

# Remote Courtroom Scheduling

RCS User Guide

May 22, 2019

# **Revision Summary**

Version Number	Issue Date	Reason for Revision
2.0	June 2010	Updates to RCS
3.0	April 2012	Now includes updates from Release 2.2; 2.2.3; and 2.3. Added information from RCS Quick Tips, FAQs and Research Tables.
4.0	October, 2012	Updates from reviews completed by Resolution and Court Administration Services Subcommittee.
5.0	February 22, 2013	Added Booking Date Ranges for Airdrie, Canmore, Red Deer, Medicine Hat and Wetaskiwin
6.0	May 2, 2013	Change to pre-booking rules in Minimum Time Allowed to
		Remotely Book a Case and Pre-Booking sections:
		Regular bookings must be completed before <b>3:30 pm on the business day before the next court appearance</b> . The matter is brought forward from the <i>original</i> next scheduled appearance date to the new remote scheduled date.
		A pre-booking is a matter that is booked <b>between 3:30 pm on the business day before and up to 8 am on the day of the </b> <i>original</i> <b> next scheduled court appearance</b> . Counsel must appear in Court on the <i>original</i> next scheduled appearance date to confirm the new date and also bring a copy of the confirmation email.
7.0	January 7, 2014	Added Locations Cochrane and Didsbury
8.0	May 6, 2014	Added Location of Turner Valley
9.0	October, 2014	Added Locations Strathmore, Siksika, & Lethbridge
9.1	January, 2015	Changes to incorporate Federal Matters
10.0	May 25, 2015	Calgary ACPS and Calgary Federal PPSC available dates incorporated in RCS return dates.
10.1	January 11, 2016	Edmonton ACPS and Edmonton Federal PPSC available dates incorporated in RCS return dates.
10.2	July 12, 2016	Calgary, Edmonton, Medicine Hat, Red Deer and Wetaskiwin date range changes
10.3	September 2016	Resolution and Court Services Administration (RCAS) replaces the name Court Services  Note for maximum lead time defined for Edmonton  Assignment courtroom  Edmonton date range revised

Version Number	Issue Date	Reason for Revision
10.4	October 2017	RCS Generated forms added Added Grande Prairie to RCS booking location Changes to RCS application forms
10.5	May 2019	Added RCAS Locations Drumheller, Fort MacMurray, Stony Plain, Sherwood Park, St. Albert Adult Provincial Criminal to Remote Court Scheduling  Specialized Files identified & Flagged in RED



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### Introduction

### Purpose of RCS

Remote Courtroom Scheduling (RCS) was developed as part of the Court Case Management initiative and implemented in June 2010.

RCS is a web-based scheduling application for Defence counsel and Crown Prosecutors to remotely book specified Provincial Court adult criminal matters.

#### Benefits of RCS

RCS offers in the following benefits:

- Schedule Provincial Court Adult criminal matters remotely
- Active Docket and case information available for court locations throughout the province
- Reduced number of court appearances per case
- Pre-populated Designation of Counsel Forms
- Pre-populated Election form available for print or Save As
- Information Facsimile View for print or Save As
- Files are Flagged as Federal & Specialized for ease of specific booking types

#### Who can book in RCS?

- Crown Prosecutors and their support personnel GoA personnel require a Supervisor or their Designate to request this access
- Registered Defence counsel Defence must produce an active Law Society Bar Card, along with an RCS registration form, at any Alberta Law Courts
- Completed, signed registration forms must be forwarded by RCAS, to JSG IMT Support
   Desk jsg-imt-supportdesk@gov.ab.ca for processing

#### Who cannot book in RCS

Self-represented litigants



### **Requesting Access to RCS**

**Step 1.** Obtain an **Application for Access to RCS** form available on the Alberta Courts website and at all Provincial Court locations in Alberta

**Step 2.** Complete the appropriate form:

#### Application for Access to RCS

- **Step 3**. Bring the completed but unsigned form and your Valid Law Society identification to an Alberta Provincial Court house.
- **Step 5**. Sign the form before a recognized court designated verifier.
- **Step 6**. Expect a confirmation email, typically within 7 business days, containing your credentials and instructions to access RCS.

When requesting access for Student Legal Services the advising lawyer submits the completed form on behalf the student to the Provincial Court office.

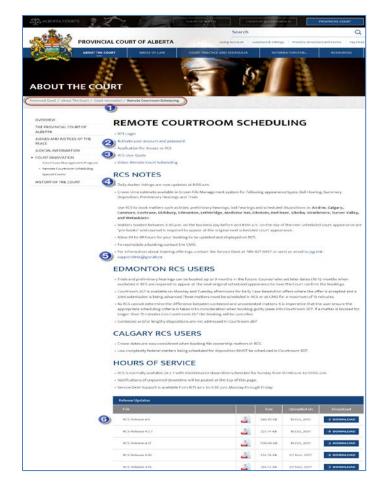


### **RCS Web Page**

The RCS webpage is located on the Alberta Courts website. Prior to signing into RCS, it is recommended that you visit the RCS site to ensure you are aware of the most current information regarding any outages or upcoming announcements.

https://albertacourts.ca/pc/about-the-court/innovation/rcs

- Link to Remote Courtroom Scheduling site
- 2. Link to Remote Courtroom Scheduling application
- 3. RCS User Guide
- 4. RCS Notes stay current with changes or outages.
- 5. Help Help contact information
- Release Updates record of RCS releases





# **RCS Sign In**

Navigate to the RCS website.

1. Enter <a href="http://www.albertacourts.ab.ca">http://www.albertacourts.ab.ca</a> in your web browser.

Click: https://rcs.albertacourts.ca/Account/SignIn?ReturnUrl=%2f

**Note:** Bookmark this RCS site as it gives you notifications of outages and release updates.

- 2. Enter Username
- 3. Enter Password
- 4. Click on <Sign In>

Contact <u>jsg-imt-</u> <u>supportdesk@gov.ab.ca</u> for password reset assistance.

If your password has expired, click on the <Click here> link for reset.



#### **Password Locked**

- Password is locked after when the user has not logged in within the last 60 days
- After 3 failed attempts to log in



# **RCS Bookings**

Only certain matters may be booked in RCS.

