- (2) Unless specifically provided otherwise in these regulations, the terms used have the same meaning as defined in the Act.

## Responsibilities of the Judicial Clerk

- 3 The judicial clerk will:
- (a) conduct him or herself with the utmost of integrity and care and will ensure the confidentiality of the matters which come before him or her;
  - (b) maintain all Judicial Council documents and other records in a manner which is consistent with the practices ordinarily employed by the courts and must ensure that all documents and other records will be stored in a secure area which is kept locked outside of business hours and when the judicial clerk is otherwise not in attendance;
  - (c) attend at the judicial clerk’s office during Tsawwassen First Nation regular business days between 10:00 am and 4:00 pm, and as may be otherwise required by the Judicial Council;
  - (d) issue Judicial Council forms to requesting parties;
  - (e) receive and file Judicial Council Notices, Answers, and all other Judicial Council documents;
  - (f) diarize all time deadlines once a proceeding has been commenced;
  - (g) from time to time, consult with the Chair or Vice-Chair of the Judicial Council as required under the Rules of Procedure;
  - (h) consult with and notify the Judicial Council in respect of the matters proceeding to hearing and in particular, the scheduling of hearings;
  - (i) to the extent possible, respond to general questions about the administration of matters brought forward for the consideration of the Judicial Council under the laws of the Tsawwassen First Nation and where he or she is unable to answer a general question, he or she must seek informal direction from the Chair or Vice-Chair of the Judicial Council; and
  - (j) refer to the Judicial Council, by way of a filed memorandum, any inquiries of a legal nature which relate to the application to a proceeding of the Judicial Council Rules of Procedure and which the Clerk is unable to answer after obtaining informal directions under paragraph (i).