



THE PROVINCIAL COURT OF ALBERTA

EDMONTON CRIMINAL PRACTICE DIRECTIVE

Remote Appearance Requests

- Requests for remote appearances (CCTV, Webex, Video link) should be sent by email to: RArequests@albertacourts.ca and not to: edadult.crimcovid@albertacourts.ca.
- The email should contain the exact date(s) and where the equipment will be required.
- The Consent Order should be attached to the email.
- Once the order is signed by the Assistant Chief Judge, or a designate, it will be filed with the Clerk of the Court.
- The parties will be notified of the availability of a CCTV cart at the requested time, or if the matter will be on standby.
- The Order will be filed regardless of the availability.
- If the application is contested, the matter must be booked into Motions Court in accordance with the Criminal Rules of Court and the associated Practice Directive: https://albertacourts.ca/docs/default-source/pc/edmonton-criminal-rules-practice-note.pdf?sfvrsn=d544983_5
- **Please note:** Sending an email to <https://av.albertacourts.ca> for a video link will not ensure a unit is available. To facilitate the use of the video link, an email is also required to RArequests@albertacourts.ca to reserve a unit.
- 30 days' notice continues to be in place for remote appearance requests, notwithstanding last-minute issues arising that will be accommodated if possible. A reason for the late request should be provided.

Ray Bodnarek
Assistant Chief Judge
The Provincial Court of Alberta