

**Schedule Notification**  
**Edmonton Law Courts**  
**Edmonton Criminal Division**  
**Effective: April 8, 2020**

**Service Reductions - re: Provincial Court of Alberta's COVID-19 Pandemic Response Plan (COVID-19 Plan)**

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This Schedule Notification replaces the recently issued Schedule Notification with the effective date of March 27, 2020. **This Notification makes a minor change to the March 27, 2020 Notification as it relates to moving Federal docket matters and Provincial Specialized Prosecution matters from Courtroom 265 to Courtroom 356, effective April 8, 2020.**

**All out of custody matters will be adjourned pursuant to the Alberta Provincial Court Notice re: COVID-19 Plan**

This includes:

- all matters at the Case Management Office (CMO);
- all out of custody docket matters;
- all out of custody trials; and,
- all seized matters.

Matters will be adjourned **10 weeks** from the date currently set, to **return to the CMO. Counsel shall not attend for these presumptive 10 week adjournments.**

**In-Custody matters:**

Below, are the Courts that will be open at the Edmonton Law Courts.

**All appearances by accused persons shall be via CCTV or telephone, unless otherwise ordered.**

**265 Court: (5 days a week) - commencing at 9:00 a.m.**

- In-custody docket from 265
- Tuesday only - in-custody trial confirmations for self-represented accused
- Consent releases
- Bail hearings under 20 minutes in length
- Summary dispositions under 20 minutes in length

**266 Court (5 days a week) - commencing when fed a matter**

- Feeder courtroom for in-custody trials/preliminary inquiries
- Appearances in person for as long as transport remains viable, unless consent to

**267 Court (5 days a week) - commencing at 9:30 a.m. and 2:00 p.m.**

All in-custody matters from:

- Court 267 (Mon/Tues p.m.) - scheduled summary dispositions
- Court 353 - scheduled low complexity trials
- Court 268 (Tuesday/Thursday) - scheduled low complexity domestic trials
- Court 446 (Mon/Wed/Thur/Fri) - scheduled summary dispositions
- Court 267 (Fri p.m.) - scheduled low complexity PPSC trials

**268 Court (Mon/Wed/Fri) - commencing at 9:00 a.m.**

All in-custody matters from Domestic Violence 268 docket

All in-custody matters from Mental Health 357 docket

- Guilty pleas
- Bail hearings
- Summary dispositions
- Scheduled fitness hearings/fitness assessment returns (Wednesday only at 1:30 p.m.)

**355 Court (5 days a week) - commencing at 9:00 a.m.**

- In-Custody Assignment Court
- scheduled lengthy bail hearings
- In-custody dispositions
- In-custody trials and preliminary inquiries

**356 Court (5 days a week) - commencing at 9:00 a.m.**

- 267 (a.m. - Federal docket matters)
- Provincial Specialized Prosecution docket matters
- In-custody docket from CMO
- In-custody dispositions from CMO
- Scheduled bail hearings of less than 45 minutes

**For Counsel matters only to schedule:**

- a bail hearing
- an in-custody disposition
- an in-custody trial or preliminary inquiry date

- a future date to be fixed other than the presumptive date 10 weeks from the date currently set (exceptional circumstances only);

Please call the Edmonton CMO Counter between 8:15 am and 12:00 pm at 780-422-1604.

If counsel do not contact the CMO Counter by 12:00 pm on the day a matter is scheduled at the Edmonton CMO Counter, it will be presumptively adjourned 10 weeks from the date currently set.

For Counsel filing documents including (but not limited to):

- Designation of Counsel
- Form A
- Charter Notices
- Search Requests

Counsel can fax (780) 422-2981 or email the document to [EDMP@just.gov.ab.ca](mailto:EDMP@just.gov.ab.ca). Counsel are also encouraged to file charter notices electronically at: <https://www.albertacourts.ab.ca/pc/areas-of-law/criminal/e-file-charter>.

**For Counsel matters only** to schedule a substantive appearance on any **urgent** out of custody matter, you require leave of the court. The leave request will be heard **by phone by a Duty Judge in Chambers** by calling 5th Floor Judges Chambers at 780-427-7817. More specifically:

- Counsel wishing to proceed with an out of custody trial or preliminary inquiry during the period of March 30 to May 22, 2020, counsel must seek leave of the Court by March 27, 2020, on notice to the opposing counsel.
- Counsel wishing to proceed with any other type of out of custody hearing, counsel must seek leave of the Court, with notice to the opposing counsel at least 2 clear days before such hearing.
- Counsel wishing to have consent variations to release order conditions, probation orders or Peace Bonds must seek leave of the Court to have them executed in Chambers by a Duty Judge.

**For self-represented individuals only**, to schedule an appearance on any **urgent out of custody matter**, please call the Edmonton CMO between 8:15 am and 4:00

pm at [780-422-1604](tel:780-422-1604). The CMO will provide you with an appearance date in Courtroom 265 and you will be required to provide a telephone number that you can be reached at on your scheduled court date. **You must not attend the CMO in person, as it's closed for in-person appearances, until further notice.**

**Your appearance in Courtroom 265 will be by telephone**, as there are no in-person appearances permitted in this courtroom until further notice. You will receive a call from the courtroom sometime after 9:00 a.m. on your scheduled court date. The Judge will ask you to explain what your matter is about and will make a decision as to whether **your matter is urgent**. If so, you'll be assigned a courtroom and a date to have your matter heard. If you have any questions about this procedure or require help with bringing your urgent out-of-custody matter before the Court, please contact Karen Popik with Legal Aid Alberta at: [kpopik@legalaid.ab.ca](mailto:kpopik@legalaid.ab.ca). Ms. Popik will also assist you with making an application to Legal Aid Alberta for coverage, if appropriate.

Note: This schedule is accurate as of April 8, 2020 and will be subject to change.

R. Bodnarek  
Assistant Chief Judge  
Edmonton, Criminal Division  
April 2, 2020