Booking Allowed	Booking Not Allowed
<ul> <li>Trials</li> <li>Preliminary Inquiries</li> <li>Pre-Trial Conferences are scheduled for Preliminary Hearings and Trials that are scheduled for longer than 1 day and/or for matters with multiple accused.</li> <li>Scheduled Dispositions where applicable</li> <li>Bail Hearings - where applicable</li> <li>Short Domestic Violence matters – Edmonton &amp; Calgary</li> <li>Federal - where applicable</li> <li>Specialized Prosecutions</li> </ul>	<ul> <li>Section 469 offences</li> <li>Seized and Continued matters</li> <li>Outstanding warrants (does not display)</li> <li>Warrant to Hold</li> <li>Waived files</li> <li>Peace Bonds</li> <li>File Ownership file when no Crown is assigned</li> <li>Court of Queen's Bench matters</li> <li>Youth Court matters</li> <li>Traffic Court matters</li> <li>Unrelated files should not be scheduled together.</li> <li>Conditional Sentence Orders</li> </ul>

Matters not available for booking in RCS, can be scheduled at designated appearance CMO or court location. To reschedule a trial, the file must be brought forward for an adjournment application *before* a Provincial Court Judge.

**Note:** Specialized, Federal prosecutions and regulatory matters can be booked in RCS. File ownership matters where a Crown prosecutor is assigned, all counsel must agree on the date *prior* to booking a court appearance using RCS.

Matters jointly prosecuted by the Alberta Crown Prosecution Service and the Public Prosecution Service of Canada, cannot be booked using automated availability. Defence must contact Crown to obtain Crown available dates.



### **Booking Tips**

- Where Crown Calendar is NOT considered for file ownership matters: all counsel must agree on the date *prior* to booking a court appearance.
- Low complexity and short domestic violence matters do not require consent of Crown prior to booking a court appearance.
- All files related to the substantive matter should be booked at the same time when applicable.
- A matter is booked only once.
- When a Designation of Counsel is required, a hard copy must be filed at the applicable Court location prior to booking on RCS. Designation forms are available in RCS (see Documents)
- When the accused is in custody, ensure the Accused in Custody box is checked in the Requirements section.
- For matters that are pre-bookings, bring a printed copy of the confirmation email to the next appearance for confirmation of the pre-booked date.
- For matters requiring a pre-trial conference (PTC), select a PTC date, in addition to the trial or preliminary hearing date. Not available in regional locations
- Matters that require more than 3.5 days of court time cannot be booked through RCS.

#### Remote vs PreBook

### What is the difference between Remote & PreBook?

#### Remote Book a Matter

Remote bookings are matters booked in RCS <u>before</u> 3:30 pm on the business day before the next court appearance. Court appearance and confirmation by defence, Crown counsel or accused, where a designation filed, is **not** required. CMO staff will ensure matter is brought forward from the *original* next scheduled appearance date to the <u>new</u> remote scheduled date.



#### Pre-Book a Matter

Pre-book are matters booked in RCS between 3:30 pm on the business day before and up to 8:00 am on the day of the *original* next scheduled court appearance. Defence counsel <u>must</u> appear in Court on the *original* next scheduled appearance date, to confirm the new date and bring a copy of the confirmation email.

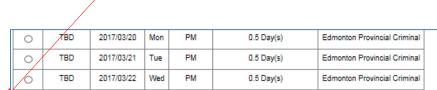
\*\*\*All bookings set using RCS are subject to final approval by the designated Case Management Office (CMO)

\*\*\*Weekend RCS bookings are considered Pre-Books. Defence is required to attend at applicable court location to confirm prebooks.

### *Pre-booking > 1Year (Edmonton Only)*

The Available Dates screen provides additional dates requiring acknowledgement by counsel to appear at the next court appearance.

A selected date exceeds the maximum date range of 9 months, MUST be approved by a Provincial Court Judge on the next appearance indicated.



Selected date exceeds maximum date range allowed for Remote Courtroom Scheduling, and therefore MUST be approved by a Provincial Court Judge on the next court appearance indicated for these files/accused to confirm this booking

			_			
Select	Courtroom	Start Date YYYY/MM/DD	Day	Start Time	Amount of Time Requested	Court Location
0	TBD	2017/03/23	Thu	PM	0.5 Day(s)	Edmonton Provincial Criminal
0	TBD	2017/03/24	Fri	PM	0.5 Day(s)	Edmonton Provincial Criminal
0	TBD	2017/03/27	Mon	PM	0.5 Day(s)	Edmonton Provincial Criminal
0	TBD	2017/03/28	Tue	PM	0.5 Day(s)	Edmonton Provincial Criminal
0	TBD	2017/03/29	Wed	PM	0.5 Day(s)	Edmonton Provincial Criminal
0	TBD	2017/03/30	Thu	PM	0.5 Day(s)	Edmonton Provincial Criminal



The matter is not brought forward, and counsel is required to appear at the next court date. Counsel must provide a printed copy of the confirmation email at the next court appearance date.

### **Booking for other Court locations**

Scheduling matters will be defaulted to originating Base Point for trial or hearing in the city where the charges originate.

### Same Day Appearances

**8 a.m.** is the cut-off for same day court appearances. The following error will display:

ERROR: THIS BOOKING IS NOT ALLOWED. IT IS AFTER 8:00 A.M.

**Note:** if you start the booking prior to 8 a.m. and do not finish the booking process until after 8:00 a.m., you will receive the following error message:

ERROR: THIS BOOKING IS NOT ALLOWED. IT IS AFTER 8:00 A.M.

### **Booking Types in RCS**

The following table lists all of the possible combination of bookings in RCS. Hybrid offences/absolute jurisdiction must have a Crown election to be booked.

Appearance Type	Booking Type	Accused Plea	Election
Bail Hearing	File Ownership/Assignment Court or Bail Hearing	Not Guilty or Reserved	Provincial Court Judge
Bail Hearing	File Ownership/Assignment Court	Not Applicable	Queen's Bench Judge Alone Queen's Bench Judge and Jury
Bail Hearing	Bail Hearing	Not Applicable	Queen's Bench Judge Alone; Queen's Bench Judge and Jury or Reserved
Preliminary Hearing	File Ownership/Assignment Court Bail Hearing Low Complexity	Not Applicable	Queen's Bench Judge Alone; Queen's Bench Judge and Jury

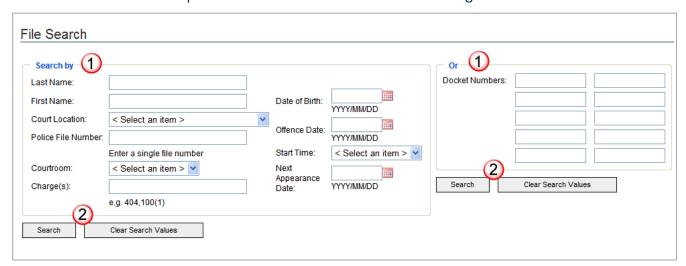
Appearance Type	Booking Type	Accused Plea	Election
	Low Complexity Federal (Edmonton only) Short Domestic Violence Matter		
Summary Disposition	File Ownership/Assignment Court Schedule Disposition	Guilty or Reserved	Provincial Court Judge
Summary Disposition	Low Complexity Federal	Not Guilty, or Reserved	Provincial Court Judge
Summary Disposition	Short Domestic Violence Matter	Guilty, Not Guilty, or Reserved	Provincial Court Judge
Trial	File Ownership/Assignment Court Low Complexity Low Complexity Federal Short Domestic Violence Matter	Not Guilty	Provincial Court Judge



### Searches

All confirmed/signed, sworn Provincial Court adult matters are searchable across the province. Excludes warrant in the first instance, bench warrants, Youth, QB, concluded files

Search in RCS can be performed without the intention of booking.



