



Virtual Hearing Attendance Undertaking Form

Appeal Number:

Style of Cause:

Date of Hearing:

Name:

Phone Number:

Email Address:

I acknowledge that I have read the Scheduling Appeal letter received from the Court on (*enter date*)

I confirm that I will attend the hearing at least 15 minutes prior to the designated time to ensure that any technical difficulties are resolved prior to the commencement of the hearing.

I understand the Court's expectation that all persons intending to speak during the hearing will utilize a headphone/microphone set (subject to an exemption granted by the Case Management Officer) and will adhere to the best practices set out in the [Guide for Connecting and Attending Virtual Hearings for Counsel and SRL](#).

If there are technical difficulties during the hearing, I confirm that I can be reached at the following telephone number in order to receive further instructions on how the matter may proceed.

Date Submitted:

This form must be submitted to the relevant Registry (Email is preferred):

Calgary matters:

Fax: 403-297-5294 or

Email: Calgary.Registry@albertacourts.ca

Edmonton matters:

Fax: 780-422-4127 or

Email: Edmonton.Registry@albertacourts.ca