



Court Case Management Program

Remote Courtroom Scheduling

RCS User Guide

May 22, 2019

Version 10.5

Revision Summary

Version Number	Issue Date	Reason for Revision
2.0	June 2010	Updates to RCS
3.0	April 2012	Now includes updates from Release 2.2; 2.2.3; and 2.3. Added information from RCS Quick Tips, FAQs and Research Tables.
4.0	October, 2012	Updates from reviews completed by Resolution and Court Administration Services Subcommittee.
5.0	February 22, 2013	Added Booking Date Ranges for Airdrie, Canmore, Red Deer, Medicine Hat and Wetaskiwin
6.0	May 2, 2013	<p>Change to pre-booking rules in Minimum Time Allowed to Remotely Book a Case and Pre-Booking sections:</p> <p>Regular bookings must be completed before 3:30 pm on the business day before the next court appearance. The matter is brought forward from the <i>original</i> next scheduled appearance date to the new remote scheduled date.</p> <p>A pre-booking is a matter that is booked between 3:30 pm on the business day before and up to 8 am on the day of the original next scheduled court appearance. Counsel must appear in Court on the <i>original</i> next scheduled appearance date to confirm the new date and also bring a copy of the confirmation email.</p>
7.0	January 7, 2014	Added Locations Cochrane and Didsbury
8.0	May 6, 2014	Added Location of Turner Valley
9.0	October, 2014	Added Locations Strathmore, Siksika, & Lethbridge
9.1	January, 2015	Changes to incorporate Federal Matters
10.0	May 25, 2015	Calgary ACPS and Calgary Federal PPSC available dates incorporated in RCS return dates.
10.1	January 11, 2016	Edmonton ACPS and Edmonton Federal PPSC available dates incorporated in RCS return dates.
10.2	July 12, 2016	Calgary, Edmonton, Medicine Hat, Red Deer and Wetaskiwin date range changes
10.3	September 2016	Resolution and Court Services Administration (RCAS) replaces the name Court Services Note for maximum lead time defined for Edmonton Assignment courtroom Edmonton date range revised

Version Number	Issue Date	Reason for Revision
10.4	October 2017	RCS Generated forms added Added Grande Prairie to RCS booking location Changes to RCS application forms
10.5	May 2019	Added RCAS Locations Drumheller, Fort MacMurray, Stony Plain, Sherwood Park, St. Albert Adult Provincial Criminal to Remote Court Scheduling Specialized Files identified & Flagged in RED



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Introduction

Purpose of RCS

Remote Courtroom Scheduling (RCS) was developed as part of the Court Case Management initiative and implemented in June 2010.

RCS is a web-based scheduling application for Defence counsel and Crown Prosecutors to remotely book specified Provincial Court adult criminal matters.

Benefits of RCS

RCS offers in the following benefits:

- Schedule Provincial Court Adult criminal matters remotely
- Active Docket and case information available for court locations throughout the province
- Reduced number of court appearances per case
- Pre-populated Designation of Counsel Forms
- Pre-populated Election form available for print or Save As
- Information Facsimile View for print or Save As
- Files are Flagged as Federal & Specialized for ease of specific booking types

Who can book in RCS?

- Crown Prosecutors and their support personnel – GoA personnel require a Supervisor or their Designate to request this access
- Registered Defence counsel – Defence must produce an active Law Society Bar Card, along with an RCS registration form, at any Alberta Law Courts
- Completed, signed registration forms must be forwarded by RCAS, to JSG IMT Support Desk jsg-imt-supportdesk@gov.ab.ca for processing

Who cannot book in RCS

- Self-represented litigants



Requesting Access to RCS

Step 1. Obtain an **Application for Access to RCS** form available on the Alberta Courts website and at all Provincial Court locations in Alberta

Step 2. Complete the appropriate form:

[Application for Access to RCS](#)

Step 3. Bring the completed but unsigned form and your Valid Law Society identification to an Alberta Provincial Court house.

Step 5. Sign the form before a recognized court designated verifier.

Step 6. Expect a confirmation email, typically within 7 business days, containing your credentials and instructions to access RCS.

When requesting access for Student Legal Services the advising lawyer submits the completed form on behalf the student to the Provincial Court office.



RCS Web Page

The RCS webpage is located on the Alberta Courts website. Prior to signing into RCS, it is recommended that you visit the RCS site to ensure you are aware of the most current information regarding any outages or upcoming announcements.

<https://albertacourts.ca/pc/about-the-court/innovation/rcs>

1. Link to Remote Courtroom Scheduling site
2. Link to Remote Courtroom Scheduling application
3. RCS User Guide
4. RCS Notes – stay current with changes or outages.
5. Help – Help contact information
6. Release Updates – record of RCS releases

REMOTE COURTROOM SCHEDULING

RCS NOTES

- Daily docket listings are now updated at 8:00 a.m.
- Crown time estimate available in Crown File Management system for following appearance types: Bail Hearing, Summary Disposition, Preliminary Hearings, and Trials
- Use RCS to book matters such as trials, preliminary hearings, bail hearings and scheduled dispositions in **Airdrie, Calgary, Camrose, Cochrane, Edson, Grande Prairie, Lethbridge, Medicine Hat, Okotoks, Red Deer, Sherbrooke, Strathmore, Turner Valley, and Wetaskiwin**.
- Matters booked between 3:30 p.m. on the business day before and 8:00 a.m. on the day of the next scheduled court appearance are "open books" and counsel is required to appear at the original week scheduled court appearance.
- Allow 24 to 48 hours for your booking to be updated and displayed on RCS.
- To reschedule a booking contact the CMO.
- For information about training offerings, contact the Service Desk at 180-427-6957 or send an email to support@rca.alberta.ca.