- Enter your search criteria using <Search by>
   (Batch Search results) filters or using <Docket
   Numbers>.(Real time)
- 2. Click on the <Search> button.

First 100 files display. Use more search criteria to refine your search when there are more than 100 results.

Docket File Searching will only display the specific docket numbers you entered.

**Display a Courtroom Docket:** If you want to see a Courtroom Docket for a specific date, select the <Courtroom> and <Next Appearance Date>.

**Note:** There may be a 24 hour delay between the time that files are entered into JOIN and found in RCS using the <Search by> search criteria.

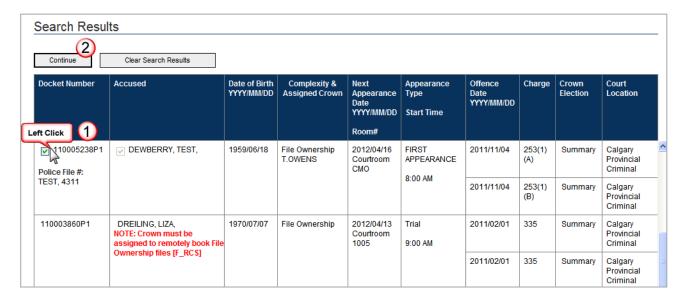
#### Search Results

• All adult provincial criminal active files with future appearance dates will display in the results list based on the search criteria chosen.



- Warrants, Traffic Tickets, unsworn, Youth, Queen's Bench, and concluded files cannot be searched.
- Warrant to Hold matters can be searched, but are not bookable.
- Seized matters cannot be booked Includes Sentence, Continuations

#### Search Results display below the File Search



1. Select the files you wish to book.	Use your mouse to click in the check box.
Click Continue or Clear Search to begin your search again.	

When an accused has more than one docket file, select only applicable files when scheduling a court date.

- Trial, Preliminary related matters should be included as one matter and must appear in same location
- Summary disposition appearance types are allowed to be multi-booked
- · Bail hearing booking types are allowed to be multi-booked



# **Confirmation screen**

In matters with multiple accused and Defence counsel, the primary requirement is for all counsel (Crown and defence) to agree on a date prior to the remote booking.

ease select defen	ce counsel and carefully read t	he docket file de	tails as some chang	ges may have o	ccurred.				
Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
☑ 110005238P1	✓ DEWBERRY, TEST, Defence Counsel:	1959/06/18	File Ownership T.OWENS	2012/04/16 Courtroom CMO	FIRST APPEARANCE	2011/11/04	253(1) (B)	Summary	Calgary Provincial Criminal
3)	< Select an item > V				8:00 AM	2011/11/04	253(1) (A)	Summary	Calgary Provincial Criminal

1. Review the file details.	There may be some changes to the file details – be sure to review before you continue.
2. Select <defence counsel="">.</defence>	
3. Click <continue> to go to the next screen.</continue>	



# Reading of Charge(s) Waived

Check box #1 is always mandatory, and must be checked off is user wishes to continue

Check Box #2 is only mandatory if the file category is File Ownership, and a Crown is assigned

A red asterisk (\*) is a mandatory item that must be checked off.

### Reading of Charge(s) Waived



Counsel on behalf of the accused, confirms that they have instructions from their client to waive reading of the charge(s); enter an election in relation to the mode of trial on their behalf, and they waive the requirement in s. 536(2) of the Criminal Code that the accused be put to his/her election. Please check the box to the left in order to continue.



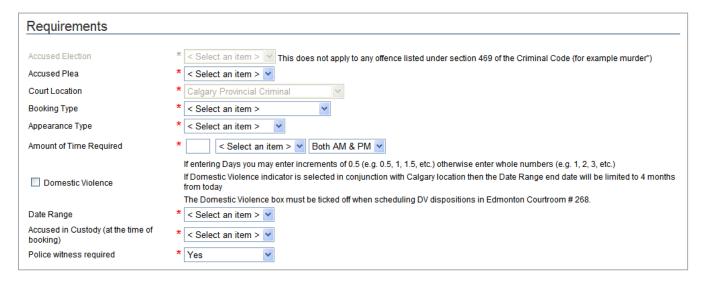
This is a File Ownership file. Counsel hereby confirms that they have the consent of opposing counsel to set this date and time and for the purpose indicated. Please check the box to the left in order to continue.

File Ownership category where Crown is assigned, will cause Option #2 above to be mandatory

Client has waived reading of the charges.	Mandatory to continue with booking.
<ol><li>Counsel has confirmed that they have consent of opposing counsel to set the date and time.</li></ol>	Mandatory to continue with booking not applicable to Low Complexity matters
Requirements and Special Requirements sections have been checked.	automatically display when these statements



# Requirements



Field	Description
Accused Election	Select from dropdown if one or more charge is proceeding by indictment  PC Judge QB Judge Alone QB Judge and Jury Reserved  Selection will not apply where election is by summary
Accused Plea	Select if election is <b>not <reserved>.</reserved></b> • Guilty  • Not Guilty  • Reserved
Court Location	defaulted to the court location selected on the Search Screen

