



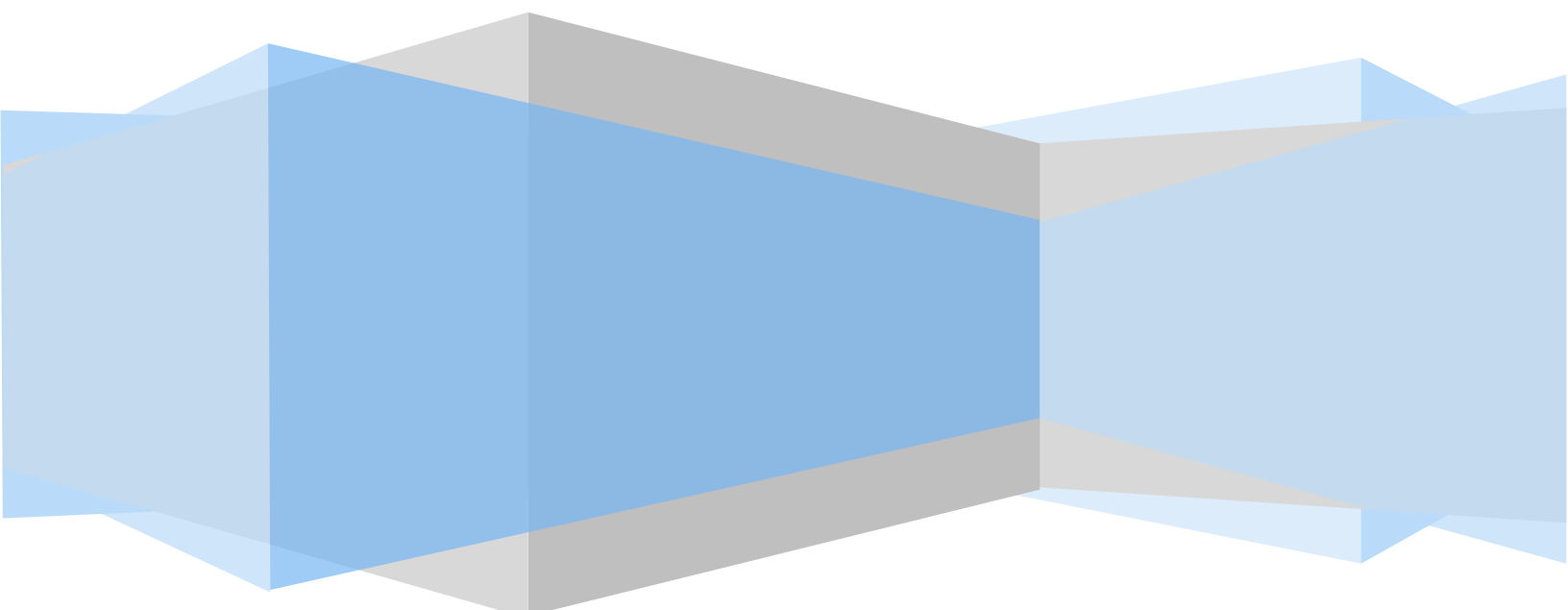
Court Case Management Program

# Court Case Management Program

*CCM Provincial General Guidelines*

*April 2019*

Version # 2.5



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## Table of Contents

---

1. Introduction.....	1
2. Assignment Court .....	2
2.1. Goal.....	2
2.2. Matters Scheduled .....	2
2.3. Location and Number of Courtrooms .....	3
2.4. Obligations of Court Clerk and Counsel.....	3
2.4.1. Court Clerk prior to the Opening of Assignment Court.....	3
2.4.2. Counsel .....	3
2.5. Process.....	4
2.6. Transportation of In-Custody Accused .....	4
2.7. Trial Judge Seized .....	5
3. Case Management Office Counter .....	6
3.1. Goal.....	6
3.2. Matters Which May Be Dealt With .....	6
3.3. Maximum Appearances/Time .....	7
3.4. Expectations of Counsel .....	8
3.5. Indictable Offences Requiring an Election .....	8
3.6. Same Day Movement of Files.....	8
3.7. Matters Proceeding.....	9
3.8. Scheduling Rules and Procedures.....	10
3.9. Location and Hours of Operation .....	12
4. Low Complexity Trial Courtrooms.....	14
4.1. Goal.....	14



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4.2. Definition of “Low Complexity” .....	14
4.3. Location, Time and Number of Courtrooms.....	14
4.4. Details.....	15
5. Remote Courtroom Scheduling (RCS) .....	16
5.1. Goal.....	16
5.2. Matters That Can Be Scheduled Remotely.....	16
5.3. Requirements for Access.....	16
5.4. Guidelines .....	16
5.5. RCS Process.....	18
6. Required Appearance Court (RAC).....	20
6.1. Purpose.....	20
6.2. Matters Handled.....	20
6.3. RAC Hours of Operation .....	21
6.4. In-custody Docket Courts .....	23
7. Scheduled Disposition Courts.....	24
7.1. Purpose.....	24
7.2. Location and Hours of Operation .....	24



## Appendices

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- Appendix A. Airdrie CCM Courtrooms
- Appendix B. Calgary CCM Courtrooms
- Appendix C. Canmore CCM Courtrooms
- Appendix D. Cochrane CCM Courtrooms
- Appendix E. Didsbury CCM Courtrooms
- Appendix F. Drumheller CCM Courtrooms
- Appendix G. Edmonton CCM Courtrooms
- Appendix H. Fort McMurray CCM Courtrooms
- Appendix I. Grande Prairie CCM Courtrooms
- Appendix J. Lethbridge CCM Courtrooms
- Appendix K. Medicine Hat CCM Courtrooms
- Appendix L. Okotoks CCM Courtrooms
- Appendix M. Red Deer CCM Courtrooms
- Appendix N. Sherwood Park CCM Courtrooms
- Appendix O. St. Albert CCM Courtrooms
- Appendix P. Siksika CCM Courtrooms
- Appendix Q. Stony Plain CCM Courtrooms
- Appendix R. Strathmore CCM Courtrooms
- Appendix S. Turner Valley CCM Courtrooms
- Appendix T. Wetaskiwin CCM Courtrooms



