



CALGARY CRIMINAL COURTS COURTROOM 305 – REMOTE COURT APPEARANCE

Effective: July 6, 2020

Purpose:

As the Provincial Court of Alberta begins 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 be heard in courtroom 305 and how they are to be addressed. Courtroom 305 (Calgary) remains a remote only appearance court.

Procedures/Guidelines:

Pre-Court:

1. The Alberta Crown Prosecution Service (ACPS) and the Duty Counsel office will make available a list of the names and telephone numbers of the respective prosecutor and Duty Counsel who are assigned to a particular courtroom, one week in advance of the designated court sitting day. The Public Prosecution Service of Canada (PPSC) will no longer have its matters heard in this courtroom.
2. All counsel are strongly encouraged to discuss matters in advance of the scheduled court day, particularly if the matter is in court for the purposes of a judicial interim release hearing or a scheduled disposition.
3. 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:
 - a) ACPS: JSG-ACPS.Calg-FOST@gov.ab.ca
 - b) Duty counsel: remotecgycourt@legalaid.ab.ca

4. Add-ons to the docket will be faxed or scanned to email to the ACPS and Duty counsel by 8:30 a.m. the day of the scheduled court sitting.

5. Defence counsel who will be appearing remotely will be required to email the Court at:

PCCourt305.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 305, July 6, 2020).
- b) The body of the email must include the names of the people 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.
- c) Defence counsel are encouraged to include the Duty Counsel office with the email sent to the Court by copying the list to:

remotecgycourt305@legalaids.ab.ca

Court Proceedings:

6. The designated courtroom clerk (clerk) will contact both the Crown Prosecutor assigned to the courtroom and the Remand Centre by telephone no later than 8:55 am the day of the court sitting. It is expected that the Crown Prosecutor will remain available on the telephone until all matters relevant to their prosecution service have been completed.

7. All counsel must be ready to proceed with their matters as of 9:00 a.m.

8. The clerk will begin calling defence counsel at 9:00 a.m. using the telephone number provided to the Court. Defence counsel are asked to be prepared to speak to all of their matters when contacted by the clerk.

9. Should matters arise during the court day that require counsel to communicate directly to the clerk in the courtroom, an email can be sent to:

PCCourt305.Calgary@just.gov.ab.ca

The subject line of the email must again include the Courtroom number and the date of the scheduled appearance of the matter (i.e. Courtroom 305 – July 6, 2020).

10. For counsel who are working within the Government of Alberta domain who have access to Skype Business, a message can also be sent to the clerk using this format.
11. Documents required for Court proceedings can be scanned/photographed and emailed directly to the clerk at:

PCCourt305.Calgary@just.gov.ab.ca

Again, the subject line must include the Courtroom number and the date of the scheduled appearance as above.

As per: Assistant Chief Judge Durant
Calgary Criminal and Regional Courts

Date: June 30, 2020