



CENTRAL REGION

Red Deer Court of Justice Case Management Pilot Project Practice Directive

Effective June 1, 2024

The Court is committed to enhancing access to justice by improving its case management protocols and reducing unreasonable delay. The objective of this practice note is to promote an efficient and effective use of court resources by reducing the number of appearances in docket court.

The following procedure will operate prospectively to all new adult criminal matters with a first court appearance date after June 1, 2024.

Case Management Office (CMO)

CMO will continue to operate with a limit of three (3) adjournments or two (2) months, whichever comes first.

Criminal Docket Court

On a first appearance in criminal docket court, in-custody accused who are represented by counsel and out of custody accused (whether represented by counsel or not) will have their matter adjourned to a docket date four (4) months in the future. During that adjournment, the accused and/or counsel for the accused is expected to be proactive in moving the file forward (i.e. obtaining disclosure; engaging in resolution discussions where appropriate; scheduling and attending pre-trial conferences where necessary, etc.).

In-custody accused who are not represented by counsel can request one additional adjournment of up to three (3) weeks to work with duty counsel and/or retain counsel before having their matter adjourned for the four (4) month period.

On the next docket court appearance, after the four (4) month adjournment, the accused will be expected to enter a plea and schedule a date for trial, preliminary inquiry, or resolution. Any trial or preliminary inquiry date should be scheduled within six (6) months of this second docket appearance.

The Court recognizes the importance of the accused's right to seek judicial interim release. The process described above for in-custody accused is subject to the accused

consenting to remain in custody and does not prevent an accused from seeking judicial interim release at the earliest opportunity.

At any time during the adjournment periods, an accused or counsel for an accused may bring their matter forward to speak to bail, to resolve, or to make any other necessary applications. Instructions on how to bring forward a file are included in the information sheet attached to this practice note.

Nothing in this practice note prevents an accused or counsel from entering a plea, scheduling a date for trial or preliminary inquiry, scheduling a bail hearing or scheduling a date for resolution on the first docket court appearance, or during the four (4) month adjournment period.

Accused who are not represented by counsel will be provided with an information sheet (attached) detailing how to contact and apply for Legal Aid; how to contact the Crown offices; how to request and obtain disclosure; how to bring forward a file in court; and how to obtain the online information booklet for self represented accused.

Warrants

In circumstances where a warrant is issued in the first instance or where an accused fails to attend court on the first scheduled docket appearance date, the adjournment procedure outlined above will apply once the warrant is executed and the accused first appears in docket court.

In circumstances where an accused fails to attend docket court on the second court date (4 month period), the accused will be expected to enter a plea and schedule a trial/preliminary inquiry date at the next docket appearance following the execution of the warrant.

As per: Assistant Chief Judge Snider
Central Region Courts

CASE MANAGEMENT INFORMATION SHEET

The following will assist you in obtaining the information required to move towards setting a Trial date following the adjournment:

Legal Aid

You can apply to Legal Aid Alberta by speaking to the Duty Counsel Lawyer in court today. Alternatively, you can apply before your next court appearance by contacting LAA at 1-866-845-3425 as soon as possible. If you are having trouble applying or don't know the status of your application, you can speak to Duty Counsel on the day of your next appearance or follow up with Legal Aid directly at the above number.

Provincial Crown Prosecutor's Office

Location: 601-4920-51st Street, Red Deer, AB T4N 6K8

Office hours are Monday -Friday, 8:15 to 4:30. We are closed between 10-10:15, 12-1, and 3-3:15.

How to Order disclosure:

- 1) You may call the office main line 403-340-5190 and request disclosure over the phone for pick up only or alternatively you can come to the office and request disclosure.
- 2) If you want disclosure mailed out you will have to attend our office after court and fill out the form advising you would like it mailed out at that time we will ask for photo id.
- 3) If you are asking to have it picked up, please leave a phone number and once the disclosure is completed, you will receive a phone call to advise you it is ready for pick up. When you come to the office for pick up please make sure you have photo ID with you.

