



EDMONTON REGION

CRIMINAL RULES PRACTICE NOTE

Effective: September 1st, 2021

The Criminal Rules of Court come into effect September 1, 2021. All trials or preliminary inquiries scheduled on or after that date will be required to be set, and any trial or pre-trial applications made, in accordance with the Rules.

Procedure:

1. All dates for trial and preliminary inquiry scheduled to last less than one day will continue to be fixed through the CMO office in the following courts:
 - a. Ft. McMurray
 - b. St. Albert
 - c. Sherwood Park
 - d. Stony Plain
2. At locations not served by the CMO, all dates for trial and preliminary inquiry matters will be scheduled by the presiding Judge in docket.
3. All trials and preliminary inquiries that are estimated to be scheduled for one full day or more require a Pre-Trial conference (PTC) or Preliminary Hearing Conference (PHC). All pre-trial conferences and Preliminary hearing conferences will be booked in Judges Chambers through the trial coordinator (780-427-0110) unless counsel request a case conference in open court or the accused is self representing.

Pre-trial application (Rules 2.5 and 2.7):

4. Pre-trial applications are to be heard at least 60 days prior to the scheduled date for trial, as specified in the Rules. A non-exhaustive list of examples of pre-trial applications can be found in Rule 2.5(1)
5. Counsel must contact the clerk at the relevant base court location as listed below in paragraph 16 to request an application hearing date for the appropriate base point or circuit point. Counsel must be prepared to advise the clerk of the scheduled trial date, whether the application must be heard by the trial Judge and provide a reasonable estimate of the time requirement for the application. Based on this information the clerk will provide the date, time and location for the hearing of the application. Pre-trial applications that require an assigned trial Judge can be booked through the clerk's office in coordination

with the judicial scheduler.

6. Requests to abridge time for the filing of forms for a pre-trial application will be heard in docket court for the appropriate court.
7. Forms 1, 2, and 3 required by the Rules must be completed together with the corresponding checklist and filed with the supporting materials at the base point for the appropriate base point or circuit point.
8. As set out in the Rules, a Form 1, checklist and any supporting material must be filed and served 30 days before the date set for the pre-trial application; the Form 2, checklist and any supporting material must be filed and served within fifteen days of the receipt of the Form 1. These documents can be filed electronically at the address listed in paragraph 17 or in hard copy at the appropriate base court.
9. All forms, corresponding checklists and supporting materials filed electronically (with the exception of case authorities) will be printed by Resolution and Court Administration Services and placed on the applicable court file, unless accompanied by an application to seal some or all of the supporting materials. Similarly, all documents filed in hard copy will be placed on the applicable court file unless accompanied by a sealing application.

Informal Applications (Rule 2.2):

10. Unless a court otherwise directs, informal applications as described in Rule 2.2 will be heard in docket court for the appropriate base or circuit court. Form 3 and checklist must be filed for all Consent pre-trial applications.

Trial applications (Rule 2.6):

11. Trial applications are to be heard on the same day the trial is scheduled unless the Court directs otherwise.
12. The Form 1, checklist and any supporting material must be filed and served 30 days in advance of the commencement of the trial.
13. The Form 2, checklist and any supporting material must be filed and served within 15 days of the receipt of Form 1.
14. Requests to abridge time for filing of forms for trial application must be heard by the assigned trial Judge and can be booked through the clerk's office in coordination with the judicial scheduler.

Consent Resolution (Rule 2.9):

15. If a Filed Application for a pre-trial or trial application is resolved prior to the hearing dated, Form 3 and checklist must be filed.

Base Points Relevant to Circuit Points:

16. A reference in this Practice Note to “the relevant base court location” means the following:

Base Court	Circuit point
Ft. McMurray	Ft. Chipewyan
Ft. Saskatchewan	Boyle
Hinton	Edson Grande Cache Jasper
Leduc	Breton Drayton Valley
Sherwood Park	
St. Albert	Morinville Barrhead Westlock Athabasca
St. Paul	Bonnyville Cold Lake Lac la Biche
Stony Plain	Alexis Evansburg Mayerthorpe Whitecourt
Vermilion	Lloydminster Vegreville Wainwright

Electronic Filing:

17. The electronic filing addresses for the base points are:

- a. Ft. McMurray FMM_ProvincialCourt@just.gov.ab.ca 780-743-7195
- b. Ft. Saskatchewan FTSP@just.gov.ab.ca 780-998-1200
- c. Hinton hinp@csadm.just.gov.ab.ca 780-865-8280
- d. Leduc LEDP@csadm.just.gov.ab.ca 780-986-6911
- e. Sherwood Park Shep@just.gov.ab.ca 780-464-0114
- f. Stony Plain STOP@csadm.just.gov.ab.ca 780-963-6205
- g. St. Albert STAP@csadm.just.gov.ab.ca 780-458-7300
- h. St. Paul STPP@just.gov.ab.ca 780-645-6324
- i. Vermilion VERP@just.gov.ab.ca 780-853-8130

18. Electronic service addresses for the provincial crown are:

Court	Crown Office	Address for Service
Alexis Evansburg Mayerthorpe Morinville Sherwood Park St. Albert Stony Plain	Edmonton Rural and Regional Response (ERRRO)	Crown: JSG- ACPS.ERRRO@gov.ab.ca
Fort Chipewyan Fort McMurray	Fort McMurray	Crown: JSG-ACPS.Ftm- Crown@gov.ab.ca
Athabasca Barrhead Boyle Fort Saskatchewan Lac La Biche Vegreville Westlock	Fort Saskatchewan	Crown: JSG- ACPS.FortSaskatchewan@gov.ab.ca
Drayton Valley Edson Grande Cache Hinton Jasper Whitecourt	Hinton	Crown: HintonCrown@gov.ab.ca
Bonnyville Cold Lake Llyodminster St. Paul Vermillion Wainwright	St. Paul	Crown JSG-ACPS.St- Paul@gov.ab.ca
Breton Leduc	Wetaskiwin	Crown JSG- ACPS.Wetaskiwin@gov.ab.ca