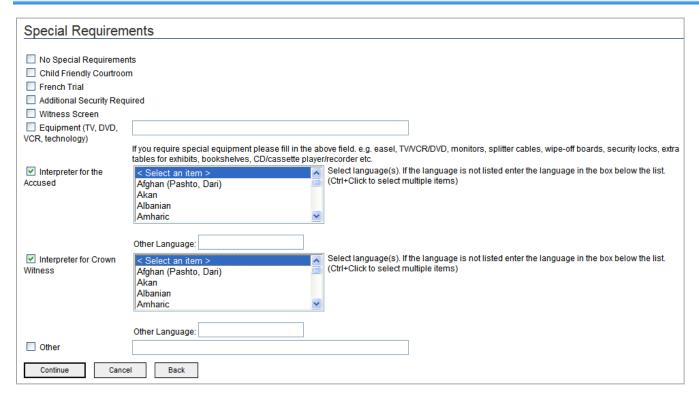


Field	Description		
Booking Type	<ul> <li>The menu will filter to the approved options.</li> <li>File Ownership/Assignment Courtroom</li> <li>Low Complexity</li> <li>Low Complexity Federal – (Edmonton, Calgary ONLY)</li> <li>Short Domestic Violence Matters (Edmonton)</li> <li>Scheduled Disposition</li> <li>Bail Hearing</li> </ul>		
Appearance Type	It will filter to approved options based on booking type.  • Preliminary Hearing  • Bail Hearing  • Summary Disposition  • Trial		
Amount of Time Required	Defaults to <1> and cannot be changed. Unit of measure is <case>.</case>		
Crown Time Estimate	Applies to appearance types: bail hearing, summary disposition, preliminary hearing and trial where applicable.  *Displayed for informational purpose only		
Domestic Violence indicator	This indicator will trigger the booking in the correct courtroom within the approved time limit. Edmonton only		
Date Range	Choose either Earliest Available or Date Range.		
Accused in Custody (at the time of booking)	Yes or No If the dates returned are not sufficient, contact the CMO.		
Police Witness Required	Defaults to <yes>. This ensures that police availablity is considered when offering the available dates.</yes>		
	Unless Crown is making a booking or defence and Crown have agreed that police witnesses are not required, all Trials and		

Field	Description
	Preliminaries that are booked <u>must</u> include Police availability. *** failing to include officers will result in cancellation of Trial/Preliminary date



# **Special Requirements**



Check <no requirements="" special=""></no>	When you select Special Requirements, you are advising the court office of this need.
OR  Choose from the items in the Special Requirements list.	<b>Note:</b> This is <b>not</b> a formal request. You must follow the necessary procedures to ensure that your requirement is captured for setcourt date.
2. Click <continue></continue>	Goes to the Available Dates screen.

Languages – you may pick a maximum of five languages per booking for the accused and Crown witnesses.



### **Available Dates**

Available dates are determined by:

- The date range defined by the Courts
- The (optional) date range specified on the Requirements screen
- Availability of the courtroom
- Availability of police (if police witness is required).
- Dates outside of accepted time frames are not displayed

### Available Dates

Select	Courtroom	Start Date YYYY/MM/DD	Day	Start Time	Amount of Time Requested	Court Location
•	TBD	2012/03/30	Fri	AM	0.5 Day(s)	Calgary Provincial Criminal
0	TBD	2012/03/30	Fri	PM	0.5 Day(s)	Calgary Provincial Criminal
0	TBD	2012/04/02	Mon	AM	0.5 Day(s)	Calgary Provincial Criminal
0	TBD	2012/04/02	Mon	РМ	0.5 Day(s)	Calgary Provincial Criminal

0	TBD	2012/12/21	Fri	PM	0.5 Day(s)	Calgary Provincial Criminal
Contin	nue	Cancel	Back			

1. Select the Date	Only one date and time allowed
2. Click <continue></continue>	Located at the bottom of the screen.

When applicable, select a Pre-trial Conference (PTC) date or opt out of the PTC option. 1.5 days will trigger PTC \*\*

\*\*\* Pre-trials bookings are not applicable to Regional Courts



# **Crown Availability**

Crown Calendar Availability applies only to Edmonton, Calgary Provincial & Federal File Ownership, Assigned matters.

Available dates are determined by the following:

- The date range defined by the Courts
- The (optional) date range specified on the Requirements screen
- Availability of the courtroom
- Availability of police (if police witness is required)
- Availability of assigned Edmonton, Calgary Provincial Criminal and Calgary, Edmonton Federal Crown offices.



NOTE: Alberta Regional Crown calendars with their availability is not considered when booking in RCS.



# **Booking Summary Sheet Details**

- 1. Review the Booking Summary information.
- 2. Add Confirmation E-Mail information at the bottom of the screen.
- 3. Low Complexity is area specific Scroll to LOW COMPLEXITY thereafter select correct location

File ownership – user to scroll to locate assigned crown's GOA email address

- 4. Indicate Designation of Counsel.
- 5. Click <Confirm Booking> at the bottom of the screen. An email will be sent to the email addresses indicated.

### **Next Upcoming Court Appearance (Pre-Booking only)**

Between 3:30 pm on the business day before and up to 8:00 am on the day of the *original* next scheduled court appearance. Counsel must appear in Court on the *original* next scheduled appearance date to confirm the new date and also bring a copy of the confirmation email.

Booking Summary				
Please be advised that the following matter(s) have been scheduled for hearing as follows:				
Next Upcoming Court Appearance(s)				
Date (YYYY/MM/DD)	2011/12/19			
File Number(s) 110006400P1				
Start Time 9:00 AM				
Court Location	Edmonton Provincial Criminal			
Courtroom	СМО			
Appearance Type FIRST APPEARANCE				



### **Bookings**

Booking(s)	
Date (YYYY/MM/DD)	2012/03/30
Start Time	AM
Amount of Time Requested	0.5 Day(s)
Court Location	Calgary Provincial Criminal
Courtroom	TBD
Booking & Appearance Type	Assignment Courtroom, Bail Hearing

This is a File Ownership file. Counsel hereby confirms that they have the consent of opposing counsel to set this date and time and for the purpose indicated.

### **Booking Note (Edmonton Assignment courtroom only)**

This Note section only appears when selected date exceeds maximum date range of 9 months. User is able to book up to 12 months; date MUST be approved by a Provincial Court Judge on next upcoming court date.

- A. Pre-Bookings between **the hours of** 3:30 pm on the business day before and up to 8 am on the day of the *original* next scheduled court appearance.
- B. Regular Bookings prior to 3:30 pm on the business day before the day of the *original* next scheduled appearance.