EDMONTON RCS USERS

- Trials and preliminary hearings can be booked up to 9 months in the future. Counsel who set later dates (9-12 months when available in RCS) are required to appear at the next original scheduled appearance to have the Court confirm the bookings.
- Courtroom 267 is available on Monday and Tuesday afternoons for Early Case Resolution offers where the offer is accepted and a joint submission is being advanced. These matters must be scheduled in RCS or at CMO for a maximum of 15 minutes.
- As RCS cannot determine the difference between contested and uncontested matters it is imperative that the user ensure the appropriate scheduling criteria is taken into consideration when booking guilty pleas into Courtroom 267. If a matter is booked for longer than 15 minutes into Courtroom 267 the booking will be cancelled.
- Contested and/or lengthy dispositions are not addressed in Courtroom 267.

CALGARY RCS USERS

- Crown dates are now considered when booking file ownership matters in RCS.
- Low complexity federal matters being scheduled for disposition MUST be scheduled in Courtroom 307.

HOURS OF SERVICE

- RCS is normally available 24 x 7 with maintenance down time scheduled for Sunday from 0:00 a.m. to 10:00 a.m.
- Notifications of unplanned downtime will be posted at the top of this page.
- Service Desk support is available from 8:15 a.m. to 6:30 p.m. Monday through Friday.

File	Size	Uploaded on	Download
RCS Release 4.0	246.50 KB	18 Oct, 2017	Download
RCS Release 4.0.1	221.74 KB	18 Oct, 2017	Download
RCS Release 4.07	799.08 KB	18 Oct, 2017	Download
RCS Release 4.10	124.74 KB	07 Nov, 2017	Download
RCS Release 4.15	334.72 KB	07 Feb, 2018	Download



RCS Sign In

Navigate to the RCS website.

1. Enter <http://www.albertacourts.ab.ca> in your web browser.

Click: <https://rcs.albertacourts.ca/Account/SignIn?ReturnUrl=%2f>

Note: Bookmark this RCS site as it gives you notifications of outages and release updates.

2. Enter Username
3. Enter Password
4. Click on <Sign In>

Contact jsg-imt-supportdesk@gov.ab.ca for password reset assistance.

If your password has expired, click on the <Click here> link for reset.

Alberta Courts

Provincial Court » Court Case Management

Sign In

Please enter your username and password.

Username: *

Password: *

Forgot your password? Password expired? [Click here](#) to go to EXTERN ADS User Help and follow the prompts.

Password Locked

- Password is locked after when the user has not logged in within the last 60 days
- After 3 failed attempts to log in



RCS Bookings

Only certain matters may be booked in RCS.

Booking Allowed	Booking Not Allowed
<ul style="list-style-type: none">▪ Trials▪ Preliminary Inquiries▪ Pre-Trial Conferences are scheduled for Preliminary Hearings and Trials that are scheduled for longer than 1 day and/or for matters with multiple accused.▪ Scheduled Dispositions where applicable▪ Bail Hearings - where applicable▪ Short Domestic Violence matters – Edmonton & Calgary▪ Federal - where applicable▪ Specialized Prosecutions	<ul style="list-style-type: none">▪ Section 469 offences▪ Seized and Continued matters▪ Outstanding warrants (does not display)▪ Warrant to Hold▪ Waived files▪ Peace Bonds▪ File Ownership file <i>when no Crown is assigned</i>▪ Court of Queen's Bench matters▪ Youth Court matters▪ Traffic Court matters▪ Unrelated files should not be scheduled together.▪ Conditional Sentence Orders

Matters not available for booking in RCS, can be scheduled at designated appearance CMO or court location. To reschedule a trial, the file must be brought forward for an adjournment application *before* a Provincial Court Judge.

Note: Specialized, Federal prosecutions and regulatory matters can be booked in RCS. File ownership matters where a Crown prosecutor is assigned, all counsel must agree on the date *prior* to booking a court appearance using RCS.

Matters jointly prosecuted by the Alberta Crown Prosecution Service and the Public Prosecution Service of Canada, cannot be booked using automated availability. Defence must contact Crown to obtain Crown available dates.



Booking Tips

- Where Crown Calendar is NOT considered for file ownership matters: all counsel must agree on the date *prior* to booking a court appearance.
- Low complexity and short domestic violence matters do not require consent of Crown prior to booking a court appearance.
- All files related to the substantive matter should be booked at the same time when applicable.
- A matter is booked only once.
- When a Designation of Counsel is required, a hard copy **must** be filed at the applicable Court location prior to booking on RCS. Designation forms are available in RCS (see Documents)
- When the accused is in custody, ensure the **Accused in Custody** box is checked in the Requirements section.
- For matters that are pre-bookings, bring a printed copy of the confirmation email to the next appearance for confirmation of the pre-booked date.
- For matters requiring a pre-trial conference (PTC), select a PTC date, in addition to the trial or preliminary hearing date. Not available in regional locations
- Matters that require more than 3.5 days of court time cannot be booked through RCS.

Remote vs PreBook

What is the difference between Remote & PreBook?

