



Notice to the Profession and Public
Court of Appeal Operations
Registry Counter Closures Until Further Notice

June 4, 2025

Due to a shortage of clerks at the Court of Appeal, it has become necessary to temporarily close the Registry counters in Edmonton and Calgary effective June 5, 2025.

Litigants with an e-filing exemption

Litigants who have an e-filing exemption are encouraged to file their documents by email or fax. Where this is not possible, documents can be deposited in the Court of Appeal drop-off box located as follows:

Edmonton: past security at the east entrance on 97th Street

Calgary: 26th floor of the TC Energy Tower - 2600, 450 - 1st Street SW

Documents deposited after 4 p.m. will be processed the next business day. A contact name, email address and telephone number must be noted on the documents. Parties will be notified by phone or email that the documents are:

- a. Filed and ready for collection; or
- b. Deficient and require correction.

Search requests

The Registry accepts e-mail search requests. Contact the relevant registry. The email and phone contact details are noted below. The Registry will contact the requesting party by phone or email to make payment arrangements.

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Contact for general information requests

For requests relating to commissioning of affidavits, fee waivers and general appeal information, please contact the relevant Registry.

Calgary Registry - Calgary.Registry@albertacourts.ca or 403-297-2206
Edmonton Registry - Edmonton.Registry@albertacourts.ca or 780-422-2416

Reminder

Electronic filing is and remains mandatory. The counter closure has no impact on electronic filing.

To ensure a seamless filing experience, all parties are encouraged to:

- Review the Information Sheets available on the Court's website at <https://www.albertacourts.ca/ca/registry/filing/information-sheets> before filing their documents. The Information Sheets provide a summary of and commentary on commonly filed documents and processes at the Court of Appeal.
- Ensure their documents comply with the applicable Mandatory Requirements and Check/Return Forms available on the Court's e-filing website at <https://cams.albertacourts.ca/public-portal/?g=node/405> before filing their documents.
- File their documents at least three business days in advance of any deadline.

Heidi Schubert, K.C.
Registrar, Court of Appeal of Alberta