NOTE	The selection of these later dates MUST be approved by a Provincial Court Judge and the selection of files/accused must still appear on the next upcoming court date
Courtroom	TBD
Booking & Appearance Type	Assignment Courtroom, Trial



### **Docket Files**

Docket Files				
Docket Number	Accused	Defence Counsel	Charge	Crown Election
110005238P1	DEWBERRY, TEST,	t, jackie.starcevic	253(1)(B)	Summary
			253(1)(A)	Summary

# Requirements

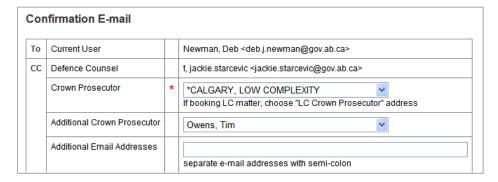
Requirements	
Accused Election	
INTENDED Accused Plea	Reserved INDICATED
Court Location	Calgary Provincial Criminal
Booking Type	Assignment Courtroom
Appearance Type	Bail Hearing
Amount of Time Requested	0.5 Day(s)
Domestic Violence	No
Date Range	Earliest Available
Accused in Custody (at the time of booking)	No
Police witness required	Yes

# **Special Requirements**

Special Requirements	
Special Requirements	No



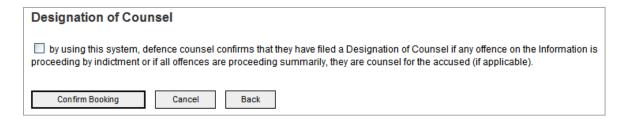
#### **Confirmation E-mail**



Email confirmations are forwarded to email addresses specified in the Confirmation E-mail section, upon submitting the booking.

### **Designation of Counsel**

The Designation of Counsel field is mandatory in order to complete the RCS booking. Booking may be subject to cancellation by RCAS CMO staff should the Court Information not have a Designation on file.



\*\*\* Pre populated Designation of Counsel forms are available using *Forms* in the RCS system (see Forms)



# **Booking Confirmation**

The Booking Confirmation screen looks similar to the Booking Summary. It is a printable screen confirming the booking details.

Print a copy of the Booking Confirmation, as you are required to have it at the next court appearance.

#### You may:

- Return to Docket Search to continue performing a search or a booking in RCS, or
- Sign Out (located at the top right corner of your screen).

It may take between 24 and 48 hours before your booking will appear in RCS. Do not re-book the matter if you cannot see the booking in RCS.



### Forms Available in RCS

- Designation of Counsel (required where applicable)
- Written Form of Election by an Accused, and
- Reproduction of a Court Information (unsigned)

### **Designation of Counsel Example**

Between:		
	HER M	AJESTY THE QUEEN
		- and -
		VICKY HARDY
		Accused
	APPOINTMENT O	OF COUNSEL BY DESIGNATION
P	ursuant to Section	n 650.01(1) of the <i>Criminal Code</i>
I designate mv la	awyer <del>Starr     ,</del> or	any other lawyer or student at law, instructed
		es on my behalf in relation to the following
information, or a	ny related replace	ement information:
Information Nun	nber: 180014078P1	
Charges: CC 733.1(	1) CC 733.1(1)	
	t the Court can stil	ill require me to appear in person and that I
I understand tha		
		evidence is heard, jurors are selected and for
must appear in p	erson whenever e	evidence is heard, jurors are selected and for
must appear in p any sentencing d	oerson whenever e lecision.	evidence is heard, jurors are selected and for consibility to ensure that my lawyer has my
must appear in p any sentencing d I also understand	oerson whenever e lecision.	oonsibility to ensure that my lawyer has my
must appear in p any sentencing d I also understand current contact i	person whenever e lecision. d that it is my respo	oonsibility to ensure that my lawyer has my
must appear in p any sentencing d I also understand current contact i	person whenever e lecision. d that it is my respo nformation at all ti	oonsibility to ensure that my lawyer has my times.
must appear in p any sentencing d I also understand current contact i Signed: Accused	person whenever e lecision. d that it is my respo nformation at all ti	oonsibility to ensure that my lawyer has my times.  Signed:
must appear in p any sentencing d I also understand current contact i Signed:	person whenever e lecision. d that it is my respo nformation at all ti	oonsibility to ensure that my lawyer has my times.  Signed:

\*\*\* Booking may be subject to cancellation, if a signed Designation of Counsel is NOT attached to applicable Information.



### Written Election by Accused example

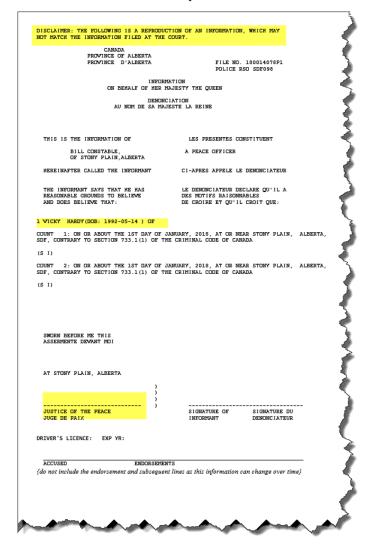
Between:			
HER MAJESTY THE QUEEN - and -  VICKY HARDY  Accused			
		ELECTION BY WRITTEN SUBMISSION	
	Pursuant to Section 536.2 of the Criminal Code		
waive the rea	ding of the formal election under s.536(2) of the <i>Criminal Code</i> on		
the charges: <mark>cc</mark>	733.1(1) CC 733.1(1),		
on Information	number: 180014078P1.		
understand th	nat I may elect to be tried by any of the following ways and I am		
	ction in writing to be tried as follows:		
Provincial Co	ourt Judge without a preliminary inquiry,		
□Queen's Ben	ch Judge Alone – with a preliminary inquiry,		
<mark>⊠</mark> Queen's Ben	ch Judge Alone – without a preliminary inquiry,		
<mark>⊠</mark> Queen's Ben	ch Judge with a Jury – with a preliminary inquiry,		
⊠Queen's Ben	ch Judge with a Jury – without a preliminary inquiry.		
Signed:	Witnessed:		

Election will contain Information #, name of accused, charges, and radio button trigger for election options — please select only one election option. Print form, and file at designated court location

\*\*\* NOTE: Separate elections are required for each Information number and each accused



### **Court Information Facsimile example**



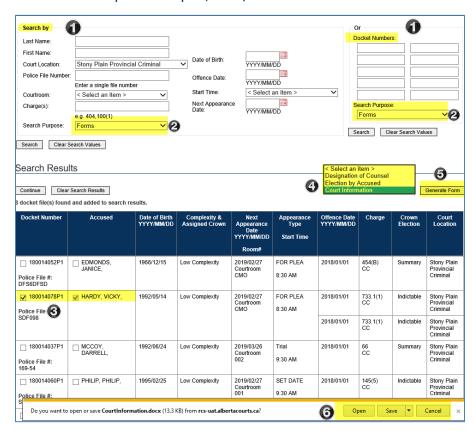
Facsimile contains Unsworn Information facsimile will contain, disclaimer, Information #, name of accused(s), charges, and charge wordings. This is a reproduction and, in some instances, may not exactly match the Information filed at Court.



