



Terms and Conditions of Access to the Court Record or Case File

Public access to the court record is governed by the [Policy for Public Access to the Court Record](#). Public access to the case file is restricted to the court record unless a Case Management Officer or judge of the Court grants access. Public access to the court record or case file will not be considered or granted unless these Terms and Conditions are acknowledged.

Name of Requestor:

1. I am a:

- Member of the Law Society of Alberta Member of the public
- Member of [Accredited Media](#)¹ Member of media, non-accredited
- Other (*specify*):

2. **Anyone requesting access to a court record or case file on behalf of an organization must read and complete this section:**

I am a representative of _____ (*name of organization*)

and I acknowledge that:

- a) I am authorized to sign these terms and conditions on behalf of the organization listed above.
- b) I understand that these terms and conditions are binding upon me personally and upon that organization.

3. **All parts of this section must be read:**

- a) Any person who obtains access and uses the information obtained from a court record or case file must ensure he or she is aware of and complies with any order a court has

¹ Accredited media are those individuals whose [Application and Undertaking](#) have been accepted by the Court and whose name appears on the [Media Undertakings List](#).

made that impacts the court record or case file or any other legal restrictions that limit publication of the court record, case file or proceedings in the appeal. For example, the person accessing a court record or case file is responsible for determining whether a publication ban exists.

- b) Inappropriate use of the court record or case file could constitute contempt of court or lead to a charge under the *Criminal Code*.
- c) Search results produced are not guaranteed to relate to the person named in the search. Connecting the identity of court proceedings to persons in the community is the legal responsibility of the person seeking and using the information.
- d) Appeal factums are prepared by or on behalf of the parties to proceedings. Those requesting factums filed in the Court of Appeal should contact the author directly to obtain information concerning potential copyright ownership and restrictions on reproduction. Contact information for the parties of record appears on the front cover of each factum.

I confirm that I have read the terms and conditions set out above and that I assume full legal responsibility for any subsequent use of information that I receive from the court record or case file.

Signature

Date