



CALGARY CRIMINAL COURTS

Domestic Violence Courtroom - 508

Only matters involving charges arising in the context of intimate partner and/or family relationships are to be heard in this courtroom.

COURT DESIGNATED SITTING TIMES

Court will begin at 9:00 a.m. and sit no later than 4:30 p.m. with a scheduled luncheon recess from 12:30 p.m. to 2:00 p.m.

The schedule for this courtroom is as follows:

- a) 9:00 a.m. - 12:30 a.m.
 - Docket matters including Judicial interim release hearings and dispositions not exceeding 20 minutes in length
- b) 2:00 p.m. - 2:30 p.m.
 - Priority given to Duty Counsel matters
- c) 2:30 p.m. - 4:30 p.m.
 - Dispositions scheduled through the CMO on the anticipated length (in minutes)
 - No more than 60 minutes can be booked for each matter

PROCEDURE

1. The Alberta Crown Prosecution Service (ACPS) and the Duty Counsel office will make available a list of the names and telephone numbers of the respective prosecutor(s) and Duty Counsel who are assigned to this particular courtroom, one week in advance of the designated court sitting day.
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 scheduled disposition.
3. For scheduled dispositions defence/duty counsel will contact the assigned Crown prosecutor, or if the file is unassigned the 508 backroom Crown, to discuss and agree upon the following:

- in the case of a multi-count information or multiple informations, the charges to which guilty pleas will be expected.
- an agreed statement of facts that will be presented to the Court supporting the guilty plea(s) either orally or in writing.
- any supporting documents that will be referenced during the sentencing hearing. It will be the responsibility of counsel relying on the document to ensure it is emailed to the Court in accordance with the practice set out below. 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.

Material should be sent no later than 9:00 a.m. the day prior to the scheduled court appearance.

4. Once discussions outlined above have been completed and the matter is ready to proceed, defence/duty counsel will contact CMO and book the disposition into an allotted time slot on a date agreed upon with Crown counsel. Where counsel are appearing remotely in accordance with the Remote Appearance Practice Note, Documents required for Court proceedings can be scanned/photographed and emailed directly to the clerk at the e-mail portal for courtroom 508

These documents must be received by 3:00 p.m. the day prior to the scheduled court appearance. The subject line must include the Courtroom number and the date of the scheduled appearance as above (i.e., Courtroom 508, February 1, 2021).

5. For scheduled dispositions counsel and the accused must be ready to proceed with their matters at the beginning of the time slot chosen for their matters to be heard. **Late attendance may well result in the matter having to be rescheduled.**
6. Remote appearance in this courtroom is governed by the **Remote Appearance Practice Note PN 2022 R1**. Because both docket and disposition matters are heard in this court no excerpts from that practice note are reproduced here.

Joshua B. Hawkes

Assistant Chief Judge Joshua B. Hawkes
Calgary Criminal and Regional Courts