Remote Book a Matter

Remote bookings are matters booked in RCS **before 3:30 pm on the business day before the next court appearance**. Court appearance and confirmation by defence, Crown counsel or accused, where a designation filed, is **not** required. CMO staff will ensure matter is brought forward from the *original* next scheduled appearance date to the new remote scheduled date.



Pre-Book a Matter

Pre-book are matters booked in RCS **between 3:30 pm on the business day before and up to 8:00 am on the day of the original next scheduled court appearance**. Defence counsel must appear in Court on the *original* next scheduled appearance date, to confirm the new date and bring a copy of the confirmation email.

***All bookings set using RCS are subject to final approval by the designated Case Management Office (CMO)

***Weekend RCS bookings are considered Pre-Books. Defence is required to attend at applicable court location to confirm prebooks.

Pre-booking > 1Year (Edmonton Only)

The Available Dates screen provides additional dates requiring acknowledgement by counsel to appear at the next court appearance.

A selected date exceeds the maximum date range of 9 months, MUST be approved by a Provincial Court Judge on the next appearance indicated.

<input type="radio"/>	TBD	2017/03/20	Mon	PM	0.5 Day(s)	Edmonton Provincial Criminal
<input type="radio"/>	TBD	2017/03/21	Tue	PM	0.5 Day(s)	Edmonton Provincial Criminal
<input type="radio"/>	TBD	2017/03/22	Wed	PM	0.5 Day(s)	Edmonton Provincial Criminal
Selected date exceeds maximum date range allowed for Remote Courtroom Scheduling, and therefore MUST be approved by a Provincial Court Judge on the next court appearance indicated for these files/accused to confirm this booking						
Select	Courtroom	Start Date YYYY/MM/DD	Day	Start Time	Amount of Time Requested	Court Location
<input type="radio"/>	TBD	2017/03/23	Thu	PM	0.5 Day(s)	Edmonton Provincial Criminal
<input type="radio"/>	TBD	2017/03/24	Fri	PM	0.5 Day(s)	Edmonton Provincial Criminal
<input type="radio"/>	TBD	2017/03/27	Mon	PM	0.5 Day(s)	Edmonton Provincial Criminal
<input type="radio"/>	TBD	2017/03/28	Tue	PM	0.5 Day(s)	Edmonton Provincial Criminal
<input type="radio"/>	TBD	2017/03/29	Wed	PM	0.5 Day(s)	Edmonton Provincial Criminal
<input type="radio"/>	TBD	2017/03/30	Thu	PM	0.5 Day(s)	Edmonton Provincial Criminal



The matter is not brought forward, and counsel is required to appear at the next court date. Counsel must provide a printed copy of the confirmation email at the next court appearance date.

Booking for other Court locations

Scheduling matters will be defaulted to originating Base Point for trial or hearing in the city where the charges originate.

Same Day Appearances

8 a.m. is the cut-off for same day court appearances. The following error will display:

ERROR: THIS BOOKING IS NOT ALLOWED. IT IS AFTER 8:00 A.M.

Note: if you start the booking prior to 8 a.m. and do not finish the booking process until after 8:00 a.m., you will receive the following error message:

ERROR: THIS BOOKING IS NOT ALLOWED. IT IS AFTER 8:00 A.M.

Booking Types in RCS

The following table lists all of the possible combination of bookings in RCS. **Hybrid offences/absolute jurisdiction must have a Crown election to be booked.**

Appearance Type	Booking Type	Accused Plea	Election
Bail Hearing	File Ownership/Assignment Court or Bail Hearing	Not Guilty or Reserved	Provincial Court Judge
Bail Hearing	File Ownership/Assignment Court	Not Applicable	Queen's Bench Judge Alone Queen's Bench Judge and Jury
Bail Hearing	Bail Hearing	Not Applicable	Queen's Bench Judge Alone; Queen's Bench Judge and Jury or Reserved
Preliminary Hearing	File Ownership/Assignment Court Bail Hearing Low Complexity	Not Applicable	Queen's Bench Judge Alone; Queen's Bench Judge and Jury



Appearance Type	Booking Type	Accused Plea	Election
	Low Complexity Federal (Edmonton only) Short Domestic Violence Matter		
Summary Disposition	File Ownership/Assignment Court Schedule Disposition	Guilty or Reserved	Provincial Court Judge
Summary Disposition	Low Complexity Federal	Not Guilty, or Reserved	Provincial Court Judge
Summary Disposition	Short Domestic Violence Matter	Guilty, Not Guilty, or Reserved	Provincial Court Judge
Trial	File Ownership/Assignment Court Low Complexity Low Complexity Federal Short Domestic Violence Matter	Not Guilty	Provincial Court Judge



Searches

All confirmed/signed, sworn Provincial Court adult matters are searchable across the province. Excludes warrant in the first instance, bench warrants, Youth, QB, concluded files

Search in RCS can be performed without the intention of booking.

File Search

Search by 1

Last Name:

First Name:

Court Location:

Police File Number:

Enter a single file number

Courtroom:

Charge(s):

e.g. 404,100(1)

2

Or 1

Docket Numbers:

2

1. Enter your search criteria using <Search by> (Batch Search results) filters or using <Docket Numbers>.(Real time)
2. Click on the <Search> button.

First 100 files display. Use more search criteria to refine your search when there are more than 100 results.

Docket File Searching will only display the specific docket numbers you entered.