## Revision History

Version Number	Issue Date	Reason for Revision
1.0	September 2012	Forwarded to PIC for approval; CMO hours of operation needs resolution
1.1	October 3, 2012	Minor revisions from Edmonton, Medicine Hat, Provincial Crown, and CMO hours of operation Approved by PIC
1.2	June 25, 2013	Revisions to RCS <u>Guidelines</u> to reflect changes to booking rules on the day prior to a scheduled appearance. Update to tables of CMO hours of operations.
1.3	October 4, 2013	Revised schedules of CCM courtrooms.
1.4	January 8, 2014	Revisions incorporate Cochrane and Didsbury wherever applicable (appearance times, hours of operations, etc.).
1.5	May 5, 2014	Revisions incorporate Turner Valley wherever applicable (appearance times, hours of operations, etc.)
2.0	October, 2014	Revisions incorporate Lethbridge, Strathmore, and Siksika wherever applicable (appearance times, hours of operations, etc.)
2.1	December, 2014	Revisions to incorporate Federal Matters at the CMO.
2.2	April, 2015	Revisions to incorporate Grande Prairie CMO
2.3	May 2015	Revisions to incorporate 3.5-day scheduling rule on Calgary ACPS and Calgary Federal PPSC matters



Version Number	Issue Date	Reason for Revision
2.4	2016	PTC date range change in Calgary and Edmonton Trial Confirmation Hearings in Calgary Low Complexity matters for Red Deer courtrooms # 101 and 102 Minimum lead time change for Trials and Preliminary Hearings in Red Deer
2.5	April 2019	General Review and update To CCM Guidelines v2.4 to incorporate RCS and new CMO locations: Drumheller, Fort MacMurray, Sherwood Park, St. Albert, Stony Plain tables into Appendices



## 1. Introduction

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*In keeping with Alberta's tradition of maintaining confidence in the administration of justice and recognizing current trends in enhancing access to Justice, it became apparent that Provincial Court Judges were frequently appearing in Court to address many administrative functions, which reduced available time for meaningful judicial functions. It was also apparent there were a large number of inefficiencies and duplication in Court administration processes. The Provincial Crown (Criminal Justice) also recognized similar inefficiencies in their practices and began examining a vertical file management concept whereby a file is assigned to one Crown prosecutor who is then responsible for that file from the time it enters the system until the matter is concluded.*

*In February 2008, a Steering Committee was established to co-ordinate the interest of all stakeholders (the Judiciary, Court Administration, the Crown and the Defence Bar) into one encompassing project. The Steering Committee determined that the Provincial Court of Alberta should lead the project. In August 2008, the Project Implementation Committee was established with Deputy Chief Judge Lefever as Chairperson and the project was officially named the Court Case Management Program (CCM). The objective of the CCM Program is to more effectively manage criminal cases in Edmonton and Calgary Adult Provincial Court, resulting in increased public confidence in the justice system and increased access to justice across Alberta.*

*In October 2009, after months of consultation and planning with stakeholders, the Provincial Implementation Committee supported a "position paper" prepared by the Judicial Sub-Committee, which outlined the background, the overarching principles and six specific subject areas, which formed the basis of the Project. This position paper became the General Guidelines for the CCM Program, which was published on the Alberta Courts Website page on January 18, 2010. These General Guidelines, implemented on February 1, 2010, became the "blueprint" for the CCM Program in both Calgary and Edmonton adult criminal courts.*

*We recognize that some aspects of these General Guidelines may not be practical or capable of implementation in some Regional Courts (both base courts and circuit courts) and that certain stakeholders of these Regional Courts may be affected differently and to varying degrees. Considering the uniqueness of each location in the context of the prevailing objective to harmonize processes throughout the Province, it is the responsibility of each stakeholder to assist with the implementation of the Program within the parameters of the CCM General Guidelines.*

Judicial Subcommittee  
Court Case Management Project





## **2. Assignment Court**

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### **2.1. Goal**

Moving to a “day of” method of scheduling of matters rather than scheduling cases into a specific courtroom allows the Provincial Court to more evenly distribute daily trial work among its judicial resources, permit more cases to be scheduled and processed in a given day (given the high collapse rates of matters), and reduce lead times, thereby increasing access to our criminal trial courts and improving confidence in the Criminal Justice System.

### **2.2. Matters Scheduled**

Federal or Provincial matter determined by Crown counsel to require one-half day or longer will be scheduled into an assignment courtroom.

Matters will include:

1. Trials
2. Preliminary Inquiries
3. Bail Hearings scheduled for one-half day or longer
4. Dispositions scheduled for one-half day or longer
5. Other Hearings scheduled for one-half day or longer (e.g. Firearms Hearings)
6. Continuations of one-half day or longer.



## 2.3. Location and Number of Courtrooms

Location	Courtroom Type	Courtroom #s	Times
Calgary	Assignment	1005	9:00 a.m. and 1:30 p.m.
	<i>feeds</i> Trial	1006, 1007 and 1008	9:30 a.m. and 2:00 p.m.
	Assignment	1106	9:00 a.m. and 1:30 p.m.
	<i>feeds</i> Trial	1105, 1107 and 1108	9:30 a.m. and 2:00 p.m.
Edmonton	Assignment	355	9:00 a.m. and 1:30 p.m.
	<i>feeds</i> Trial	266, 354, 359, 360, 445, 447 and 448 269, 357, 358 and 449 (by special arrangement)	9:30 a.m. and 2:00 p.m.

## 2.4. Obligations of Court Clerk and Counsel

### 2.4.1. Court Clerk prior to the Opening of Assignment Court

- Open the Assignment Court at **8:30 a.m.** and **1:00 p.m.**
- Conduct discussions with counsel concerning how cases will be proceeding; and
- Assist the presiding judge when Court opens at **9:00 a.m.** and **1:30 p.m.**

### 2.4.2. Counsel

- Crown and defence counsel with cases in an assignment court will attend in assignment court no later than **8:45 a.m.** and **1:15 p.m.** (all Crown witnesses will also be subpoenaed for **8:45 a.m.** and **1:15 p.m.**) in order to speak to the matters at **9:00 a.m.** and **1:30 p.m.**
- Crown and defence counsel on each case will meet prior to the commencement of assignment court to discuss how their scheduled matter will be proceeding.
- Prior to the opening of the Assignment Court at **9:00 a.m.** or **1:30 p.m.**, Counsel will advise the assignment court clerk how their matter will be proceeding that day.
- Crown and defence counsel with matters scheduled in assignment court will appear for the opening of that courtroom at **9:00 a.m.** and **1:30 p.m.** and advise the Court how their matter will be proceeding.



