

## **PRACTICE NOTE: 2020-01**

### **CALGARY REGIONAL COURTS (CALR)**

#### **TRANSFER OF CALR CASE MANAGEMENT OFFICE (CMO) APPEARANCES TO THE 4<sup>TH</sup> FLOOR CALGARY CMO (COUNSEL APPEARANCES ONLY)**

**EFFECTIVE: January 6, 2020**

---

##### Purpose:

The purpose of this Practice Note is to create a process that permits counsel to address trial scheduling and routine adjournments for Calgary regional court matters at the Case Management Office (CMO) on the 4<sup>th</sup> floor of the Calgary Courts Centre. Self-represented accused will still be required to appear as directed at the relevant regional court location.

Calgary Regional courts included in this initiative at this time will be Airdrie and Canmore only. Matters originating in Cochrane, Didsbury, Okotoks, Turner Valley, Tsuut'ina Nation, Drumheller, Hanna, Strathmore and the Siksika Nation are not included in this Practice Note.

The intention of this pilot project is to reduce the time and workload pressures for all justice stakeholders at the regional courts and to provide more timely and efficient service for self-represented individuals. It will also reduce the travel time and expense necessitated by counsel having to attend the regional court location simply to adjourn a matter.

All matters must be eligible for appearance at CMO Counters pursuant to the CMO Guidelines.

Effective January 6, 2020, matters scheduled for Airdrie and Canmore courts can be dealt with at the 4<sup>th</sup> Floor CMO Counter at the Calgary Courts Centre for routine court adjournments.

##### Procedures/Guidelines:

1. At least one appearance must occur at the regional Court location (Airdrie or Canmore).
2. On request of counsel, the matter may be adjourned directly from the Regional Court to the Calgary CMO counter.

**PRACTICE NOTE 2020-01**  
**CALGARY REGIONAL COURTS (CALR)**  
**TRANSFER OF CALR CMO APPEARANCES TO 4<sup>TH</sup> FLOOR CALGARY CMO**  
**EFFECTIVE:**

---

3. The Calgary regional court clerk will create a separate docket for CALR matters that are adjourned to the Calgary CMO. This will ensure that matters remain separate from the Calgary CMO appearances.
4. Matters will be heard at the Calgary CMO on the same day they would normally be scheduled at the regional court location. In that respect, Airdrie matters will be scheduled on Thursdays at the Calgary CMO office and Canmore matters will be scheduled on Wednesdays.
5. The Informations from the regional court will be sent to the Calgary CMO clerk through the regular administrative process. Files will be flagged "RETURN TO CALR".
6. The Calgary CMO clerk will provide the Calgary Regional and Rural Response Office Crown (CaRRRO) and the PPSC Agent(s) a copy of the CALR docket one day prior to the respective court appearance. CaRRRO and the PPSC Agent(s) will ensure that the file is reviewed and RAC notes, including time estimates, are provided to the Calgary CMO clerk's office.
7. Defence Counsel can attend to their regional matters at the Calgary CMO counter in accordance with the timelines established in the CMO guidelines.
8. Once the matter has reached the maximum time limit at the Calgary CMO permitted within the guidelines, if a trial or disposition date has not yet been set, the matter will return to the RAC Court at the respective regional court location for the next appearance.
9. Counsel can schedule the following at the Calgary CMO counter:
  - Trial dates for the respective Calgary regional court location;
  - Disposition dates at the respective Calgary regional court location;
  - Disposition dates for Calgary courtroom 507 on Wednesdays
  - Subsequent Calgary CMO appearances.
10. If Counsel do not appear at the Calgary CMO counter by 2:00 p.m. on the scheduled appearance date, the Information will be transferred to courtroom 306 to address the lack of appearance.

**PRACTICE NOTE 2020-01  
CALGARY REGIONAL COURTS (CALR)  
TRANSFER OF CALR CMO APPEARANCES TO 4<sup>TH</sup> FLOOR CALGARY CMO  
EFFECTIVE:**

---

11. Neither RCAS nor the prosecution services will facilitate brought forwards (BFs) to Calgary CMO for CALR files. Only files adjourned from a circuit point will appear on the CALR CMO list.

Per: Asst. Chief Judge M.J. Durant  
Calgary Criminal & Regional Courts  
Dated: December 12, 2019