If you need to contact the Provincial Crown Prosecutor's office for any other reason, please email the following: JSG-ACPS.Red-Deer JSG-ACPS.Red-Deer@gov.ab.ca or call our main line 403-340-5190 if you receive our voicemail please leave a detailed message and we will call you back.

Federal Crown Prosecutor's Office (Public Prosecution Service of Canada)

Location: EPCOR Tower, 10423 – 101 St. NW, Suite 700, Edmonton, AB T5H 0E7

Office hours: Mon-Fri 8:00am-4:30pm (closed 12-1230 and all federal holidays)

How to order disclosure:

- 1) You may contact the assigned Crown counsel directly, or use our Red Deer specific disclosure email address: ABRO.RedDeerDisc-DivRedDeer.BRAB@ppsc-sppc.gc.ca
- 2) We do not have a formal Disclosure Request form. Please provide your name, docket/Information number and contact information including an email address.
- 3) We typically provide disclosure electronically.

How to bring a file forward

Either the Crown or the accused may request that the Clerk of the Court bring a file forward to an earlier date for the parties to address an application or issue. In order to bring a file forward, 48 hours notice, in writing, must be given to the opposing party (and all co-accused) and to the Clerk of the Court. At a minimum, notice to the Clerk of the Court must include:

- (a) The accused's full name and the name of counsel acting for him/her (if any);
- (b) The names of any co-accused and the names of counsel acting for them (if any);
- (c) The docket number(s) relating to any files to be addressed;
- (d) The date for which the matter is currently scheduled;
- (e) The new date and time to which you are bringing the file forward
- (f) The application or issue to be addressed and any associated reasons; and
- (g) The name and status (i.e. Crown Prosecutor, Defence counsel, legal assistant, etc.) of the person(s) to whom notice was given, the date and time of that notice and confirmation that the information referenced in items (a) to (f) formed part of the notice.

A form to facilitate requests to 'bring forward' files is appended.

To obtain the guide for Self Represented Litigants in Court of Justice Adult Criminal:

- Goto <https://www.albertacourts.ca/>
- Proceed to the Court of Justice site. On the main page of the Court of Justice site you will find "Information for... People without a Lawyer". Contained in this portion of the site under the heading "Criminal Court", you will find the document titled "[Information For Self-represented Litigants in Court of Justice – Adult Criminal Court](#)".
- If you do not have access to a computer, you can attend at Resolution Services which is located in the Court House and obtain a copy of the guide

Request to Bring Forward an Information

Full name of accused: _____

Counsel for accused (if any): _____

Name(s) of co-accused: _____

Defence counsel: _____

Name(s) of co-accused: _____

Defence counsel: _____

Name(s) of co-accused: _____

Defence counsel: _____

Information(s) docket number(s): _____

Provincial or Federal file: _____

Current trial/preliminary inquiry, etc. date: _____

Bring forward to (suggested date, time, and courtroom): _____

The issue to be addressed (and reason): _____

Judge's Order Required: No Yes Institution: _____

Notice of this request to bring forward an information and the accompanying application has been provided to the Provincial Crown, Red Deer ACPS office via email to JSG-ACPS.Red-Deer@gov.ab.ca on _____ [insert date and time] _____

Notice of this request to bring forward an information and the accompanying application has been provided to the Federal Crown via email to ABRO.RedDeerDisc-DivRedDeer.BRAB@ppsc-sppc.gc.ca on _____ [insert date and time] _____

Notice was given to: _____ [insert name and status] _____ on _____ [insert date and time] _____

Notice was given to: _____ [insert name and status] _____ on _____ [insert date and time] _____

Notice was given to: _____ [insert name and status] _____ on _____ [insert date and time] _____

Notice was given to: _____ [insert name and status] _____ on _____ [insert date and time] _____

Notice was given by: _____ (letter/email attached); (other-describe) _____

Is this a Case Management file: Yes No