## 2.5. Process

The assignment court judge will, in the order deemed appropriate:

- Ask counsel to indicate whether their case will be proceeding to a hearing on that date and thereby determine how many matters are proceeding to a hearing.
- If more cases are proceeding to trial than available courtrooms to hear those cases, assist in prioritizing which cases should proceed based upon factors such as age of case, whether the accused is in custody, possible continued vulnerability of victims (i.e. domestic violence), and seriousness of the charge or charges.
- Issue warrants where appropriate for non-appearances.
- Have the Clerk contact the Judicial Scheduler to assign cases proceeding to a hearing in a Trial Court (electronic signage will be available to assist in the movement of witnesses).
- Excuse counsel after they have spoken to their matter until an agreed upon return time back in the assignment court or until the commencement of their matter in the Trial Court ***at 9:30 a.m. or 2:00 p.m. or earlier if the trial courtroom is ready.***
- Hear those matters being summarily disposed of that day as well as contested and uncontested requests for adjournments.
- If cases are being summarily disposed of and Trial Courts are available, may assign some of those summary dispositions to the Trial Court.
- Conduct trials if more cases are proceeding to trial than the number of feeder Trial Courts available to hear them.
- Seek the assistance of trial or other courtrooms where dockets have collapsed in those courtrooms (or any other available court).
- Notify the other Assignment Court (Calgary only) if any of their feeder Trial Courts are available to assist.

## 2.6. Transportation of In-Custody Accused

In-custody accused will only be brought to the assignment court for guilty pleas or adjournment applications, if requested. Any in-custody accused proceeding to trial will be transported directly to the assigned feeder Trial Court.



## 2.7. Trial Judge Seized

When a matter is assigned to a feeder Trial Courtroom, the assigned will be considered seized until its conclusion, either on that date or adjourned to another date. These cases will not be returned to the original assignment court judge.

Trials that start in the morning but do not finish can be returned to the assignment court at **1:30 p.m.** to determine whether a courtroom and the judge is available to continue the trial (subject to courtroom, defence counsel, and Crown availability).



## **3. Case Management Office Counter**

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### **3.1. Goal**

The Case Management Office (CMO) Counter will reduce Docket Court lists by dealing with administrative/non-contested matters outside of a courtroom. Judges will be freed up to deal with more substantive legal matters. Defence counsel and accused will have the flexibility of appearing at a CMO counter anytime within a specified period of time to make appearances and to schedule trials at their convenience without having to wait in a courtroom until their matter is called.

### **3.2. Matters Which May Be Dealt With**

- First and subsequent appearances by accused charged with summary or indictable matters that have been released from custody by police or the Hearing Office on documents compelling their appearance in court (Appearance Notice, Summons, and Promise to Appear, Recognizance or Undertaking). Release documents will compel the attendance of the accused on a specified day at any time during the designated operating hours of the CMO Counter.
- Counsel may appear on behalf of the accused on summary conviction matters and on indictable matters once a Designation of Counsel has been filed.
- Accused held in custody will continue to appear in an in-custody courtroom unless a designation of counsel is filed.
- Mental Health Diversion and Alternative Measures Program (AMP) matters will be dealt with at the CMO counter upon notification of the Crown. An adjournment back to the CMO Counter will be permitted by which time the Crown will send a letter withdrawing the charges if Alternative measures or Mental Health Diversion is successful. If unsuccessful, the matter will be returned to the Required Appearance Court (RAC). If a file has not been marked for AMP or Mental Health Diversion, and defence counsel raises eligibility, the file will be marked for consideration of AMP or Mental Health Diversion and be remanded back to the CMO Counter in three weeks. The Crown will review the file and indicate their decision prior to the next CMO Counter appearance.



- The CMO has the discretion to send a matter to RAC at any time.
- Where Counsel, in relation to a scheduling matter is not proceeding by consent, the CMO remits the matter to RAC for further processing.
- Youth docket matters are not dealt with at the CMO Counter.
- Domestic violence matters are not dealt with at the CMO in Airdrie, Calgary 508, Canmore, Cochrane, Didsbury, Drumheller, Edmonton, Grande Prairie, Lethbridge, Medicine Hat, Red Deer, Siksika, Strathmore, and Turner Valley.
- Federal matters are not dealt with at the CMO in Grande Prairie, Lethbridge, Medicine Hat, Red Deer, and Wetaskiwin.

### 3.3. Maximum Appearances/Time

Location	Maximum Adjournments	Maximum Period Allowed
Airdrie Calgary Canmore Cochrane Didsbury Drumheller Okotoks Siksika Strathmore Turner Valley	4	12 weeks
Edmonton Fort McMurray Lethbridge Medicine Hat Red Deer Sherwood Park St. Albert Stony Plain Wetaskiwin	3	8 weeks
Grande Prairie	3	6 weeks

Thereafter, the matter will be transferred to Required Appearance Court (RAC).



### 3.4. Expectations of Counsel

Expectation of Counsel include: early Crown disclosure, communication to the defence of the Crown's position in the event of an early guilty plea; and defence consideration of early case resolution offers in consultation with their client. These critical discussions between counsels, will ensure that only matters requiring a trial are actually set for trial, improving the efficiency of trial courts and reduce lead times to trial.

### 3.5. Indictable Offences Requiring an Election

Where an accused is before a CMO counter on an offence requiring an election, they will be required to sign a form confirming that the requirements in s. 536(2) of the *Criminal Code* have been complied with. All indictable charges will be read to the accused together with the elections. The accused will indicate their election on the form, sign and date it, and the CMO will endorse their confirmation.

### 3.6. Same Day Movement of Files

Cases will be moved at counsel request to RAC for the following purposes:

- Disposition of the case by way of guilty plea on any matter on which the Crown is in a position to proceed.
- Counsel request for an adjournment on matters which exceed the timelines set for the CMO counter or to adjourn a matter set for trial or preliminary.
- Brought Forward applications.
- Defence request to be removed from the record.
- Counsel have a scheduling dispute which requires Court assistance.
- Any other situation where the CMO or counsel believes that Court direction is required.

**NOTE: *Files will be regularly delivered by a court runner to RAC throughout the day.***

When the accused has failed to appear at the CMO counter (as shown in the table below) the matter is sent to RAC or to another available courtroom for warrants or summons applications as applicable.



CMO Location	Must appear by:
Airdrie Canmore Didsbury Drumheller Fort McMurray Grande Prairie Lethbridge Medicine Hat Okotoks Red Deer Sherwood Park Siksika St. Albert Stony Plain Strathmore Turner Valley Wetaskiwin	1:00 p.m.
Calgary Edmonton	2:00 p.m.

### 3.7. Matters Proceeding

Matters may be:

- Adjourned to another day at the CMO Counter (to obtain disclosure retain counsel, etc.)

