



CALGARY CRIMINAL COURTS COURTROOM 1106 – OUT OF CUSTODY, ASSIGNMENT COURT

Effective: July 6, 2020

Purpose:

As the Provincial Court of Alberta begins to expand the services provided to Albertans, and while the Court Pandemic Plan still remains in effect, the purpose of this Practice Note is to address what matters will be heard in courtroom 1106 and how they are to be addressed.

This courtroom remains an Assignment Court. Counsel are permitted to attend in person or via telephone until their matter is assigned to a trial courtroom. If the matter resolves in the Assignment Court by way of guilty plea, counsel can continue to appear remotely.

In order to be able to maintain social distancing within the courtroom, counsel are asked to discourage the attendance of any individuals not directly involved in the proceedings before the court. Counsel are also asked to manage witnesses such that not all witnesses appear in the Assignment Court at 9:00 a.m. but remain on standby and ready to proceed once the trial commences.

Procedures/Guidelines:

Pre-Court:

1. All counsel who will be appearing remotely will be required to email the Court at PCCourtAC.Calgary@just.gov.ab.ca no later than 4:00 p.m. the day prior to the scheduled appearance.
 - a) The subject line of the email must include the Courtroom number and the date of the scheduled appearance (i.e. Courtroom 1106, July 6, 2020).
 - b) The body of the email must include the name of the matter for whom the lawyer will be appearing; the contact number where the lawyer can be reached; the name of the lawyer if that is not clear in the email address and, whether the person appearing before the court is in custody or out of custody.

Court Proceedings:

2. All counsel must be ready to proceed with their matters as of 9:00 a.m.
3. Should counsel not appear in person, the clerk will begin calling counsel at 9:00 a.m. using the telephone number provided to the Court.
4. Documents required for Court proceedings can be scanned/photographed and emailed directly to the clerk at PCCourtAC.Calgary@just.gov.ab.ca. Again, the subject line must include the Courtroom number and the date of the scheduled appearance as above.
5. Documents that are necessary for the presiding judge to review in advance of the scheduled court date (i.e. case law, etc.) should be sent directly to Judges' Chambers using the following link: <https://www.albertacourts.ca/pc/areas-of-law/criminal/e-file-charter/e-file>. Material should be sent no later than 9:00 a.m. the day prior to the scheduled court appearance.

As per: Assistant Chief Judge Durant
Calgary Criminal and Regional Courts

Date: July 6, 2020