### **How to Print Forms**

From Search Landing Page: search by either:

- Search By or Docket Number
- Change value of Search Purpose from Scheduling to Forms
  Enter required search parameters
  Results will appear
- 3 Check applicable accused or Information docket #
- Select required form from Dropdown Options
- **5**Select Generate Form
- Open, Save/Save As or Cancel





# Appendix A. Getting Help

### Service Desk

Email	jsg-imt-supportdesk@gov.ab.ca
Toll Free Number	1-877-427-6957
Edmonton	780-427-6957

# **RCS Application Information**

Email jsg-imt-supportdesk@gov.ab.ca
-------------------------------------

### **Reset Password**

External Users	Go to RESET EXTERN ADS Password  (https://extern.wln.gov.ab.ca/help/)
GoA Users	Follow GoA password reset procedures

# **Booking Error**

To correct a booking	The file may need to be brought forward and another date scheduled
	Notify both appropriate Crown & CMO location. They will cancel booking



# Appendix B. Crown/RCAS CMO Offices & Contact Numbers

Crown	СМО
Calgary Regional and Rural Response Office (CaRRRO): 1-403-297-3452 Includes: Airdrie, Canmore, Cochrane, Didsbury, Drumheller, Okotoks, Turner Valley, Siksika, Strathmore	RCAS Calgary Regional: 1-403-592-2740 RCAS Airdrie 1-403-948-5840 RCAS Canmore 1-403-678-2355 RCAS Cochrane 1-403-932-3223 RCAS Didsbury 1-403-335-3424 RCAS Drumheller 1-403-820-7300
Calgary Federal (PPSC): 1-403-299-3978	RCAS Okotoks 1-403-938-7953 RCAS Siksika 1-403-734-3855 RCAS Strathmore 1-403-934-2151 RCAS Turner Valley 1-403-933-6225
Calgary Prosecutions: 1-403-297-3162 Calgary Federal (PPSC): 1-403-299-3978	RCAS Calgary City: 1-403-297-6721
Edmonton Prosecutions: 1-780-422-1111 Edmonton Federal (PPSC): 1-780-495-3553	RCAS Edmonton City: 1-780-422-1604
Edmonton Rural & Regional Response Office (ERRRO) 1-780-638-3352 Includes: Sherwood Park, St. Albert, Stony Plain Edmonton Federal (PPSC): 1-780-495-3553	RCAS St. Albert: 1-780-458-7305 RCAS Sherwood Park: 1-780-464-0114 RCAS Stony Plain: 1-780-963-6205
Fort McMurray Crown: 1-780-743-7285	RCAS Fort McMurray: 1-780-743-7195
Grande Prairie Crown: 1-780-538-5338	RCAS Grande Prairie: 1-780-538-5360
Lethbridge Crown: 1-403-381-5211	RCAS Lethbridge: 1-403-381-5196
Medicine Hat Crown: 1-403-488-4556	RCAS Medicine Hat: 1-403-529-8644
Red Deer Crown: 1-403-340-5190	RCAS Red Deer: 1-403-340-5250
Wetaskiwin Crown: 1-780-361-1206	RCAS Wetaskiwin: 1-780-361-1204



## **Appendix C. RCS Error Messages**

### Crown must be assigned

Crown prosecutor not assigned to designated file ownership matter at this time.

\*\*\*Crown Availability is only considered to Edmonton/Calgary Provincial and Federal Prosecutions

Docket Number	Accused	Date of Birth YYYY/MM/DD	Next Appearance Date YYYY/MM/DD Room#		Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
	NOTE: Crown must be assigned to remotely book File Ownership files [F_RCS]		Courtroom CMO	9:00 AM		(P)		Provincial Criminal

### No docket found

Please correct the following error(s) and try again.

• No dockets were found with your selected search criteria. The search result(s) if any are based on your previous searches.

#### File not found

Error message displays for unconfirmed or concluded or warrant files.

\*\*\* This does not mean there is NO file – RCS rules do not allow certain file status' to appear

Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
111003225P2 ERROR-FILE NOT FOUND. PLEASE RE ENTER [F_004030]				Courtroom					



### Same Day Booking Error

Matter appears AFTER 8:00 a.m. on the day of appearance. No booking allowed

DOCKET NUMBER	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Cnarge	Crown Election	Court Location
180014045P1	REYANA, KAITLAN, ERROR: THIS BOOKING IS NOT ALLOWED. IT IS AFTER 8:00 AM [RF_000002]	1990/03/25	File Ownership DILLM	2019/02/27 Courtroom 001	FOR PLEA 9:30 AM	2018/01/01	66 CC	Summary	Stony Plain Provincial Criminal

### The system cannot determine Crown availability

Error message will display if the system cannot determine Crown availability due to an invalid prosecutor's email address or name entry in the maintenance table. Edmonton & Calgary ONLY



## **Exchange Server is not reachable**

If the RCS booking has been submitted, but the Exchange Servicer is not reachable, a message prompts the user to complete the process manually.

"REMINDER-PLEASE ENSURE YOU PRINT A COPY OF THIS NOTICE AS IT IS REQUIRED FOR THE NEXT COURT APPEARANCE" CMO WILL NOT BE RESPONSIBLE FOR PROVIDING YOU WITH A COPY.

Unable to send Appointments, please do manually:

This means that the Crown prosecutor will only receive the booking confirmation and not the meeting invite; and will need to manually add the appointment to the individual Crown calendar.



## Crown Election - Hybrid

				Room#					
160723607P1 MATTHEW  ERROR- CROWN	1	File Ownership	2019/03/04 Courtroom CMO	TO SPEAK TO 8:15 AM	2016/06/21	5(1) CDS	Indictable	Edmonton Provincial Criminal	
	ELECT HYBRID ON AT LEAST 1 CHARGE. BOOK AT THE CMO [F_003982]	_				2016/06/22	5(2) CDS	Indictable	Edmonton Provincial Criminal
	[F_003962]					2016/06/22	5(2) CDS	Hybrid	Edmonton Provincial Criminal
						2016/06/22	355(B) CC	Hybrid	Edmonton Provincial Criminal
						2016/06/22	4(1) CDS	Summary	Edmonton Provincial Criminal



# Appendix D. Booking Options for File Ownership Files Federal

## **Federal Summary Offences Only**

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership -			Assistance and Count	Bail Hearing
Provincial Files Federal			Assignment Court	Trial
Summary Offence		Not Guilty	Laur Camanlavita Fadaval	Trial
			Low Complexity Federal	Summary Disposition
			Bail Hearing	Bail Hearing
	Not Applicable	Reserved	Assignment Court	Bail Hearing
	(N/A)		Assignment Court	Summary Disposition
			Low Complexity Federal	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Assignment Court	Summary Disposition
		Guity	Scheduled Disposition	Summary Disposition

