



Notice to the Profession and Public
New Procedure for Electronic Hearings – Confidentiality
or Privacy Concerns

July 6, 2020

All Court electronic hearings (video conference and audio conference) of Court of Appeal proceedings are viewable by, or available on audio to, the wider public. Counsel for the parties and self-represented litigants must advise the Court of any identified or potential privacy or confidentiality concerns in advance of their electronic hearing.

Therefore, the Confidentiality or Privacy Concerns Form attached to this Notice must be completed and submitted to the Court prior to the electronic hearing.

The Form requires that counsel for the parties and self-represented litigants confirm that there are no identified or potential privacy or confidentiality concerns or identify each such concern and a proposed plan to mitigate those concerns.

One Form (with the proposed plan) coordinated and submitted on behalf of all parties is preferred. If a coordinated response is not possible, the Form (with the proposed plan) may be completed individually by counsel and self-represented litigants.

In either case, the Form must be submitted no later than 10 business days before the scheduled date for the electronic hearing.

The completed Form must be submitted to the relevant Registry (Email is preferred):

- Calgary matters: Calgary.Registry@albertacourts.ca or Fax: 403-297-5294
- Edmonton matters: Edmonton.Registry@albertacourts.ca or Fax: 780-422-4127

A handwritten signature in black ink, appearing to read 'C.A. Fraser'.

Catherine A. Fraser
Chief Justice of Alberta



Electronic Hearings (Video Conference and Audio Conference)

Confidentiality or Privacy Concerns Form

Appeal Number: [Click here to enter the Appeal Number](#)
Style of Cause: [Click here to enter a brief Style of Cause](#)
Date of Hearing: [Click here to enter the hearing date](#)

Name: [Click here to enter your name\(s\)](#)
Phone Number: [Click here to enter your phone number\(s\)](#)
Email Address: [Click here to enter your email address\(es\)](#)

Parties/Party submitting this Form:

All Parties Appellant(s) Respondent(s) Interveners(s)

A proposed plan coordinated and submitted on behalf of all parties is preferred wherever possible.

Are there any identified or potential privacy or confidentiality concerns?

Yes No

(If yes, fill out remainder of the Form.)

PRIVACY OR CONFIDENTIALITY CONCERNS: Describe the nature of any concerns you have regarding the privacy or confidentiality of information that may be involved in the electronic hearing.

[Click here to begin entering text](#)

PRIVACY OR CONFIDENTIALITY MITIGATION: If you have identified any concerns, explain the proposed plan to mitigate the risks to privacy or confidentiality during the electronic hearing including recommended steps to mitigate those risks.

[Click here to begin entering text](#)

Date Submitted: [Click here to select the date](#)

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