Display a Courtroom Docket: If you want to see a Courtroom Docket for a specific date, select the <Courtroom> and <Next Appearance Date>.

Note: There may be a 24 hour delay between the time that files are entered into JOIN and found in RCS using the <Search by> search criteria.

Search Results

- All adult provincial criminal active files with future appearance dates will display in the results list based on the search criteria chosen.



- **Warrants, Traffic Tickets, unsworn, Youth, Queen's Bench, and concluded files** cannot be searched.
- **Warrant to Hold** matters can be searched, but are not bookable.
- **Seized matters cannot be booked – Includes Sentence, Continuations**

Search Results display below the File Search

Search Results									
Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offense Date YYYY/MM/DD	Charge	Crown Election	Court Location
<input checked="" type="checkbox"/> 110005238P1 Police File #: TEST, 4311	<input checked="" type="checkbox"/> DEWBERRY, TEST,	1959/06/18	File Ownership T.OWENS	2012/04/16 Courtroom CMO	FIRST APPEARANCE 8:00 AM	2011/11/04	253(1) (A)	Summary	Calgary Provincial Criminal
110003860P1	DREILING, LIZA, NOTE: Crown must be assigned to remotely book File Ownership files [F_RCS]	1970/07/07	File Ownership	2012/04/13 Courtroom 1005	Trial 9:00 AM	2011/02/01	335	Summary	Calgary Provincial Criminal
						2011/11/04	253(1) (B)	Summary	Calgary Provincial Criminal
						2011/02/01	335	Summary	Calgary Provincial Criminal

1. Select the files you wish to book.	Use your mouse to click in the check box.
2. Click Continue or Clear Search to begin your search again.	

When an accused has more than one docket file, select only applicable files when scheduling a court date.

- Trial, Preliminary related matters should be included as one matter and must appear in same location
- Summary disposition appearance types are allowed to be multi-booked
- Bail hearing booking types are allowed to be multi-booked



Confirmation screen

In matters with multiple accused and Defence counsel, the primary requirement is for all counsel (Crown and defence) to agree on a date prior to the remote booking.

Confirmation

Please select defence counsel and carefully read the docket file details as some changes may have occurred.

Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
1 <input checked="" type="checkbox"/> 110005238P1	<input checked="" type="checkbox"/> DEWBERRY, TEST, Defence Counsel: 2 < Select an item > ▾	1959/06/18	File Ownership T.OWENS	2012/04/16 Courtroom CMO	FIRST APPEARANCE 8:00 AM	2011/11/04	253(1) (B)	Summary	Calgary Provincial Criminal
						2011/11/04	253(1) (A)	Summary	Calgary Provincial Criminal

3

1. Review the file details.	There may be some changes to the file details – be sure to review before you continue.
2. Select <Defence Counsel>.	
3. Click <Continue> to go to the next screen.	



Reading of Charge(s) Waived

Check box #1 is always mandatory, and must be checked off if user wishes to continue

Check Box #2 is only mandatory *if* the file category is File Ownership, and a Crown is assigned

A red asterisk (*) is a mandatory item that must be checked off.

Reading of Charge(s) Waived	
1	Counsel on behalf of the accused, confirms that they have instructions from their client to waive reading of the charge(s); enter an election in relation to the mode of trial on their behalf, and they waive the requirement in s. 536(2) of the Criminal Code that the accused be put to his/her election. Please check the box to the left in order to continue.
2	This is a File Ownership file. Counsel hereby confirms that they have the consent of opposing counsel to set this date and time and for the purpose indicated. Please check the box to the left in order to continue.

File Ownership category where Crown is assigned, will cause Option #2 above to be mandatory

1. Client has waived reading of the charges.	Mandatory to continue with booking.
2. Counsel has confirmed that they have consent of opposing counsel to set the date and time.	Mandatory to continue with booking not applicable to Low Complexity matters
Requirements and Special Requirements sections automatically display when these statements have been checked.	



Requirements

Requirements	
Accused Election	* <input type="text" value=" < Select an item >"/> This does not apply to any offence listed under section 469 of the Criminal Code (for example murder*)
Accused Plea	* <input type="text" value=" < Select an item >"/>
Court Location	* <input type="text" value=" Calgary Provincial Criminal"/>
Booking Type	* <input type="text" value=" < Select an item >"/>
Appearance Type	* <input type="text" value=" < Select an item >"/>
Amount of Time Required	* <input type="text" value=""/> <input type="text" value=" < Select an item >"/> <input type="text" value=" Both AM & PM"/>
<input type="checkbox"/> Domestic Violence	<p>If entering Days you may enter increments of 0.5 (e.g. 0.5, 1, 1.5, etc.) otherwise enter whole numbers (e.g. 1, 2, 3, etc.)</p> <p>If Domestic Violence indicator is selected in conjunction with Calgary location then the Date Range end date will be limited to 4 months from today</p> <p>The Domestic Violence box must be ticked off when scheduling DV dispositions in Edmonton Courtroom # 268.</p>
Date Range	* <input type="text" value=" < Select an item >"/>
Accused in Custody (at the time of booking)	* <input type="text" value=" < Select an item >"/>
Police witness required	* <input type="text" value=" Yes"/>

Field	Description
Accused Election	<p>Select from dropdown if one or more charge is proceeding by indictment</p> <ul style="list-style-type: none"> • PC Judge • QB Judge Alone • QB Judge and Jury • Reserved <p>Selection will not apply where election is by summary</p>
Accused Plea	<p>Select if election is not <Reserved>.</p> <ul style="list-style-type: none"> • Guilty • Not Guilty • Reserved
Court Location	defaulted to the court location selected on the Search Screen



