

PRACTICE NOTE - 265, 268 and 356 REMOTE COURT PILOT
Edmonton Law Courts

Effective date: March 30, 2020

Purpose:

The purpose of this practice note is to create a process that requires counsel to appear remotely in Provincial Courtrooms 265, 268 and 356 (Edmonton Law Courts) while the Court's COVID-19 Pandemic Plan remains in effect. As of March 30, 2020, all counsel appearing in courtroom 265, 268 and 356 **must do so by telephone.**

This Practice Note repeals and replaces the 356 Remote Court Pilot Practice Note.

Procedures/Guidelines:

Pre-Court:

1. The Alberta Crown Prosecution Service (ACPS), the Public Prosecution Service of Canada (PPSC) and the Duty Counsel office will make available to Resolution and Court Administration Services (RCAS) through the relevant proxy email address, a list of the names and telephone numbers of the respective prosecutor(s) and Duty Counsel who are assigned to courtrooms 265, 268 and 356, 5 days in advance of the designated court sitting day. The proxy email address for each courtroom is as follows:
 - Courtroom 265 - EDMP265@just.gov.ab.ca
 - Courtroom 268 - EDMP268@just.gov.ab.ca
 - Courtroom 356 - EDMP356@just.gov.ab.ca
2. All counsel are strongly encouraged to discuss matters in advance of the scheduled court day, particularly if the matter is in court for the purposes of a judicial interim release hearing or a disposition.
3. Defence counsel who will be appearing remotely are required to email RCAS at the relevant proxy email address, noted in paragraph 1, no later than 8:00 am the morning of the scheduled appearance.

- a. The subject line of the email **must include** the Courtroom number and the date of the scheduled appearance (e.g. Courtroom 265, March 30, 2020).
- b. The body of the email must include the names of the people for whom the lawyer will be appearing, the contact number where the lawyer can be reached and the name of the lawyer if that is not clear in the email address.
- c. Defence counsel are encouraged to include the Duty Counsel office with the email sent to RCAS by copying the list to the relevant proxy email address, as follows:
 - Courtroom 265 - remoteedmcourt265@legalaid.ab.ca
 - Courtroom 268 - remoteedmcourt268@legalaid.ab.ca
 - Courtroom 356 - remoteedmcourt356@legalaid.ab.ca

Court Proceedings:

4. The designated courtroom clerk (clerk) will contact both the Crown Prosecutor(s) assigned to the courtroom and the Remand Centre by telephone no later than 8:55 am the day of the court sitting. It is expected that the Crown Prosecutor will remain available on the telephone until all matters relevant to their prosecution service have been completed.
5. All counsel must be ready to proceed with their matters as of 9:00 am.
6. The clerk will begin calling defence counsel at 9:00 am using the telephone number provided to RCAS. Defence counsel are asked to be prepared to speak to all of their matters when contacted by the clerk.
7. Should matters arise during the court day that require counsel to communicate directly to the clerk in the courtroom, an email can be sent to the relevant proxy email address as noted in paragraph 1. The subject line of the email must again include the Courtroom number and the date of the scheduled appearance of the matter (e.g. Courtroom 265, March 30, 2020).
8. Documents required for Court proceedings can be scanned/photographed and emailed directly to the clerk at the relevant proxy email address, as noted in paragraph 1. Again, the subject line must include the Courtroom number and the date of the scheduled appearance.