Location	Maximum Adjournments	Maximum Period Allowed
Airdrie Calgary Canmore Cochrane Didsbury Drumheller Okotoks Siksika Strathmore	4	12 weeks





Location	Maximum Adjournments	Maximum Period Allowed
Turner Valley		
Grande Prairie	3	6 weeks
Edmonton Lethbridge Medicine Hat Red Deer Sherwood Park Stony Plain St. Albert Wetaskiwin	3	8 weeks

- Sent to RAC for a guilty plea or decision on further adjournments, or upon the request of Crown (from PRISM docket) or defence/accused.
- Adjourned to another day for disposition in a Scheduled Disposition Court.
- Set for trial in low complexity courtrooms, assignment courtrooms (cases deemed by Crown to require a half day or longer).
- Stayed or withdrawn (prior to plea) by a written request of the Crown.
- Matters will be adjourned back to the CMO counter for three weeks for Crown consideration for Alternative Measures or Diversion and for completion of same.

### 3.8. Scheduling Rules and Procedures

- There will be an express line at the CMO Counter for Lawyers, Student Legal Services, and Native Counselling, as facilities permit.
- Provincial Crown counsel will determine whether a matter is considered low complexity or whether a matter is assigned.
- Matters assigned to individual prosecutors will not be scheduled without ensuring the availability of assigned Crown Counsel.
- Pre-Trial Conferences (PTC) will be scheduled on matters exceeding one day and/or matters with multiple accused. The PTC date range is 1 day to 12 weeks from day of scheduling in **Edmonton** and **Calgary**.



- Scheduled dispositions, in **Edmonton** and **Calgary** requiring one-half day or longer will be scheduled into an assignment court.
- **Edmonton** and **Calgary** cases in assignment courts are special assignments to individual prosecutors, no case in that court will be scheduled without ensuring the availability of assigned Crown counsel.
- **Calgary** and **Edmonton** matters that require more than 3.5 days of court time cannot be booked without consultation with Calgary ACPS and Calgary Federal PPSC.
- Scheduled bail hearings requiring one-half day or longer will be scheduled into an assignment court, in **Edmonton** and **Calgary**.



### 3.9. Location and Hours of Operation

CMO Location	Times	Day(s)
<b>Airdrie Provincial Court</b> Case Management Office Main Floor Suite 113, 104 – 1Ave NW	9:00 a.m. to 1:00 p.m.	Thursday
<b>Calgary Provincial Court</b> Case Management Office 4 <sup>th</sup> floor, North Tower 601 – 5 <sup>th</sup> St., S.W.	8:00 a.m. to 2:00 p.m.	Monday to Friday
<b>Canmore Provincial Court</b> Case Management Office 800 Railway Ave	9:00 a.m. to 1:00 p.m.	Wednesday
<b>Cochrane Provincial Court</b> Case Management Office 213 – 1 St. W.	9:00 a.m. to 1:00 p.m.	Tuesday
<b>Didsbury Provincial Court</b> Case Management Office 1611 – 15 Ave	9:00 a.m. to 1:00 p.m.	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Friday
<b>Edmonton Provincial Court</b> Case Management Office, Main Floor, Criminal Counter 1A Sir Winston Churchill Square	8:15 a.m. to 2:00 p.m.	Monday to Friday
<b>Fort McMurray Provincial Court</b> Case Management Office 9700 franklin Ave	8:30 a.m. to 1:00 p.m.	Tuesday & Wednesday
<b>Grande Prairie Provincial Court</b> Case Management Office 10260 – 99 St	9:00 a.m. to 1:00 p.m.	Monday & Wednesday
<b>Lethbridge Provincial Court</b> Case Management Office 320-4 St	8:30 a.m. to 1:00 p.m.	Monday to Friday
<b>Medicine Hat Provincial Court</b> Case Management Office 460 First St S.E.	8:30 a.m. to 1:00 p.m.	Tuesday, Wednesday, Thursday



CMO Location	Times	Day(s)
<b>Okotoks Provincial Court</b> Case Management Office Main Floor	9:00 a.m. to 1:00 p.m.	Fridays
<b>Red Deer Provincial Court</b> Case Management Office 4909-48 <sup>th</sup> Ave	8:30 a.m. to 1:00 p.m.	Monday to Friday
<b>Sherwood Park Provincial Court</b> 190 Chippewa Rd	8:30 a.m. – 1:00 p.m.	Wednesdays
<b>Siksika Provincial Court</b> Case Management Office Jct of Hwy 901 & 547	9:00 a.m. – 1:00 p.m.	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Thursday
<b>St. Albert Provincial Court</b> Case Management Office 3 St Anne St	8:30 a.m. – 1:00 p.m.	Mondays
<b>Stony Plain Provincial Court</b> Case Management Office 4711 – 44 Ave	8:30 a.m. – 1:00 p.m.	Wednesdays
<b>Strathmore Provincial Court</b> Case Management Office 226-2 Ave	9:00 a.m. – 1:00 p.m.	1 <sup>st</sup> , 3 <sup>rd</sup> Tuesday, and 1 <sup>st</sup> Friday
<b>Turner Valley Provincial Court</b> Case Management Office 223 Main St.	9:00 a.m. – 1:00 p.m.	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays
<b>Wetaskiwin Provincial Court</b> Case Management Office 4605 – 51 St	8:30 a.m. to 1:00 p.m.	Tuesday, Thursday



## 4. Low Complexity Trial Courtrooms

### 4.1. Goal

These trial courtrooms will seek to maximize courtroom utilization in the handling of low complexity matters proceeding to trial.

### 4.2. Definition of “Low Complexity”

A low complexity case is any case deemed by the Crown to require less than one-half day of court time to complete. Federal low complexity files are marked as federal in PRISM.

### 4.3. Location, Time and Number of Courtrooms

Several courtrooms in Calgary, Edmonton, and Lethbridge will hear low complexity matters:

Location	Courtroom Type	Courtroom #s		Times
Calgary	Low Complexity	506	Mon, Tue, Wed, Fri	9:30 a.m. and 2:00 p.m.
		507 - Low Complexity Criminal/Federal	Mon and every 1 <sup>st</sup> and 5 <sup>th</sup> Friday	9:30 a.m. and 2:00 p.m.
		Low Complexity <i>Trial Confirmation</i> Hearings	2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Friday	9:30 a.m. and 2:00 p.m.
	Low Complexity Domestic Violence	508	Wednesday	9:30 a.m. and 2:00 p.m.
Edmonton	Low Complexity	353	Mon, Tue, Wed, Thu, Fri	9:30 a.m. Continuous
	Low Complexity Federal	267	Friday	2:00 p.m.
	Low Complexity Domestic Violence	268	Mon, Wed Thursday	2:00 p.m. 9:30 a.m. and 2:00 p.m.