Field	Description
Booking Type	<p>The menu will filter to the approved options.</p> <ul style="list-style-type: none">• File Ownership/Assignment Courtroom• Low Complexity• Low Complexity Federal – (Edmonton, Calgary ONLY)• Short Domestic Violence Matters (Edmonton)• Scheduled Disposition• Bail Hearing
Appearance Type	<p>It will filter to approved options based on booking type.</p> <ul style="list-style-type: none">• Preliminary Hearing• Bail Hearing• Summary Disposition• Trial
Amount of Time Required	<p>Defaults to <1> and cannot be changed. Unit of measure is <Case>.</p>
Crown Time Estimate	<p>Applies to appearance types: bail hearing, summary disposition, preliminary hearing and trial where applicable.</p> <p>*Displayed for informational purpose only</p>
Domestic Violence indicator	<p>This indicator will trigger the booking in the correct courtroom within the approved time limit. Edmonton only</p>
Date Range	<p>Choose either Earliest Available or Date Range.</p>
Accused in Custody (at the time of booking)	<p>Yes or No</p> <p>If the dates returned are not sufficient, contact the CMO.</p>
Police Witness Required	<p>Defaults to <Yes>. This ensures that police availability is considered when offering the available dates.</p> <p>Unless Crown is making a booking or defence and Crown have agreed that police witnesses are not required, all Trials and</p>



Field	Description
	Preliminaries that are booked <u>must</u> include Police availability. *** failing to include officers will result in cancellation of Trial/Preliminary date



Special Requirements

Special Requirements

No Special Requirements
 Child Friendly Courtroom
 French Trial
 Additional Security Required
 Witness Screen
 Equipment (TV, DVD, VCR, technology)

If you require special equipment please fill in the above field. e.g. easel, TV/VCR/DVD, monitors, splitter cables, wipe-off boards, security locks, extra tables for exhibits, bookshelves, CD/cassette player/recorder etc.

Interpreter for the Accused

Interpreter for Crown Witness

Other

<p>1. Check <No Special Requirements></p> <p>OR</p> <p>Choose from the items in the Special Requirements list.</p>	<p>When you select Special Requirements, you are advising the court office of this need.</p> <p>Note: This is not a formal request. You must follow the necessary procedures to ensure that your requirement is captured for setcourt date.</p>
<p>2. Click <Continue></p>	<p>Goes to the Available Dates screen.</p>

Languages – you may pick a maximum of five languages per booking for the accused and Crown witnesses.



Available Dates

Available dates are determined by:

- The date range defined by the Courts
- The (optional) date range specified on the Requirements screen
- Availability of the courtroom
- Availability of police (if police witness is required).
- Dates outside of accepted time frames are not displayed

Select	Courtroom	Start Date YYYY/MM/DD	Day	Start Time	Amount of Time Requested	Court Location
<input checked="" type="radio"/>	TBD	2012/03/30	Fri	AM	0.5 Day(s)	Calgary Provincial Criminal
<input type="radio"/>	TBD	2012/03/30	Fri	PM	0.5 Day(s)	Calgary Provincial Criminal
<input type="radio"/>	TBD	2012/04/02	Mon	AM	0.5 Day(s)	Calgary Provincial Criminal
<input type="radio"/>	TBD	2012/04/02	Mon	PM	0.5 Day(s)	Calgary Provincial Criminal

<input type="radio"/>	TBD	2012/12/21	Fri	PM	0.5 Day(s)	Calgary Provincial Criminal
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Continue Cancel Back

1. Select the Date	Only one date and time allowed
2. Click <Continue>	Located at the bottom of the screen.

When applicable, select a Pre-trial Conference (PTC) date or opt out of the PTC option. 1.5 days will trigger PTC **

*** Pre-trials bookings are not applicable to Regional Courts



Crown Availability

Crown Calendar Availability applies only to Edmonton, Calgary Provincial & Federal File Ownership, Assigned matters.

Available dates are determined by the following:

- The date range defined by the Courts
- The (optional) date range specified on the Requirements screen
- Availability of the courtroom
- Availability of police (if police witness is required)
- Availability of assigned Edmonton, Calgary Provincial Criminal and Calgary, Edmonton Federal Crown offices.

The screenshot shows the 'Alberta Courts' interface. At the top, there is a header with the Alberta Courts logo and the text 'Alberta Courts'. Below the header, there is a navigation bar with 'Provincial Court > Court Case Management'. The main content area is titled 'Available Dates' and contains a table with the following data:

Select	Courtroom	Start Date YYYY/MM/DD	Day	Start Time	Amount of Time Requested	Court Location
<input type="radio"/>	TBD	2012/04/17	Tue	AM	1 Day(s)	Calgary Provincial Criminal
<input type="radio"/>	TBD	2012/04/18	Wed	AM	1 Day(s)	Calgary Provincial Criminal
<input type="radio"/>	TBD	2012/04/19	Thu	AM	1 Day(s)	Calgary Provincial Criminal
<input type="radio"/>	TBD	2012/04/20	Fri	AM	1 Day(s)	Calgary Provincial Criminal
<input type="radio"/>	TBD	2012/04/23	Mon	AM	1 Day(s)	Calgary Provincial Criminal

NOTE: Alberta Regional Crown calendars with their availability is not considered when booking in RCS.



