



## Overview of Scheduling Appeals

Civil Rules 14.32 – 14.35  
Criminal Rules 16.20 – 16.22

### Hearing Lists

<b>Civil Appeal</b>	Includes all civil appeals (standard and fast track)
<b>Criminal Appeal</b>	Includes the following conviction appeals: <ul style="list-style-type: none"> <li>• any appeal from a conviction, acquittal or stay, or any decision that otherwise concludes criminal proceedings, other than a sentence appeal</li> <li>• any decision described in section 672.72, 675(3), 676, 784 and 839 of the <i>Criminal Code</i></li> <li>• an appeal from a costs order in a criminal matter</li> <li>• an appeal or review of a decision under the <i>Extradition Act</i></li> <li>• an appeal from a decision that a person is unfit to stand trial or is not criminally responsible on account of mental disorder under Part XX.1 of the <i>Criminal Code</i></li> <li>• any appeal with respect to a finding that an offender is a dangerous offender or long-term offender).</li> </ul>
<b>General Appeal</b>	Includes all appeals on the Criminal Appeal Hearing List and all appeals on the Civil Appeal Hearing List (so all appeals except sentence appeals).
<b>Sentence Appeal</b>	Includes all sentence appeals

### General

Requests for an appeal to be heard in writing only with no oral argument can be made to the Case Management Officer. See the Information Sheet entitled “Applications to a Single Appeal Judge or CMO” for information on how to make an application to the Case Management Officer.

An appeal may, in the discretion of the panel:

- proceed in writing only with no oral argument
- proceed when scheduled even if a party does not appear or has failed to file a factum.

Oral argument is limited to a maximum of 45 minutes per separately represented party, unless a panel orders otherwise.



## Scheduling

All appeals are scheduled electronically via the [CAMS](#) eScheduling portal.

An appeal can be scheduled for hearing when one of the parties submits a hearing request via the CAMS eScheduling portal, and the request is approved. Note that in the case of sentence appeals, once the appeal record and appellant factum are filed, and in the absence of a timetable, the sentence appeal will be automatically scheduled by the Deputy Registrar on the next available date, subject to the direction of a Case Management Officer.

A request for a hearing cannot be submitted unless all parties have agreed to the hearing date and the pre-requisites listed below are present. If all parties have not agreed to the hearing date or if the pre-requisites listed below are not present, the hearing request will be rejected.

Parties can view available dates in the eScheduling portal before submitting a request. Requests for available hearing dates should **not** be made to the Case Management Officer or the Registry.

For information on how to submit a hearing request, see the eScheduling Quick Reference Guides and Video Tutorials available on the CAMS eFiling website under [Manuals/Tip Sheets](#).

	<b>Pre-Requisites</b>	<b>Who Schedules/Approves Hearing Request</b>	<b>Earliest Possible Hearing Date</b>
<b>Standard Appeal</b>	Upon the approval of a timetable or after the last factum is filed	Case Management Officer	No sooner than 7 weeks after the last respondent factum is filed
<b>Fast Track Appeal</b>	Upon the approval of a timetable or once the appellant’s factum is filed.	Case Management Officer	On the first available date that is at least 20 days after the appellant’s factum is filed
<b>Conviction Appeal (includes acquittal and decision appeals)</b>	Upon the approval of a timetable or after the last factum is filed	Case Management Officer	No sooner than 7 weeks after the last respondent factum is filed



	Pre-Requisites	Who Schedules/Approves Hearing Request	Earliest Possible Hearing Date
<b>Sentence Appeal</b>	Subject to the direction of a Case Management Officer, when the appeal record and appellant’s factum have been filed.	Automatically scheduled by the Deputy Registrar on the next available date, subject to direction of a Case Management Officer.	On the first available date

### Deadlines

Appeals must be scheduled within the following deadlines (subject to any extension provided by the Case Management Officer):

<b>Standard Appeal</b>	Before the earlier of 6 months after the deadline for the filing of the last factum in the appeal, and 12 months after the filing of the Notice of Appeal, failing which the appeal will be struck.
<b>Fast Track Appeal</b>	Within 6 months of filing the Notice of Appeal, failing which the appeal will be struck.
<b>Conviction Appeal (includes acquittal and decision appeals)</b>	<p>Within 9 months of the filing of the Notice of Appeal, failing which:</p> <ul style="list-style-type: none"> <li>the appeal will be struck if the appellant is represented by counsel, and</li> <li>the Registrar will schedule the appeal for oral argument if the appellant is self- represented.</li> </ul>
<b>Sentence Appeal</b>	<p>None.</p> <p><b>Note:</b> Unless otherwise ordered, a sentence appeal must proceed even if an appeal or application for leave to appeal as to conviction has been filed with the Supreme Court of Canada.</p>

### Rescheduling Appeals

Once an appeal is scheduled for hearing, it cannot be adjourned or rescheduled unless:

- the appeal has been discontinued or abandoned,
- the appeal has been settled,
- a CMO permits the hearing to be adjourned or rescheduled (or a panel if materials have already been distributed).



Requests for adjournments should be made in advance to the CMO through the eScheduling feature of CAMS and by simultaneously filing a letter through CAMS to explain the reasons for the requested adjournment and the position of all parties, if possible.

## Questions

---

For general inquiries about formatting or uploading documents or questions about the payment of filing fees, contact the applicable Registry as follows:

- Calgary Registry – [Calgary.Registry@albertacourts.ca](mailto:Calgary.Registry@albertacourts.ca) or 403-297-2206
- Edmonton Registry – [Edmonton.Registry@albertacourts.ca](mailto:Edmonton.Registry@albertacourts.ca) or 780-422-2416

For inquiries about CAMS accounts, access to appeals or technical assistance, complete the online support form [here](#).