Location	Courtroom Type	Courtroom #s		Times
Lethbridge	Low Complexity / File Ownership	002	Mon, Tue	9:30 a.m.
	Domestic Violence	002	Wednesday	9:30 a.m.

#### 4.4. Details

Two Crowns may be assigned to each low complexity courtroom to facilitate the hearing of multiple matters per court session. If a matter commences as a low complexity matter, is not completed and requires another half day or longer to complete, it will be scheduled (with the seized judge) into the assignment court process.

The number of cases scheduled into low complexity courtrooms, the number of such courtrooms, and their sitting times may be adjusted as its operation is reviewed over time.

Courtrooms will open at **9:00 a.m.** and **1:30 p.m.** to enable counsel to meet with witnesses, decide how cases will be proceeding, and be prepared to proceed promptly with matters when court convenes.



## 5. Remote Courtroom Scheduling (RCS)

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### 5.1. Goal

Web-based scheduling software, (Remote Courtroom Scheduling (RCS)) provides Crown and defence counsel the ability to remotely schedule their cases at his/her convenience, subject to final approval by CMO. This tool has been available since February 2010. Traditional counter scheduling operations will remain but are located with the CMO counter. Self-represented accused do not have access to this system and are required to schedule matters at the CMO counter or through the Crown offices.

### 5.2. Matters That Can Be Scheduled Remotely

- Trials
- Preliminary Inquiries
- Scheduled Dispositions
- Scheduled Bail Hearings

Additional matters may be added to this list in the future depending upon required technology.

### 5.3. Requirements for Access

Crown and defence counsel and designated staff are required to register and obtain a user ID to gain access to this secure site.

Designation of Counsel is required to be filed before Counsel can remotely schedule indictable matters.

### 5.4. Guidelines

- If matters are scheduled ***before 3:30 p.m. on the day prior to the next scheduled court appearance***, attendance in court is not required.
- If matters are scheduled ***between 3:30 p.m. on the day prior to and 8:00 a.m. on the day of the scheduled court appearance date***, attendance is required in court to confirm the new date.



- Matters scheduled for trial or preliminary must meet minimum scheduling requirements from the date of scheduling.
  - Airdrie, Calgary, Canmore, Cochrane, Didsbury, Drumheller, Edmonton, Grande Prairie, Fort McMurray, Lethbridge, Medicine Hat, Okotoks, St. Albert, Sherwood Park, Siksika, Stony Plain, Strathmore, Turner Valley, Wetaskiwin– six weeks
  - Red Deer – eight weeks

Requests for an earlier date may be brought before a Provincial Court Judge.

- Matters cannot be scheduled more than the designated period in the future from date of scheduling. This period will be set at the discretion of the Assistant Chief Judges.
- Domestic Violence matters in **Calgary** must be scheduled within a four-month period.
- **Edmonton** matters, scheduled for disposition cannot be scheduled more than 90 days after the last appearance.
- Matters or continuations that require a judge to be seized must be scheduled at the CMO counter.
- Matters scheduled previously for trial, preliminary, bail hearings, and scheduled disposition dates cannot be brought forward and rescheduled remotely. These matters require approval from a presiding judge in RAC.
- If the scheduling involves an indictable offence for which the accused has an election concerning mode of trial, defence counsel must confirm on the scheduling form that they have instructions from their client to:
  - Waive reading of the charges
  - Enter an election in relation to mode of trial
  - Waive the requirement in s. 536(2) of the *Criminal Code* that an accused be put to their election in the words of that section.





## 5.5. RCS Process

Details of the process have been finalized but will continue to evolve with usage. General process:

- Counsel will select or enter all related JOIN file numbers and accused that are intended to be scheduled together. The accused/file numbers will be accessed through the remote scheduling software.
- Hearings will be scheduled according to booking types: File Ownership / Assignment Court, Low Complexity (Low Complexity, Short Trial Domestic and Low Complexity Federal), Scheduled Dispositions, Bail Hearings, and Pre-Trial Conferences.
- Booking types will be scheduled according to identified amounts of time required, (one-half day sessions, cases, and minutes - depending on the courtroom being scheduled).
- Matters that require more than 3.5 days of court time in Calgary and Edmonton cannot be booked through RCS. Consultation must occur with the Calgary ACPS or Calgary Federal PPSC.
- Mandatory information (e.g. scheduling a Pre-trial Conference for any trial longer than one day and/or with multiple accused) and special requirements (e.g. interpreters/translators, electronic equipment or a child friendly courtroom) will be indicated by check boxes and drop-down menus.
- Crown/defence and CMO are notified immediately by email of the scheduling details. The Scheduling Notice will be printed in the CMO and attached to the file as the court endorsement of the scheduling.



The RCS internet home page contains announcement, forms, release information and training material.

PROVINCIAL COURT OF ALBERTA

Search

Going to Court | Contact & Hours | Practice Directions and Forms | Pay Fines

ABOUT THE COURT | AREAS OF LAW | COURT PRACTICE AND SCHEDULES | INFORMATION FOR... | RESOURCES

## ABOUT THE COURT

Provincial Court / About The Court / Court Innovation / Remote Courtroom Scheduling

OVERVIEW

THE PROVINCIAL COURT OF ALBERTA

JUDGES AND JUSTICES OF THE PEACE

JUDICIAL INFORMATION

▶ COURT INNOVATION

- Court Case Management Program
- Remote Courtroom Scheduling
- Special Courts

HISTORY OF THE COURT

## REMOTE COURTROOM SCHEDULING

- RCS Login
- Activate your account and password
- Application for Access to RCS
- RCS User Guide
- Video: Remote Court Scheduling

### RCS NOTES

- Daily docket listings are now updated at 8:00 a.m.

Figure 1: Sample of RCS Home Page

1. Go to: <https://albertacourts.ca/pc>
2. Click <Court Case Management Program> in the left menu
3. Select <Remote Courtroom Scheduling>



## 6. Required Appearance Court (RAC)

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### 6.1. Purpose

Working in conjunction with the CMO counter to provide the full range of docket court functions, RAC functions as a continuous docket courtroom. It allows the CMO counter to move matters into this courtroom on an ongoing basis throughout the designated hours of operation. As an example, those appearing at a CMO counter before the courtroom opens could request that their matter be moved to RAC and would therefore be able to enter a guilty plea shortly after court opens.