<sup>\*\*\*</sup> Federal options Not Available at most regional RCS Locations

# Appendix E. Booking Dropdown Options for Low Complexity Federal Files – Edmonton/Calgary

## **Summary Offences Only**

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity - Federal Files Files/Accused	Not Applicable	Not Guilty	Low Complexity Federal	Trial
		Reserved	Scheduled Disposition	Summary
selected include only Summary Offences		Guilty	Scheduled Disposition	Summary Disposition

### At Least One Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity  – Federal Files	QB Judge & Jury	N/A	Low Complexity Federal	Preliminary
Files / Accused	QB Judge alone	N/A	Low Complexity Federal	Preliminary
selected include at least one	PC Judge	Not Guilty	Low Complexity Federal	Trial
Indictable Offence		Reserved	Scheduled Disposition	Summary Disposition
		Guilty	Scheduled Disposition	Summary Disposition

<sup>\*\*\*</sup> Federal options Not Available at most regional RCS Locations



# **Appendix F. At Least One Indictable Offence – File Ownership Federal**

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Ownership			Assignment Court	Preliminary Hearing
Files / Accused selected include			Assignment Court	Bail Hearing
at least one	QB Judge & Jury	N/A	Bail Hearing	Bail Hearing
Indictable Offence			Low Complexity	Preliminary Hearing
	QB Judge Alone			Preliminary Hearing
			Assignment Court	Bail Hearing
		N/A	Low Complexity Federal	Preliminary Hearing
			Bail Hearing	Bail Hearing
		Not Guilty	Assissant Count	Bail Hearing
			Assignment Court	Trial
			Lavy Camanlavity Fadanal	Trial
			Low Complexity Federal	Summary Disposition
			Bail Hearing	Bail Hearing
	DC looks		Assistant Count	Bail Hearing
	PC Judge		Assignment Court	Summary Disposition
		Reserved	Low Complexity Federal	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Cultur	Assignment Court	Summary Disposition
		Guilty	Scheduled Disposition	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing

<sup>\*\*\*</sup> Federal options Not Available at most regional RCS Locations



# Appendix G. Booking Options for Short Trial Domestic Violence Edmonton & Calgary

## **Summary Offences Only**

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Short Trial Domestic			Short Domestic Violence	Trial
Violence – Edmonton &	ence – sonton & ary s/Accused cted include Summary  Not Applicable	Not Guilty	Matters	Summary Disposition
Calgary			Bail Hearing	Bail Hearing
Files/Accused selected include only Summary		Reserved	Short Domestic Violence Matters	Summary Disposition
Offences			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
			Scheduled Disposition	Summary Disposition
		Guilty	Short Domestic Violence Matters	Summary Disposition



# Appendix H. At Least One Indictable Offence - Short Domestic Violence Edmonton & Calgary

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Short Trial Domestic	QB Judge & Jury	N/A	Short Domestic Violence	Preliminary Hearing
Violence Files / Accused	QD Judge & July	IV/A	Bail Hearing	Bail Hearing
selected include at least one Indictable			Short Domestic Violence	Preliminary Hearing
Offence	QB Judge alone	N/A	Bail Hearing	Bail Hearing
				Trial
		Not Guilty	Short Domestic Violence	Summary Disposition
			Bail Hearing	Bail Hearing
			Short Domestic Violence	Summary Disposition
	PC Judge	Reserved	Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		0.11	Scheduled Disposition	Summary Disposition
		Guilty	Short Domestic Violence	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing

<sup>\*\*\*</sup> Domestic options Not Available at most regional RCS Locations



# Appendix I. File Ownership at least one Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership	OD landers & lane	N1/A	Assignment Count	Preliminary Hearing
Files / Accused selected include	QB Judge & Jury	N/A	Assignment Court	Bail Hearing
at least one	QB Judge alone	21/2	Assissant Count	Preliminary Hearing
Indictable Offence		N/A	Assignment Court	Bail Hearing
		Not Cuiltin	Assistant Count	Bail Hearing
		Not Guilty	Assignment Court	Trial
			Assistant Count	Bail Hearing
	PC Judge	Reserved	Assignment Court	Summary Disposition
			Scheduled Disposition	Summary Disposition
		Cil+v.	Assignment Court	Summary Disposition
		Guilty	Scheduled Disposition	Summary Disposition
	Reserved	N/A	N/A	N/A

<sup>\*\*\*</sup>RCS Scheduled Disposition & Bail Hearings not available for: Drumheller, Grande Prairie, Fort MacMurray



# Appendix J. Booking Options for Low Complexity Files

## **Summary Offences Only**

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity			Low Complexity Federal	Trial
Files/Accused selected include		Not Guilty	Low Complexity Federal	Bail Hearing
only Summary Offences			Bail Hearing	Bail Hearing
	N/A		Schedule Disposition	Summary Disposition
		Reserved	Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition

#### At Least One Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity	QB Judge & Jury	N/A	Bail Hearing	Bail Hearing
Files/Accused selected include	QB Judge Alone	N/A	Bail Hearing	Bail Hearing
at least one Indictable Offence	PC Judge	Not Guilty	Low Complexity Federal	Trial
			Bail Hearing	Bail Hearing
		Reserved	Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing

<sup>\*\*\*</sup>RCS Scheduled Disposition & Bail Hearings not available for: Drumheller, Grande Prairie, Fort MacMurray



# Appendix K. File Ownership Summary Offences

## File Ownership - Summary Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership			Assistance and Count	Bail Hearing
Files/Accused selected include		Not Guilty	Assignment Court	Trial
only Summary Offences			Bail Hearing	Bail Hearing
Offences	Not Applicable (N/A)		Assignment Court  Reserved  Scheduled Disposition	Bail Hearing
				Summary Disposition
		Reserved		Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Assignment Court	Summary Disposition
	Guilty	Scheduled Disposition	Summary Disposition	

<sup>\*\*\*</sup>RCS Scheduled Disposition & Bail Hearings not available for: Drumheller, Grande Prairie, Fort MacMurray



# Appendix L. File Ownership with Indictable - Stony Plain, Sherwood Park & St. Albert

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership Files / Accused selected include	QB Judge & Jury	N/A	File Ownership/Assignment Court	Preliminary Hearing
at least one Indictable Offence  QB Judge	QB Judge alone	N/A	File Ownership/Assignment Court	Preliminary Hearing
	PC Judge	Not Guilty	File Ownership/Assignment Court	Trial
	Guilt	Guilty	Scheduled Disposition	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing



