

PRACTICE NOTE 2013-1

CALGARY CRIMINAL & CALGARY REGIONAL COURTS

TELEPHONE BOOKINGS

EFFECTIVE: 1 October 2013

Telephone Bookings – Calgary Court Case Management Office (s)

Effective October 1, 2013, the Calgary Court Case Management Office and Calgary Regional Court Case Management Office will no longer be accepting telephone calls from counsel for the purposes of scheduling trials, preliminary inquiries or other court matters.

The Remote Court Scheduling (RCS) system has been enhanced to allow counsel to remotely schedule any trial, preliminary inquiry or other court matter directly on the RCS system up to 3:30 p.m. the day before the scheduled court appearance (the 48 hour rule no longer applies). Counsel will not be required to make a court appearance to confirm the court date, if they have booked it on the RCS system.

Counsel will still be required to contact the crown office to obtain the same information previously required for telephone bookings, to enable them to remotely schedule their matter on RCS – i.e. available crown dates, time required any special considerations. This information was not previously available to counsel through the Case Management Office, and that remains the situation under RCS.

Once the matter is booked on RCS, the Scheduling Notice will be emailed directly to counsel at the email address registered in RCS.

This new practice will eliminate the need for counsel to attend the Case Management Counter, pick up a copy of the Scheduling Notice and make a court appearance to confirm the court date.

Telephone bookings will be allowed at the Calgary Regional Courts for scheduling of Special Sitting, as these matters require coordination with the Judicial Scheduler; as well as for those areas that do not yet have RCS or a Case Management Office Counter (Cochrane, Didsbury, Tsuu T'ina)

MATTERS THAT CAN BE SCHEDULED ON REMOTE COURT SCHEDULING SYSTEM

- ❖ Trial matters
- ❖ Preliminary Inquiries
- ❖ Pre Trial Conferences/Pre-Preliminary Meetings
- ❖ Scheduled Dispositions

MATTERS THAT CAN NOT BE SCHEDULED ON REMOTE COURT SCHEDULING SYSTEM AND REQUIRE PERSONAL ATTENDANCE:

- ❖ Special Sitings
- ❖ Seized/Disqualified matters
- ❖ Bail Hearings
- ❖ Docket Court Appearances/Adjournments

NOTE: Calgary Regional Courts only include - Airdrie, Canmore, Cochrane, Didsbury, Okotoks, Tsuu T'ina

Per: Asst. Chief Judge James J Ogle
Calgary Criminal & Regional Divisions
Dated: September 1, 2013