### 6.2. Matters Handled

Required Appearance Courts handle the following matters:

- All docket appearances beyond the maximum period a matter can be dealt with at the CMO counter.
- Scheduled bail hearings are set at the discretion of the Court.
- Unscheduled guilty pleas from the CMO counter *for all locations*, as well as, from in-custody docket court in *Calgary*.
- CMO counter Referrals for warrant/summons where the accused fails to appear at the Counter that day.
- Contested matters from the CMO counter.
- Applications to adjourn or reschedule matters (trials, preliminaries, bail hearings, scheduled dispositions) previously scheduled at the CMO counter or remotely.
- All warrant matters that are being brought forward or are in warrant to hold status.
- All matters that require a Ban on Publication from the CMO Counter.
- All matters requiring a transfer of process or changes to release conditions.
- All matters where the accused is in-custody and a Designation of Counsel has not been filed.
- Brought Forward applications.
- All amendments to the Information from the CMO Counter.



### 6.3. RAC Hours of Operation

Location	Courtroom	Times
Calgary Court Centre Case Management Office 4 <sup>th</sup> floor North Tower	306	9:00 a.m. – to approximately 2:30 p.m. (to accommodate the CMO counter)
	505 Federal Matters	
Edmonton Law Courts Case Management Office, 3 <sup>rd</sup> Floor,	356	Edmonton - Federal Crown to go to Provincial RAC (356) at 2:00 - 2:15 p.m.
Edmonton Law Courts Case Management Office, 2nd Floor,	267 – Federal Matters	
Airdrie Case Management Office Main Floor	001	Thursday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Canmore Case Management Office Main Floor	001	Wednesday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Cochrane Case Management Office Main Floor	001	Tuesday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Didsbury Case Management Office Main Floor	001	Monday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Drumheller Case Management Office Main Floor	001	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Friday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Fort McMurray Case Management Office Main Floor	203	Federal – 2 <sup>nd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Tuesday Domestic Violence – Tuesday Adult Criminal – Wednesday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Grande Prairie Case Management Office Main Floor	001	Monday and Wednesday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Lethbridge Case Management Office Main Floor	001	Monday to Friday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)



Location	Courtroom	Times
Medicine Hat Case Management Office Main Floor	001	Tuesday, Wednesday, Thursday 9:30 a.m. – 11:30 a.m. ( <u>minimum</u> hours of operation)
Okotoks Case Management Office Main Floor	001	Friday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Red Deer Case Management Office Main Floor	101	Monday to Friday 9:30 a.m. – 1:30 p.m. ( <u>minimum</u> hours of operation)
St. Albert Case Management Office Main Floor	002	Monday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Sherwood Park Case Management Office Main Floor	001	Wednesday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Siksika Case Management Office Main Floor	001	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Thursday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Stony Plain Case Management Office	001	Wednesday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Strathmore Case Management Office Main Floor	001	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday and 1 <sup>st</sup> Friday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Turner Valley Case Management Office Main Floor	001	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)
Wetaskiwin Case Management Office Main Floor	102	Tuesday and Thursday 9:30 a.m. – 1:00 p.m. ( <u>minimum</u> hours of operation)



#### **6.4. In-custody Docket Courts**

Both *Edmonton #265* and *Calgary #305* operate in-custody docket for:

- Scheduled in-custody first and subsequent appearances
- Unscheduled (brief) bail hearings (less than 10 minutes) / (Less than 15 minutes in Calgary)
- Unscheduled (brief) guilty pleas (less than 10 minutes)



## 7. Scheduled Disposition Courts

### 7.1. Purpose

The purpose of Scheduled Disposition Courts is to handle dispositions requiring less than one-half day to complete.

### 7.2. Location and Hours of Operation

Location	Courtroom	Times
Calgary Court Centre Case Management Office 4 <sup>th</sup> floor	307 and 308	9:30 a.m. and 2:00 p.m.
	507	Tuesday @ 2:00 p.m.
Edmonton Law Courts Case Management Office, Main Floor, Criminal Counter	446	Runs daily on a continuous basis starting at 9:30 a.m.
	268	Domestic Violence – Tuesdays only Runs daily on a continuous basis starting at 9:30 a.m.
	267	Uncontested dispositions – Monday and Tuesday only starting at 2:00 p.m.



## Appendix A. Airdrie CCM Courtrooms

CMO COURT		
CMO Counter	Thursdays 9:00 a.m. to 1:00 p.m.	First appearance Non-Custody
REQUIRED APPEARANCE /DOCKET COURT		
001/RAC	Thursday 9:30 a.m. to 11:30 a.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday 9:30 a.m. (Continuous) Every Friday 9:30 (Continuous)	Trials, Preliminaries





## Appendix B. Calgary CCM Courtrooms

<b>DOCKET COURTS</b>		
CMO Counter	8:00 a.m. to 2:00 p.m.	First appearance Non-Custody
305	9:00 a.m. to finish	In-custody, bails
505 (M, W, F)	9:00 a.m. to finish	Federal - Docket
505 (M, W, F)	12:30 – 2:00 p.m.	Federal – Scheduled Bail Hearings
505 (Thu)	9:30 a.m. to finish	Drug Treatment Court
507 (Mon & Thu)	9:30 a.m. to noon	Scheduled Bail Hearings
508 (M, T, T, F)	9:00 a.m. to finish	Domestic Violence – Docket
<b>DISPOSITION</b>		
307, 308	9:30 a.m. and 2:00 p.m.	Scheduled dispositions
507 (Tue)	2:00 p.m.	Scheduled dispositions
<b>REQUIRED APPEARANCE COURT</b>		
306	9:00 a.m. to approximately 2:30 p.m. (to accommodate the CMO Counter) or longer as required	Required Appearance Court (R.A.C.) Scheduled bail hearings, unscheduled dispositions, matters from CMO
505 (M, W, F)	9:30 a.m. and 2:30 p.m. to accommodate CMO counter	Required Appearance Court (RAC) Federal Matters
<b>LOW COMPLEXITY</b>		
506	9:30 a.m. and 2:00 p.m.	Low complexity Trial
507 (Mon)	2:00 p.m.	Low complexity Federal
507 1 <sup>st</sup> & 5 <sup>th</sup> Fri	9:30 a.m. and 2:00 p.m.	Criminal Trial
507 – 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Fri	9:30 a.m. and 2:00 p.m.	Low Complexity Trial Confirmation Hearings
507 Thu	2:00 p.m.	Pre-Preliminary Inquiry Meetings
508 Wed	9:30 a.m. and 2:00 p.m.	Low Complexity Domestic Violence Trials
<b>ASSIGNMENT COURTS – ALL SERVICES (PROVINCIAL AND FEDERAL)</b>		
1005 & 1106	Assignment Court starts 9:00 a.m. and 1:30 p.m. Trials start at 9:30 a.m. and 2:00 p.m.	Feeds (1006, 1007, 1008, 1105, 1107, 1108)
<b>OTHER COURTS – PENDING AVAILABLE RESOURCES FOR USE ONLY IF STAFFING PERMITS</b>		
1405, 1406, 1407, 1408	Overflow courts (may be used for multi day matters, Regional, other PC overflow. If one of these courtrooms is used, the amount of time must be deducted from the Assignment Courts)	



