



CALGARY CRIMINAL COURTS – COURTROOM 308 REQUIRED APPEARANCE COURT

Effective: April 28, 2021

Purpose

As the Provincial Court of Alberta continues to expand the services provided to Albertans and while the Court Pandemic Plan still remains in effect, the purpose of this Practice Note is to update what matters will now be heard in Courtroom 308 (Calgary) and how they are to be addressed.

What previously was Courtroom 1008, **as of May 3, 2021, Courtroom 308** will now serve as the Required Appearance Court.

While in-person attendance by counsel is permitted, remote appearance is strongly encouraged.

Self-represented individuals are permitted to attend in person subject to requirements to adhere to social distancing both inside and outside of the courtroom.

Procedures/Guidelines

Pre-Court:

1. This court will sit as a continuous court beginning at 9:00 a.m.
2. This court will hear both in-custody and out-of-custody matters and all warrant applications. There will be no scheduled judicial interim release hearings or scheduled dispositions at this time. Brief, unscheduled dispositions will be heard as time permits.
3. The Alberta Crown Prosecution Service (ACPS), the Public Prosecution Service of Canada (PPSC), and the Duty Counsel office will make available a list of the names and telephone numbers of the respective prosecutor(s) and Duty Counsel who will be appearing in this courtroom, 48 hours in advance of the designated court sitting day.
4. **Dockets will be faxed or scanned to email to the ACPS and the Duty Counsel office by 12:00 p.m. the day prior to the scheduled court sitting at the following email addresses:**
ACPS – JSG-ACPS.Calg-FOST@gov.ab.ca
PPSC- FedCrwnSchdCal@justice.gc.ca
Duty counsel – remotecgycourt@legalaid.ab.ca

5. Defence counsel who will be appearing remotely will be required to email the Court at: PCCourRAC.Calgary@just.gov.ab.ca no later than 8:00 a.m. the morning of the scheduled appearance.
 - a. The subject line of the email must include the Courtroom number and the date of the scheduled appearance (i.e. Courtroom 308, May 3, 2021).
 - b. The body of the email must include the name(s) of the individual(s) for whom the lawyer will be appearing, the contact number where the lawyer can be reached and the name of the lawyer if that is not clear in the email address.

Court Proceedings:

6. The designated courtroom clerk (clerk) will sign into the virtual courtroom using an email and confidential password prior to 9:00 a.m.
7. Once the clerk has made the appropriate connections to the virtual courtroom, counsel will be linked into the virtual courtroom according to the Webex protocol either by video/audio or by telephone in accordance with the Virtual Courtroom Protocol.
8. At this time, Counsel must ensure that microphones/audio are muted to ensure optimal sound quality for all participants. Counsel will still be able to hear the proceedings. It will be up to counsel to ensure they are listening for their matter to be called. Once a matter is called, counsel can then unmute their microphone/audio and join the proceedings.
9. Should matters arise during the court day that require counsel to communicate directly to the clerk in the courtroom, counsel can communicate with the clerk by way of private instant messaging on Webex.
10. Documents required for Court proceedings can be scanned/photographed and emailed directly to the clerk at: PCCourRAC.Calgary@just.gov.ab.ca. Again, the subject line must include the Courtroom number and the date of the scheduled appearance as above (i.e. Courtroom 308, May 3, 2021).

As per: A/Assistant Chief Judge Tolppanen
Calgary Criminal and Regional Courts

Date: April 28, 2021