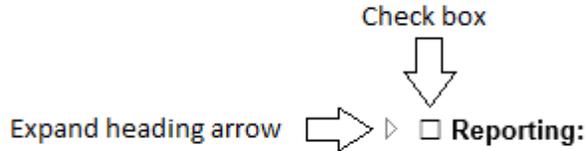


# Instructions for Criminal Bail Release Form

**Step 1.** Please fill out the Style of Cause with the correct information.  
For the next two steps, please refer to the image below:



**Step 2.** Click the check box next to the option which applies to your order; this will put an X within the check box. If you are e-filing this document as a Microsoft Word document, this will allow us to quickly identify what the order will contain.

**Step 3.** Clicking on the hollow triangle to the left of the check box will expand the option to show items relevant to the order.

Reporting:

- Report within two business days of your release to a bail supervisor at [redacted] and thereafter as required.
- Remain in Alberta unless you have written permission from the Court to leave the province.
- Notify your bail supervisor of any change of your address or work. You must provide written proof of your address or work to your bail supervisor, within one business day of it being requested of you.

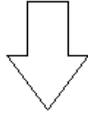
**Step 4.** Click on the check boxes with the relevant information and fill out any details as required and indicated on the form.

**Step 5.** Once you have completely filled out the order with the required information, please save the document and e-file it as a Microsoft Word document. Alternatively, save it as a PDF document by following the instructions presented in the next page.

**Step 6.** Make sure all the irrelevant headings in the document are collapsed. If they are expanded, move your mouse near the expanded heading to reveal the collapse heading arrow. Clicking on this arrow will hide the irrelevant information listed under this heading.

# Instructions for Criminal Bail Release Form

Collapse Heading Arrow



▾  Reporting:

- Report within two business days of your release to a bail supervisor at [REDACTED] and thereafter as required.
- Remain in Alberta unless you have written permission from the Court to leave the province.
- Notify your bail supervisor of any change of your address or work. You must provide written proof of your address or work to your bail supervisor, within one business day of it being requested of you.

**Step 7.** Once:

- all the irrelevant headings are collapsed,
- all the relevant headings are expanded,
- and all the relevant check boxes are checked off,
- navigate to Microsoft Word's file menu, click "Save As" and choose a location to save the document as a PDF file.

**Step 8.** Using the Save As menu, select PDF as the file type in the drop-down menu below the File Name field and save the document.