## Appendix C. Canmore CCM Courtrooms

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CMO COURTS		
CMO Counter	Wednesdays 9:00 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE /DOCKET COURT		
001 / RAC	Wednesdays 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	Every 3rd Monday 9:30 a.m. (continuous) Every Tuesday 9:30 a.m. (continuous)	Trials, Preliminaries



## Appendix D. Cochrane CCM Courtrooms

CMO COURT		
CMO Counter	Tuesdays 9:00 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE/DOCKET COURT		
001 / RAC	Tuesdays 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	Every 2 <sup>nd</sup> 4 <sup>th</sup> Wednesday 9:30 a.m. (continuous) Every Thursday 9:30 a.m. (Continuous)	Trials, Preliminaries



## Appendix E. Didsbury CCM Courtrooms

CMO COURTS		
CMO Counter	Monday 9:00 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE /DOCKET COURT		
001 / RAC	Monday 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	Every Wednesday 9:30 a.m. (continuous) Every 1 <sup>st</sup> , 3 <sup>rd</sup> , Thursday 9:30 a.m. (continuous)	Trials, Preliminaries



## Appendix F. Drumheller CCM Courtrooms

CMO COURTS		
CMO Counter	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Fridays 9:00 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE /DOCKET COURT		
001 / RAC	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Friday 9:30 a.m. to 1:00 p.m.	In Custody, First appearance, Bail Hearings, Disposition
TRIAL COURT		
001	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Fridays. 9:30 a.m. (Continuous)	Trials, Preliminaries



## Appendix G. Edmonton CCM Courtrooms

<b>DOCKET COURTS</b>		
CMO Counter	8:15 a.m. to 2:00 p.m. Daily	First Appearance Non-Custody
265 Daily	9:00 a.m. to finish	In-Custody, Bail
267 Daily	9:00 a.m. to finish	Federal, Special and Regulatory Prosecutions - Docket
267 Wed	2:00 p.m.	Drug Treatment Court
268 (M, W, F)	9:00 a.m. to finish	Domestic Violence - Docket
357 (M, W, F)	9:30 a.m. to finish	Mental Health Court
<b>DISPOSITION</b>		
267 Mon & Tue	2:00 p.m.	Scheduled uncontested dispositions – Federal / Criminal scheduled dispositions
446 Daily	9:30 a.m. (continuous)	Scheduled dispositions
268 Tue	9:30 a.m. (continuous)	Scheduled Domestic Violence dispositions, Bail
<b>REQUIRED APPEARANCE COURT</b>		
356	9:00 a.m. to finish (until at least 2:30 p.m.)	Required Appearance Court (RAC) Scheduled bail hearings, unscheduled dispositions, matters from CMO
267	9:00 a.m. to finish	Required Appearance Court (RAC) Federal Matters, move to 356 at 2:00 p.m.
<b>LOW COMPLEXITY</b>		
267 Fri	2:00 p.m.	Low Complexity Federal trials
353	9:30 a.m. (continuous)	Low Complexity trials
268 (M, W, F)	2:00 p.m.	Low Complexity Domestic Violence trials
268 Thu	9:30 a.m. and 2:00 p.m.	Low Complexity Domestic Violence trials
<b>ASSIGNMENT COURT – ALL SERVICES (PROVINCIAL AND FEDERAL)</b>		
355 Daily	Assignment Court starts 9:00 a.m. and 1:30 p.m. Trials start at 9:30 a.m. and 2:00 p.m., or as soon as possible after assigned.	Feeds 266, 354, 359, 360, 445, 447, 448 (with 269, 357 358 and 449 by special arrangement)



## Appendix H. Fort McMurray CCM Courtrooms

CMO COURTS		
CMO Counter	Tuesdays (Domestic) & Wednesdays (Regular) 8:30 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE/DOCKET COURT		
203/RAC	Tuesdays (Domestic) & Wednesdays (Regular) 9:30 a.m. to 1:30 p.m.	First appearance In Custody, Bail Hearings, Dispositions
TRIAL COURT		
101	Monday - Thursdays 9:30 a.m. (Continuous)	Trials, Preliminaries



## Appendix I. Grande Prairie CCM Courtrooms

<b>CMO COURTS</b>		
CMO Counter	Monday and Wednesday 9:00 a.m. to 1:00 p.m.	First appearance - Non-Custody
<b>REQUIRED APPEARANCE /DOCKET COURT</b>		
001/RAC	Monday and Wednesday 9:00 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	First appearance In Custody, Docket, Disposition
<b>TRIAL COURT</b>		
001	Tuesdays 9:30 (Continuous)	Trials, Preliminaries
103 & 104, 202	Monday thru Thursday 9:30 a.m. (continuous)	Trials, Preliminaries
105	Monday, Wednesday 9:30 a.m. (continuous)	Trials, Preliminaries
<b>OTHER COURTS – PENDING AVAILABLE RESOURCES (FOR USE ONLY IF STAFFING PERMITS)</b>		
Various	As assigned – special sittings	





## Appendix J. Lethbridge CCM Courtrooms

DOCKET COURTS		
CMO Counter	Monday - Friday 8:30 a.m. to 1:00 p.m.	First appearance - Non-Custody
007	Friday 9:30 – Continuous	Domestic Violence
DISPOSITION		
001	Wednesday and Friday 2:00 p.m.	Scheduled Dispositions & Bail Hearings (over 15 minutes)
REQUIRED APPEARANCE COURT		
001/RAC	Monday to Friday 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Federal, Docket
TRIAL COURT		
002	Monday, Tuesday 9:30 a.m. (continuous)	Trials/ Preliminary
002	Wednesday 9:30 a.m. (continuous)	Domestic Violence Trials (Not Available on RCS)
OTHER COURTS – PENDING AVAILABLE RESOURCES (FOR USE ONLY IF STAFFING PERMITS)		
Various	As assigned – special sittings	



