



CALGARY FAMILY AND YOUTH COURTROOM 303 REMOTE APPEARANCE AND FILING PROTOCOL

Effective: March 29, 2021

Purpose:

This protocol applies to remote appearances in Courtroom 303, as well as remote filing of documents for Youth Criminal matters. This protocol replaces all previous related protocols.

Procedures/Guidelines:

Pre-Court:

1. All defence counsel who have a matter scheduled to be heard are required to email the Court (PCYouthApp.Calgary@csadm.just.gov.ab.ca) by no later than 8:30 a.m. on the day of the scheduled appearance with the following details:
 - a. The subject line of the email **must include** the date of the scheduled appearance, as well as the last name of the young person;
 - b. The body of the email must include the name of the young person for whom counsel will be appearing, the name of counsel and the docket number (if available); and
 - c. Should counsel wish for the young person to appear by a separate telephone number, counsel shall make that number evident in the body of the email.

Morning Court Proceedings:

1. The designated Courtroom Clerk will setup the Webex system each morning by 9:05 a.m. All counsel (Crown and defence) who will be appearing on the morning docket are expected to be logged in to Webex by 9:15 a.m., as this gives the Clerk enough time to check in all counsel before court begins.
2. All counsel must be ready to proceed with their matters by 9:30 a.m. on the day the matter is scheduled to be heard.

3. The Clerk will begin calling counsel matters at 9:30 a.m. When applicable, the Clerk will telephone the young person using the contact information previously provided by counsel for the young person.

Afternoon Sentencing Proceedings:

1. Unless given prior permission by the Court, the young person shall continue to attend in person for their scheduled sentencings. Unless otherwise directed by the Court, it shall be up to counsel (Crown and defence) to determine whether or not they will attend in person or by Webex.

Remote Filing of Documents:

1. The following documents may be submitted for filing by counsel remotely via email (PCYouthApp.Calgary@csadm.just.gov.ab.ca):
 - a. Agreed Statement of Facts;
 - b. Criminal Records;
 - c. Designation of Counsel;
 - d. Gladue Report Order Forms;
 - e. Order of Forfeiture;
 - f. Pre-Sentence Report Order Forms
 - g. Release Conditions;
 - h. Section 34 Order Forms; and
 - i. Sentencing Conditions

When possible, the above noted items should be submitted at least two business days in advance of the scheduled court date.

2. The following documentation **must** be filed at the Youth Counter, located on the second floor of the Calgary Courts Centre, in a timely manner prior to the court appearance:
 - a. Case Law;
 - b. Charter Challenges, filed pursuant to the *Constitutional Notice Regulation*, Alta Reg 102/1999;
 - c. Copies of old reports;
 - d. Exhibits; and
 - e. Written Submissions

As per: A.C.J. Cornfield
Calgary Family & Youth Court

Date: March 29, 2021