



(1) All matters must be pre-booked with the respective Commercial Coordinator.

Calgary

Commercial Coordinator

Phone: 403-476-4804

CommercialCoordinator.QBCalgary@albertacourts.ca

Edmonton

Commercial Coordinator

Phone: 780-644-7389

CommercialCoordinator.QBEdmonton@albertacourts.ca

(2) To book a time:

- (a) Verify with the Commercial Coordinator that the desired time is available; and
- (b) Confirm the booking by letter forwarded via email to the appropriate Commercial Court Coordinator.
- (c) The booking letter must provide the date of the booking, the time and duration of the booking, the name of the assigned Justice, a description of the application along with copies of relevant material, a list of material to be relied upon and briefs if necessary, filed or to be filed, the names of opposite or interested counsel and the action number if any. In order to hold the booking, the Commercial Coordinator must receive the confirming letter within forty-eight (48) hours of the verification of availability. While there may be some applications where it is impossible to provide relevant material in advance, the reasons why this is not possible shall be disclosed in the confirming letter and the material must be provided as soon as possible to the assigned Justice.

(3) If Counsel no longer required their confirmed booked time, they must cancel the booked time with the appropriate Commercial Coordinator. **DO NOT CANCEL THE BOOKED TIME WITH THE ASSISTANT TO THE ASSIGNED JUSTICE OR WITH THE JUSTICE CHAMBERS CLERK.**



- (4) Counsel **CANNOT** transfer confirmed booked times unless they confirm this with the Commercial Coordinator and new counsel provides a confirming letter with the detail outlined in paragraph 2 within forty-eight (48) hours of notice of the assignment to the Commercial Coordinator.
- (5) Relevant Material: Please review the QB commercial Practice Note No. 1
- (6) Effective August 1, 2016, all parties with matters booked on the Commercial Duty List are directed to provide:
- (a) Courtesy hard copies; and
 - (b) Electronic copies, in PDF form; of all materials that the party intends to rely on – including copies of any materials filed in an earlier application, in the event that the party intends to rely upon those materials at the hearing – to the Commercial Coordinator in Calgary or Edmonton, with the electronic copies to the following email addresses:
- Calgary: CommercialCoordinator.QBCalgary@albertacourts.ca
- Edmonton: CommercialCoordinator.QBEdmonton@albertacourts.ca