



## CALGARY CRIMINAL COURTS COURTROOM 1800 – THE CALGARY INDIGENOUS COURT

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**Effective: February 1, 2021**

### **Purpose:**

While the Court Pandemic Plan still remains in effect, the purpose of this Practice Note is to update what matters will be heard in Courtroom 1800 (Calgary) and how they are to be scheduled.

### **Procedures/Guidelines:**

**This Courtroom is now Webex enabled and as such counsel and participants are able to appear either remotely through that platform or in person (subject to social distancing requirements).**

#### **Pre-Court:**

1. This courtroom is available for scheduled judicial interim release hearings and sentencing hearings.
2. Court will begin at 9:00 a.m. and sit no later than 4:30 p.m. with a scheduled luncheon recess from 12:30 p.m. to 2:00 p.m.
3. Judicial interim release hearings will be held between 9:00 a.m. and 11:00 a.m. each day and are to be booked through the Case Management Office and scheduled on the basis of anticipated length (in minutes) within the following one-hour time slots:
  - a. 9:00a.m. - 10:00 a.m.
  - b. 10:00 a.m. - 11:00 a.m.
4. Guilty pleas, sentencing hearings and probation reviews will be held between 11:00 a.m. and 12:30 p.m. and between 2:00 p.m. and 4:30 p.m. each day and are to be booked through the Case Management Office and scheduled on the basis of anticipated length (in minutes) within the following one-hour time slots:
  - a. 11:00 a.m. - 12:00 p.m.
  - b. 2:00 p.m. - 3:00 p.m.
  - c. 3:00 p.m. - 4:00 p.m.

5. Defence counsel who will be appearing remotely will be required to email the Court at:

[PCCourt1800.Calgary@csadm.just.gov.ab.ca](mailto:PCCourt1800.Calgary@csadm.just.gov.ab.ca)

no later than 8:00 a.m. the morning of the scheduled appearance.

- a. The subject line of the email **must include** the Courtroom number and the date of the scheduled appearance (i.e. Courtroom 1800, February 1, 2021).
- b. The body of the email must include the name(s) of the individual(s) for whom the lawyer will be appearing, the contact number where the lawyer can be reached and the name of the lawyer if that is not clear in the email address.

### **Court Proceedings:**

6. The designated courtroom clerk (clerk) will sign into the virtual courtroom using an email and confidential password prior to 9:00 a.m.
7. Once the clerk has made the appropriate connections to the virtual courtroom, counsel will be linked into the virtual courtroom according to the Webex protocol either by video/audio or by telephone in accordance with the Virtual Courtroom Protocol.
8. All counsel must be ready to proceed with their matters at the beginning of the hour time slot in which their matter is booked. Failure to be available may result in the matter having to be adjourned.
9. At this time, Counsel must ensure that microphones/audio are muted to ensure optimal sound quality for all participants. Counsel will still be able to hear the proceedings. It will be up to counsel to ensure they are listening for their matter to be called. Once a matter is called, counsel can then unmute their microphone/audio and join the proceedings.
10. Should matters arise during the court day that require counsel to communicate directly to the clerk in the courtroom, counsel can communicate with the clerk by way of private instant messaging on Webex.
11. Documents required for Court proceedings can be scanned/photographed and emailed directly to the clerk at [PCCourt1800.Calgary@csadm.just.gov.ab.ca](mailto:PCCourt1800.Calgary@csadm.just.gov.ab.ca) no later than 8:00 a.m. the day of the scheduled appearance. Again, the subject line must include the Courtroom number and the morning of the scheduled appearance as above (i.e. Courtroom 1800, February 1, 2021).

### **Post Court Proceedings:**

12. Any ancillary Orders made by the Court will be reviewed with the accused by the presiding Judge.
13. If the signature of the accused is required on any Order made by the Court and the accused has appeared in Court remotely, the sentencing Judge will direct the accused to attend at the Clerk's office on the 4<sup>th</sup> floor of the Calgary Courts Centre for that purpose within 2 business days of the Order being made.

14. All parties must be prepared to waive procedural irregularities that may arise as a result of the use of this protocol.

As per: Assistant Chief Judge Durant  
Calgary Criminal and Regional Courts

Date: February 1, 2021