



Notice to the Profession and Public

Forms of Address During Oral Hearings and Requests for Accommodation

August 7, 2024

I. Forms of Address During Oral Hearings

Effective September 3, 2024, in advance of any appearance before a judge or a panel of the Court, counsel and self-represented parties will be invited to provide information such as their preferred names, titles (e.g., Ms, Mrs, Mr, Mx, Counsel, Dr) and name pronunciation if they want to do so. Counsel will also be invited to provide the same information for their clients.

When speaking to a judge during a hearing, counsel and self-represented parties should address the judge as either "Justice" or "Justice" and last name. If the Chief Justice is sitting at the hearing, address the Chief Justice as "Chief Justice" or "Chief Justice" and last name.

How It Will Work

This applies to all types of appearances including applications, appeals, appeal conferences, and judicial dispute resolution.

Counsel and self-represented parties will be reminded about this opportunity in correspondence from the Court. Information about forms of address will be collected through an online form in CAMS.

Complete written instructions are available on the CAMS website. Click here to access the [CAMS Website](#).

For self-represented litigants who have an E-Filing exemption and do not have a CAMS account, a completed PDF form can be filed with the Registry. The form is available on the Court's website: [Forms of Address for Parties/Counsel at Hearings](#). Copies of the form are also available at the Registry counter.

II. Requests for Accommodation at a Hearing

The Court has created a formal process for counsel and self-represented parties to privately contact the Registry in advance of an appearance before a judge or panel to inquire about the

possibility of an accommodation during the hearing. Examples include requests for use of a hearing assist or to sit while making submissions.

How It Will Work

Starting September 3, 2024, to inquire about the possibility of an accommodation during any appearance in court (including applications, appeals, appeal conferences, and judicial dispute resolution), please email the applicable Registry (see below) or file a letter through CAMS. Requests will be considered and handled on a confidential basis.

III. Resources, Inquires and Technical Assistance

For inquiries about these processes, please contact the applicable Registry as follows:

Calgary Registry – Calgary.Registry@albertacourts.ca or 403-297-2206

Edmonton Registry – Edmonton.Registry@albertacourts.ca or 780-422-2416

For technical assistance using CAMS, please submit a request to the CAMS Unit using the [online form](#).

The Honourable Ritu Khullar
Chief Justice of Alberta