# Appendix M. Minimum/Maximum Location Appearance Date Booking Range

- Days are recognized court business days (not calendar days)
- Weeks or months are calendar duration

Airdrie, Canmore, Cochrane, Didsbury, Okotoks, Siksika, St. Albert, Sherwood Park, Stony Plain, Strathmore, Turner Valley

		Date Range	
Booking Type	Appearance Type	Minimum	Maximum
Low Complexity	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
File Ownership / Assignment Court	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
Bail Hearing	Bail Hearing	3 days	12 months
Scheduled Disposition	Summary Disposition	3 days	12 months

#### Drumheller, Fort McMurray,

		Date Range	
Booking Type	Appearance Type	Minimum	Maximum
Low Complexity	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
File Ownership / Assignment Court	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
*Bail Hearing	*Bail Hearing	N/A	N/A
*Scheduled Disposition	*Summary Disposition	N/A	N/A

<sup>\*</sup>Not available on RCS

### Lethbridge/Medicine Hat

		Date Range	
Booking Type	Appearance Type	Minimum	Maximum
Low Complexity	Trial	6 weeks	90 Days
	Preliminary Hearing	6 weeks	90 Days
File Ownership / Assignment Court	Trial	6 weeks	90 Days
	Preliminary Hearing	6 weeks	90 Days
Bail Hearing	Bail Hearing	3 days	60 Days
Scheduled Disposition	Summary Disposition	3 days	60 Days

#### **Red Deer**

		Date Range	
Booking Type	Appearance Type	Minimum	Maximum
Low Complexity	Trial	8 weeks	12 months
	Preliminary Hearing	8 weeks	12 months
File Ownership / Assignment Court	Trial	8 weeks	12 months
	Preliminary Hearing	8 weeks	12 months
Bail Hearing	Bail Hearing	3 days	12 months
Scheduled Disposition	Summary Disposition	3 days	12 months



## Remote Courtroom Scheduling - RCS User Guide

### Wetaskiwin

		Date Range	
Booking Type	Appearance Type	Minimum	Maximum
Low Complexity	Trial	6 weeks	8 months
	Preliminary Hearing	6 weeks	8 months
File Ownership / Assignment Court	Trial	6 weeks	8 months
	Preliminary Hearing	6 weeks	8 months
Bail Hearing	Bail Hearing	3 days	8 months
Scheduled Disposition	Summary Disposition	3 days	8 months



### Calgary

 Federal matters scheduled for disposition in Calgary must be scheduled into Courtroom 307.

		Date I	Range
Booking Type	Appearance Type	Minimum	Maximum
File Ownership / Assignment Court	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
	Scheduled Disposition	1 day	12 months
	Bail Hearing	3 days	12 months
Low Complexity	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
Low Complexity Federal	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
	Scheduled Disposition	1 days	12 months
Short Domestic Violence Matters	Trial	6 weeks	4 months
	Preliminary Hearing	6 weeks	4 months
	Scheduled Disposition	1 day	12 months
Bail Hearing	Bail Hearing	3 days	12 months
Scheduled Disposition	Scheduled Disposition	1 day	12 months
Pre Trial Conference		1 day	12 weeks

## Remote Courtroom Scheduling - RCS User Guide

#### **Edmonton**

		Date Range	
Booking Type	Appearance Type	Minimum	Maximum
File Ownership / Assignment Court	Trial	6 weeks	9 -12 months*
	Preliminary Hearing	6 weeks	9 -12 months*
	Scheduled Disposition	3 days	3 months
	Bail Hearing	3 days	8 months
Low Complexity	Trial	6 weeks	4 months
	Preliminary Hearing	6 weeks	4 months
Low Complexity Federal	Trial	8 weeks	6 months
	Preliminary Hearing	8 weeks	6 months
	Scheduled Disposition	3 days	3 months
Short Domestic Violence Matters	Trial	6 weeks	6 months
	Preliminary Hearing	6 weeks	6 months
	Scheduled Disposition	3 days	3 months
Bail Hearing	Bail Hearing	3 days	6 months
Scheduled Disposition	Scheduled Disposition	3 days	3 months
Pre Trial Conference (PTC)	3 days	12 weeks	
* Booking done outside of 9 month d Provincial Court Judge on next upcon			

## Remote Courtroom Scheduling - RCS User Guide

#### **Grande Prairie**

		Date Range	
Booking Type	Appearance Type	Minimum	Maximum
File Ownership / Assignment Court	Trial	8 Weeks	9 Months*
	Preliminary Hearing	8 Weeks	9 Months*
	Scheduled Disposition	2 Days	1 Month
Low Complexity	Trial	8 Weeks	9 Months*
	Preliminary Hearing	8 Weeks	9 Months*
* Booking done outside of 9 month date Provincial Court Judge on next upcoming			

<sup>\*\*\*</sup>RCS Scheduled Disposition & Bail Hearings not available for: Drumheller, Grande Prairie, Fort MacMurray



# Appendix N. Terms of Reference

Term	Definitions
Assignment Court	Assignment Court is a "day of" method of scheduling and moving of files to ensure that only the number of courtrooms, judges and clerks that are actually required will be used. Trial matters are sent from the Assignment Court to available awaiting trial courtrooms, at the discretion of the Assigning Judge.
	Assignment Court matters must be ½ day or longer. Assignment Courtrooms will have AM and PM sittings. (1/2 day = .50).
	Applicable to Edmonton & Calgary
Case (Amount of time required)	A case in RCS refers to the amount of time used to schedule Low Complexity, Low Complexity Federal and Short Trial Domestic Violence matters, Summary dispositions. Not applicable to RCAS Alberta Regional in RCS.
File Ownership	File Ownership files are matters where one Crown Prosecutor is assigned and responsible for all activities relating to the matter until is disposed of.
Hybrid	Crown Election displays an H (hybrid) – Cannot be booked until election is made or intended
Low Complexity Files	Is any file deemed by the Crown to require less than one-half day of court time to complete – Select applicable Low Complexity Crown office email when submitting this type of booking
	A Crown Prosecutor is NOT required to book a Low Complexity matter
Pre-Trial Conference (PTC)	A PTC is required when you schedule a matter for longer than 1 day. The PTC is required and must be held 8 to 10 weeks from the date that the trial is booked. Not available to Alberta Regional locations using RCS
Scheduled Disposition Courtrooms	Designated courtrooms for scheduled guilty pleas and dispositions