Booking Summary Sheet Details

1. Review the Booking Summary information.
2. Add Confirmation E-Mail information at the bottom of the screen.
3. Low Complexity is area specific – Scroll to LOW COMPLEXITY – thereafter select correct location

File ownership – user to scroll to locate assigned crown’s GOA email address
4. Indicate Designation of Counsel.
5. Click <Confirm Booking> at the bottom of the screen. An email will be sent to the email addresses indicated.

Next Upcoming Court Appearance (Pre-Booking only)

Between 3:30 pm on the business day before and up to 8:00 am on the day of the *original* next scheduled court appearance. Counsel must appear in Court on the *original* next scheduled appearance date to confirm the new date and also bring a copy of the confirmation email.

Booking Summary	
Please be advised that the following matter(s) have been scheduled for hearing as follows:	
Next Upcoming Court Appearance(s)	
Date (YYYY/MM/DD)	2011/12/19
File Number(s)	110006400P1
Start Time	9:00 AM
Court Location	Edmonton Provincial Criminal
Courtroom	CMO
Appearance Type	FIRST APPEARANCE



Bookings

Booking(s)	
Date (YYYY/MM/DD)	2012/03/30
Start Time	AM
Amount of Time Requested	0.5 Day(s)
Court Location	Calgary Provincial Criminal
Courtroom	TBD
Booking & Appearance Type	Assignment Courtroom, Bail Hearing

This is a File Ownership file. Counsel hereby confirms that they have the consent of opposing counsel to set this date and time and for the purpose indicated.

Booking Note (Edmonton Assignment courtroom only)

This Note section only appears when selected date exceeds maximum date range of 9 months. User is able to book up to 12 months; date MUST be approved by a Provincial Court Judge on next upcoming court date.

- A. Pre-Bookings between **the hours of** 3:30 pm on the business day before and up to 8 am on the day of the *original* next scheduled court appearance.
- B. Regular Bookings prior to 3:30 pm on the business day before the day of the *original* next scheduled appearance.

NOTE	The selection of these later dates MUST be approved by a Provincial Court Judge and the selection of files/accused must still appear on the next upcoming court date
Courtroom	TBD
Booking & Appearance Type	Assignment Courtroom, Trial



Docket Files

Docket Files				
Docket Number	Accused	Defence Counsel	Charge	Crown Election
110005238P1	DEWBERRY, TEST,	t, jackie.starcevic	253(1)(B)	Summary
			253(1)(A)	Summary

Requirements

Requirements	
Accused Election	
INTENDED Accused Plea	Reserved INDICATED
Court Location	Calgary Provincial Criminal
Booking Type	Assignment Courtroom
Appearance Type	Bail Hearing
Amount of Time Requested	0.5 Day(s)
Domestic Violence	No
Date Range	Earliest Available
Accused in Custody (at the time of booking)	No
Police witness required	Yes

Special Requirements

Special Requirements	
Special Requirements	No



Confirmation E-mail

Confirmation E-mail		
To	Current User	Newman, Deb <deb.j.newman@gov.ab.ca>
CC	Defence Counsel	t, jackie.starcevic <jackie.starcevic@gov.ab.ca>
	Crown Prosecutor	* *CALGARY, LOW COMPLEXITY If booking LC matter, choose "LC Crown Prosecutor" address
	Additional Crown Prosecutor	Owens, Tim
	Additional Email Addresses	<input type="text"/> separate e-mail addresses with semi-colon

Email confirmations are forwarded to email addresses specified in the Confirmation E-mail section, upon submitting the booking.

Designation of Counsel

The Designation of Counsel field is mandatory in order to complete the RCS booking. Booking may be subject to cancellation by RCAS CMO staff should the Court Information not have a Designation on file.

Designation of Counsel
<input type="checkbox"/> by using this system, defence counsel confirms that they have filed a Designation of Counsel if any offence on the Information is proceeding by indictment or if all offences are proceeding summarily, they are counsel for the accused (if applicable).
<input type="button" value="Confirm Booking"/> <input type="button" value="Cancel"/> <input type="button" value="Back"/>

*** Pre populated Designation of Counsel forms are available using [Forms](#) in the RCS system (see Forms)



Booking Confirmation

The Booking Confirmation screen looks similar to the Booking Summary. It is a printable screen confirming the booking details.

Print a copy of the Booking Confirmation, as you are required to have it at the next court appearance.

You may:

- Return to Docket Search to continue performing a search or a booking in RCS, or
- Sign Out (located at the top right corner of your screen).

It may take between 24 and 48 hours before your booking will appear in RCS. Do not re-book the matter if you cannot see the booking in RCS.



Forms Available in RCS

- Designation of Counsel (required where applicable)
- Written Form of Election by an Accused, and
- Reproduction of a Court Information (unsigned)

Designation of Counsel Example

IN THE PROVINCIAL COURT OF ALBERTA

Between:

HER MAJESTY THE QUEEN
- and -
VICKY HARDY
Accused

APPOINTMENT OF COUNSEL BY DESIGNATION
Pursuant to Section 650.01(1) of the *Criminal Code*

I designate my lawyer **Starr**, or any other lawyer or student at law, instructed by my lawyer, to make appearances on my behalf in relation to the following information, or any related replacement information:

Information Number: **180014078P1**
Charges: **CC 733.1(1) CC 733.1(1)**

I understand that the Court can still require me to appear in person and that I must appear in person whenever evidence is heard, jurors are selected and for any sentencing decision.
I also understand that it is my responsibility to ensure that my lawyer has my current contact information at all times.

