



CALGARY CRIMINAL COURTS COURTROOM 306 – REMOTE COURT APPEARANCE

Effective: August 24, 2020

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 be heard in Courtroom 306 (Calgary) and how they are to be addressed.

This Courtroom remains a **remote appearance only court** with all counsel appearing through Webex, either by video or audio.

Procedures/Guidelines:

Pre-Court:

1. Beginning on August 24, 2020, this courtroom will be available for scheduled judicial interim release hearings estimated to last up to, but not to exceed, 2 hours in length.
2. This Court will have a morning session beginning at 9:00 a.m. and an afternoon session beginning at 2:00 p.m. This Court will close between 12:30 p.m. and 2:00 p.m.
3. Judicial interim release hearings will be booked through the Case Management Office a minimum of 48 hours prior to the appearance and scheduled on the basis of anticipated length (in minutes) within the following time slots:
 - a. 9:00 a.m.-10:00 a.m.
 - b. 10:00 a.m.-11:00 a.m.
 - c. 11:00 a.m.-12:30 p.m.
 - d. 2:00 p.m.-3:00 p.m.
 - e. 3:00 p.m.-4:30 p.m.
4. All counsel are strongly encouraged to discuss matters in advance of the scheduled appearance to determine if an agreement regarding a judicial interim release plan can be reached.

5. The Alberta Crown Prosecution Service (ACPS), the Public Prosecution Service of Canada (PPSC) and the Duty Counsel office (where relevant) 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.
6. Dockets will be faxed or scanned to email to the ACPS, PPSC 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@legalaids.ab.ca

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

PCCourtApp.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 306, August 24, 2020).
- 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:

8. The designated courtroom clerk (clerk) will sign into the virtual courtroom using an email and confidential password prior to 9:00 a.m.
9. 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.
10. All counsel must be ready to proceed with their matters at the beginning of the hour time slot in which their matter is booked. **Failure to be available may result in the matter having to be adjourned.**
11. 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.

12. 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.
13. Documents required for Court proceedings can be scanned/photographed and emailed directly to the clerk at PCCourtApp.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 306, August 24, 2020).

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

Date: August 17, 2020