## Appendix K. Medicine Hat CCM Courtrooms

CMO COURTS		
CMO Counter	Tuesday, Wednesday, Thursday 8:30 a.m. to 1:00 p.m.	First Appearance Non-Custody
DISPOSITION		
009	Tuesday, Wednesday, Thursday 2:00 p.m.	Scheduled Dispositions (over 15 min), Bail Hearings
REQUIRED APPEARANCE/DOCKET COURT		
009/RAC	Tuesday, Wednesday, Thursday 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	First Appearance In Custody, Bail, Docket, Summary Dispositions
TRIAL COURT		
007	Every Monday, Tuesday 9:30 a.m. (Continuous) 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Wednesday 9:30 am. (Continuous) 3 <sup>rd</sup> Thursday 9:30 (Continuous)	Trials
007	Fridays 9:30 a.m. (Continuous)	Trials
OTHER COURTS – PENDING AVAILABLE RESOURCES (FOR USE ONLY IF STAFFING PERMITS)		
008 (primary)	As assigned – special sittings	



## Appendix L. Okotoks CCM Courtrooms

CMO COURTS		
CMO Counter	Fridays 9:00 a.m. to 1:00 p.m.	First appearance Non-Custody
REQUIRED APPEARANCE/ DOCKET COURT		
001/RAC	Fridays 9:30 a.m. to 11:30 a.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	Thursdays 9:30 a.m.	Trials, Preliminaries



## Appendix M. Red Deer CCM Courtrooms

<b>DOCKET COURTS</b>		
CMO Counter	Monday thru Friday 8:30 a.m. to 1:00 p.m. Thursdays – Federal/Domestic	Non-Custody, and Designated Counsel
101 / RAC	Monday thru Friday 9:30 a.m. to 1:00 p.m. Thursdays – Federal & Domestic	In custody & Non-Custody, Federal, Domestic Violence, Sexual Assault, Bail, Summary Dispositions
<b>DISPOSITION</b>		
101	Tuesdays & Wednesdays 1:30 p.m. Thursdays – Federal Charges & Domestic Violence 1:30 p.m.	Scheduled Dispositions
<b>TRIAL COURT</b>		
100	Monday thru Friday 9:30 a.m. & 1:30 p.m.	Trials & Bail Hearings
101	Monday & Friday 1:30 p.m.	Trials & Bail Hearings
102	Monday, Tuesday, Wednesday & Friday 9:30 a.m. & 1:30 p.m. Thursday @ 1:30 p.m.	Trials & Bail Hearings
<b>OTHER COURTS – PENDING AVAILABLE JUDICIAL RESOURCES (FOR USE ONLY IF JUDICIAL ASSISTANT PERMITS)</b>		
203	As assigned	special sittings



## Appendix N. Sherwood Park CCM Courtrooms

CMO DOCKETS		
CMO Court	Wednesdays 8:30 a.m. to 1:00 p.m.	First appearance Non-Custody
REQUIRED APPEARANCE & DOCKET COURT		
001/RAC	Wednesdays 9:30 a.m. to 1:00 pm. ( <u>minimum</u> hours of operation)	First Appearance, In Custody, Bail Hearings, Summary Disposition
TRIAL COURTROOMS		
001	Thursday 9:30 a.m. (continuous)	Trials / Preliminaries
002	Thursday 9:30 a.m. (continuous) <b><i>Closed July &amp; August</i></b>	Trials / Preliminaries
ADULT SPECIAL SITTINGS		
001 / 002	As assigned	In Person



## Appendix O. St. Albert CCM Courtrooms

CMO DOCKETS		
CMO Court	Mondays 8:30 a.m. to 1:00 p.m.	First appearance Non-Custody
REQUIRED APPEARANCE / DOCKET COURT		
002 / RAC	Mondays 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	First Appearance, In Custody, Bail Hearings, Summary Disposition
TRIAL COURTROOMS		
003	Monday 9:30 a.m. (continuous) <b><i>Closed in July and August</i></b>	Trials / Preliminaries
002	1 <sup>st</sup> Thursday 9:30 a.m. (continuous)	Trials / Preliminaries
SPECIAL SITTINGS		
001 / 002 / 003	As assigned	In Person



## Appendix P. Siksika CCM Courtrooms

CMO COURTS		
CMO Counter	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Thursdays 9:00 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE /DOCKET COURT		
001 / RAC	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Thursdays 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	4 <sup>th</sup> Monday 9:30 a.m. (Continuous)	Trials, Preliminaries



## Appendix Q. Stony Plain CCM Courtrooms

CMO COURTS		
CMO Counter	Wednesday 8:30 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE/DOCKET COURT		
001 / RAC	Wednesday 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Summary Disposition
TRIAL COURT		
001	Monday & Tuesday 9:30 a.m. & 1:00 p.m.	Trials / Preliminaries
002	1 <sup>st</sup> , 2 <sup>nd</sup> , 5 <sup>th</sup> Mondays & Every Tuesday 9:30 & 1:00 pm <b><i>Closed July and August</i></b>	Trials / Preliminaries
SPECIAL SITTINGS		
003	As assigned	In Person





## Appendix R. Strathmore CCM Courtrooms

CMO COURTS		
CMO Counter	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday and 1 <sup>st</sup> Friday 9:00 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE/DOCKET COURT		
001 / RAC	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday and 1 <sup>st</sup> Friday 9:30 a.m. to 1:00 p.m. ( <u>minimum</u> hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	2 <sup>nd</sup> and 3 <sup>rd</sup> Monday 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday 9:30 a.m. (Continuous)	Trials / Preliminaries



## Appendix S. Turner Valley CCM Courtrooms

CMO COURTS		
CMO Counter	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays 9:00 a.m. to 1:00 p.m.	First appearance - Non-Custody
REQUIRED APPEARANCE/DOCKET COURT		
001 / RAC	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays 9:00 a.m. Continuous	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays 9:30 a.m. (Continuous)	Trials / Preliminaries



## Appendix T. Wetaskiwin CCM Courtrooms

<b>CMO COURT</b>		
CMO Counter	Tuesday and Thursday 8:30 a.m. to 1:00 p.m.	First Appearance Non-Custody
<b>DOCKET / REQUIRED APPEARANCE COURT</b>		
102/RAC	Tuesday and Thursday 9:30 a.m. to 11:30 a.m. ( <u>minimum</u> hours of operation)	In Custody, Bail, Docket, Scheduled Dispositions, Bail Hearings (over 15 min) and Trials
<b>DISPOSITION</b>		
102	Tuesdays & Thursday 1:30 p.m.	Summary Disposition, Bail Hearing
<b>TRIAL COURT</b>		
102	Monday and the 2 <sup>nd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Fridays 10:00 a.m.	Trials, Preliminaries
103	Monday & 1 <sup>st</sup> Wednesday 10:00 a.m.	Trials, Preliminaries
<b>OTHER COURTS – PENDING AVAILABLE RESOURCES (FOR USE ONLY IF STAFFING PERMITS)</b>		
101, 201, 202	As assigned – special sittings	