



CALGARY CRIMINAL COURTS COURTROOM 508

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 508 and how they are to be addressed.

In order to be able to maintain social distancing within the courtrooms, counsel are asked to discourage the attendance of any individuals not directly involved in the proceedings before the court.

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

Only matters involving charges arising in the context of intimate partner and/or family relationships are to be heard in this courtroom.

Procedures/Guidelines:

Pre-Court:

1. Court will begin at 9:00 a.m. and sit no later than 4:30 p.m. with a scheduled luncheon recess from 12:30 p.m. to 2:00 p.m.
2. 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(s) and Duty Counsel who are assigned to this particular courtroom, one week in advance of the designated court sitting day.
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.Cal-DomesticViolenceUnit@gov.ab.ca

- b) Duty counsel: remotecgycourt@legalaids.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 PCCourt508.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 508, August 24, 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 remotecgycourt@legalaids.ab.ca.
 6. 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.
 7. For scheduled dispositions defence/duty counsel will contact the assigned Crown prosecutor, or if the file is unassigned the 508 backroom Crown, to discuss and agree upon the following:
 - a) in the case of a multi-count information or multiple informations, the charges to which guilty pleas will be expected;
 - b) an agreed statement of facts that will be presented to the Court supporting the guilty plea(s) either orally or in writing;
 - c) any supporting documents that will be referenced during the sentencing hearing. It will be the responsibility of counsel relying on the document to ensure it is emailed to the Court in accordance with the practice set out below. Documents that are necessary for the presiding judge to review in advance of the scheduled court date (i.e. case law, etc.) should be sent directly to Judges' Chambers using the following link:

<https://www.albertacourts.ca/pc/areas-of-law/criminal/e-file-charter/e-file>

Material should be sent no later than 9:00 a.m. the day prior to the scheduled court appearance.
 8. Once discussions outlined above have been completed and the matter is ready to proceed, defence/duty will contact CMO and book the disposition into an allotted time slot on a date agreed upon with Crown counsel.

9. The schedule for this courtroom will be as follows:
- a) 9:00 a.m. - 12:30 a.m.
 - Docket matters including Judicial interim release hearings and dispositions not exceeding 20 minutes in length
 - b) 2:00 p.m. - 2:30 p.m.
 - Priority given to Duty Counsel matters
 - c) 2:30 p.m. - 4:30 p.m.
 - Dispositions scheduled through the CMO on the basis of anticipated length (in minutes)
 - No more than 60 minutes can be booked for each matter
10. Documents required for Court proceedings can be scanned/photographed and emailed directly to the clerk at: PCCourt508.Calgary@just.gov.ab.ca. These documents must be received by 3:00 p.m. the day prior to the scheduled court appearance. The subject line must include the Courtroom number and the date of the scheduled appearance as above (i.e. Courtroom 508, August 24, 2020).

Court Proceedings:

11. 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:
- PCCourt508.Calgary@just.gov.ab.ca
12. 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 508 – August 24, 2020).
13. 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.
14. For scheduled dispositions counsel and the accused must be ready to proceed with their matters at the beginning of the time slot chosen for their matters to be heard. **Late attendance may well result in the matter having to be rescheduled.**

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

Date: August 19, 2020