



CIVIL DIVISION

REMOTE APPEARANCE PRACTICE NOTE

Effective June 6, 2022

Application

The following is a guide for all litigants, legal counsel, agents and witnesses (“Participants”) with respect to in-person and remote appearances before the Provincial Court Civil Division.

Any party or counsel permitted to attend by video must conduct themselves in accordance with the [Provincial Court of Alberta Conduct Guide for Remote Appearances](#).

1. The Judge and clerk will be in attendance in person in the courtroom, although circumstances may warrant remote appearance by either or both from time to time.
2. Unless prior approval is received from the Court as set out herein, the following protocols will govern appearances by the Participants:
 - 2.1. All pretrial conferences, chambers applications, and case management matters shall be conducted by Webex video.
 - 2.2. In the event that a Participant does not have access to Webex video facilities, the matter shall be conducted by telephone.
 - 2.3. All Participants shall attend trials, simplified trials, binding judicial dispute resolution procedures and scheduled assessments in person.
3. The Participants shall exchange with each other and provide to the Court, all records relevant to the proceedings in accordance with the Provincial Court Civil Procedure

Regulation, or in accordance with any Court Orders or other directions contained in Notices of the proceedings provided to the Participants.

4. Participants may request, in writing and at least 14 days prior to any scheduled appearance, a variation of these protocols, and any variation will be subject to the prior approval of the Court. The written request shall be submitted to the office of the Clerk of the Court, Provincial Court Civil Division and notice of any such request shall be served on all opposing parties. Email requests may be sent to:

4.1. Edmonton matters: Edmprov.civil@just.gov.ab.ca

4.2. Edmonton Region matters: EdmRegInquiries@albertacourts.ca

4.3. Calgary matters: pcciviloffice.calgary@just.gov.ab.ca

4.4. Wetaskiwin (including Rimbey and Ponoka)
Wetaskiwin.lawcourts@csadm.just.gov.ab.ca

4.5. Camrose (including Killam): camp@csadm.just.gov.ab.ca

4.6. Red Deer (including Rocky Mountain House, Stettler, and Coronation):
cmo.reddeer@csadm.just.gov.ab.ca