Signed: _____ Signed: _____
Accused Counsel

Address of Counsel:
123 Evergreen Way
New Sarepta, AB T0B 3M0

*** Booking may be subject to cancellation, if a signed Designation of Counsel is NOT attached to applicable Information.



Written Election by Accused example

IN THE PROVINCIAL COURT OF ALBERTA

Between:

HER MAJESTY THE QUEEN
- and -
VICKY HARDY
Accused

ELECTION BY WRITTEN SUBMISSION
Pursuant to Section 536.2 of the *Criminal Code*

I waive the reading of the formal election under s.536(2) of the *Criminal Code* on the charges: **CC 733.1(1) CC 733.1(1),** on Information number: **180014078P1.**

I understand that I may elect to be tried by any of the following ways and I am entering an election in writing to be tried as follows:

- Provincial Court Judge without a preliminary inquiry,
- Queen’s Bench Judge Alone – with a preliminary inquiry,
- Queen’s Bench Judge Alone – without a preliminary inquiry,
- Queen’s Bench Judge with a Jury – with a preliminary inquiry,
- Queen’s Bench Judge with a Jury – without a preliminary inquiry.

Signed: _____ Witnessed: _____

Election will contain Information #, name of accused, charges, and radio button trigger for election options – please select only one election option. Print form, and file at designated court location

*** NOTE: Separate elections are required for each Information number and each accused



Court Information Facsimile example

DISCLAIMER: THE FOLLOWING IS A REPRODUCTION OF AN INFORMATION, WHICH MAY NOT MATCH THE INFORMATION FILED AT THE COURT.

CANADA
 PROVINCE OF ALBERTA
 PROVINCE D'ALBERTA

FILE NO. 180014078P1
 POLICE RSO SDF098

INFORMATION
 ON BEHALF OF HER MAJESTY THE QUEEN

DENONCIATION
 AU NOM DE SA MAJESTE LA REINE

THIS IS THE INFORMATION OF LES PRESENTES CONSTITUENT

BILL CONSTABLE,
 OF STONY PLAIN, ALBERTA A PEACE OFFICER

HEREINAFTER CALLED THE INFORMANT CI-APRES APPELE LE DENONCIATEUR

THE INFORMANT SAYS THAT HE HAS LE DENONCIATEUR DECLARE QU'IL A
 REASONABLE GROUNDS TO BELIEVE DES MOTIFS RAISONNABLES
 AND DOES BELIEVE THAT. DE CROIRE ET QU'IL CROIT QUE:

I VICKY HARDY (DOB: 1992-05-14) OF

COUNT 1: ON OR ABOUT THE 1ST DAY OF JANUARY, 2018, AT OR NEAR STONY PLAIN, ALBERTA,
 SDF, CONTRARY TO SECTION 733.1(1) OF THE CRIMINAL CODE OF CANADA

(S 1)

COUNT 2: ON OR ABOUT THE 1ST DAY OF JANUARY, 2018, AT OR NEAR STONY PLAIN, ALBERTA,
 SDF, CONTRARY TO SECTION 733.1(1) OF THE CRIMINAL CODE OF CANADA

(S 1)

SWORN BEFORE ME THIS
 ASSERMENTE DEVANT MOI

AT STONY PLAIN, ALBERTA

-----)
 JUSTICE OF THE PEACE)
 JUGE DE PAIX)

SIGNATURE OF SIGNATURE DU
 INFORMANT DENONCIATEUR

DRIVER'S LICENCE: EXP YR:

ACCUSED ENDORSEMENTS
{do not include the endorsement and subsequent lines as this information can change over time}

Facsimile contains Unsworn Information facsimile will contain, disclaimer, Information #, name of accused(s), charges, and charge wordings. This is a reproduction and, in some instances, may not exactly match the Information filed at Court.



How to Print Forms

From Search Landing Page: search by either:

- 1 Search By or Docket Number
- 2 Change value of Search Purpose from Scheduling to Forms
Enter required search parameters
Results will appear
- 3 Check applicable accused or Information docket #
- 4 Select required form from Dropdown Options
- 5 Select Generate Form
- 6 User prompted to select the options: Open, Save/Save As or Cancel

Search by 1

Last Name:

First Name:

Court Location:

Police File Number:

Courtroom:

Charge(s):

Search Purpose: 2

Or 1

Docket Numbers:

Search Purpose:

2

Search Results

3 docket file(s) found and added to search results.

Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
<input type="checkbox"/> 180014052P1 Police File #: DFS6DFSD	<input type="checkbox"/> EDMONDS, JANICE,	1966/12/15	Low Complexity	2019/02/27 Courtroom CMO	FOR PLEA 8:30 AM	2018/01/01	454(B) CC	Summary	Stony Plain Provincial Criminal
<input checked="" type="checkbox"/> 180014078P1 Police File #: SDF098 3	<input checked="" type="checkbox"/> HARDY, VICKY,	1992/05/14	Low Complexity	2019/02/27 Courtroom CMO	FOR PLEA 8:30 AM	2018/01/01	733 1(1) CC	Indictable	Stony Plain Provincial Criminal
<input type="checkbox"/> 180014037P1 Police File #: 169-54	<input type="checkbox"/> MCCOY, DARRELL,	1992/06/24	Low Complexity	2019/03/26 Courtroom 002	Trial 9:30 AM	2018/01/01	66 CC	Summary	Stony Plain Provincial Criminal
<input type="checkbox"/> 180014060P1 Police File #: S	<input type="checkbox"/> PHILIP, PHILIP,	1995/02/25	Low Complexity	2019/02/27 Courtroom 001	SET DATE 9:30 AM	2018/01/01	145(5) CC	Indictable	Stony Plain Provincial Criminal

4

5

Do you want to open or save CourtInformation.docx (13.3 KB) from rcs-uat.albertacourts.ca? 6



Appendix A. Getting Help

Service Desk

Email	jsg-imt-supportdesk@gov.ab.ca
Toll Free Number	1-877-427-6957
Edmonton	780-427-6957

RCS Application Information

Email	jsg-imt-supportdesk@gov.ab.ca
-------	--

Reset Password

External Users	Go to RESET EXTERN ADS Password (https://extern.wln.gov.ab.ca/help/)
GoA Users	Follow GoA password reset procedures

Booking Error

To correct a booking	The file may need to be brought forward and another date scheduled Notify both appropriate Crown & CMO location. They will cancel booking
----------------------	--

**Appendix B. Crown/RCAS CMO Offices & Contact Numbers**

Crown	CMO
<p>Calgary Regional and Rural Response Office (CaRRRO): 1-403-297-3452</p> <p>Includes: Airdrie, Canmore, Cochrane, Didsbury, Drumheller, Okotoks, Turner Valley, Siksika, Strathmore</p> <p>Calgary Federal (PPSC): 1-403-299-3978</p>	<p>RCAS Calgary Regional: 1-403-592-2740</p> <p>RCAS Airdrie 1-403-948-5840</p> <p>RCAS Canmore 1-403-678-2355</p> <p>RCAS Cochrane 1-403-932-3223</p> <p>RCAS Didsbury 1-403-335-3424</p> <p>RCAS Drumheller 1-403-820-7300</p> <p>RCAS Okotoks 1-403-938-7953</p> <p>RCAS Siksika 1-403-734-3855</p> <p>RCAS Strathmore 1-403-934-2151</p> <p>RCAS Turner Valley 1-403-933-6225</p>
<p>Calgary Prosecutions: 1-403-297-3162</p> <p>Calgary Federal (PPSC): 1-403-299-3978</p>	<p>RCAS Calgary City: 1-403-297-6721</p>
<p>Edmonton Prosecutions: 1-780-422-1111</p> <p>Edmonton Federal (PPSC): 1-780-495-3553</p>	<p>RCAS Edmonton City: 1-780-422-1604</p>
<p>Edmonton Rural & Regional Response Office (ERRRO) 1-780-638-3352</p> <p>Includes: Sherwood Park, St. Albert, Stony Plain</p> <p>Edmonton Federal (PPSC): 1-780-495-3553</p>	<p>RCAS St. Albert: 1-780-458-7305</p> <p>RCAS Sherwood Park: 1-780-464-0114</p> <p>RCAS Stony Plain: 1-780-963-6205</p>
<p>Fort McMurray Crown: 1-780-743-7285</p>	<p>RCAS Fort McMurray: 1-780-743-7195</p>
<p>Grande Prairie Crown: 1-780-538-5338</p>	<p>RCAS Grande Prairie: 1-780-538-5360</p>
<p>Lethbridge Crown: 1-403-381-5211</p>	<p>RCAS Lethbridge: 1-403-381-5196</p>
<p>Medicine Hat Crown: 1-403-488-4556</p>	<p>RCAS Medicine Hat: 1-403-529-8644</p>
<p>Red Deer Crown: 1-403-340-5190</p>	<p>RCAS Red Deer: 1-403-340-5250</p>
<p>Wetaskiwin Crown: 1-780-361-1206</p>	<p>RCAS Wetaskiwin: 1-780-361-1204</p>



Appendix C. RCS Error Messages

Crown must be assigned

Crown prosecutor not assigned to designated file ownership matter at this time.

***Crown Availability is *only* considered to Edmonton/Calgary Provincial and Federal Prosecutions

Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
	NOTE: Crown must be assigned to remotely book File Ownership files [F_RCS]			Courtroom CMO	9:00 AM		(P)		Provincial Criminal

No docket found

Please correct the following error(s) and try again.

- No dockets were found with your selected search criteria. The search result(s) if any are based on your previous searches.

File not found

Error message displays for unconfirmed or concluded or warrant files.

*** This does not mean there is NO file – RCS rules do not allow certain file status' to appear

Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
111003225P2 ERROR- FILE NOT FOUND. PLEASE RE-ENTER [F_004030]				Courtroom					




Same Day Booking Error

Matter appears AFTER 8:00 a.m. on the day of appearance. No booking allowed

Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
180014045P1	REYANA, KAITLAN, ERROR: THIS BOOKING IS NOT ALLOWED. IT IS AFTER 8:00 AM [RF_000002]	1990/03/25	File Ownership DILLM	2019/02/27 Courtroom 001	FOR PLEA 9:30 AM	2018/01/01	66 CC	Summary	Stony Plain Provincial Criminal

The system cannot determine Crown availability

Error message will display if the system cannot determine Crown availability due to an invalid prosecutor's email address or name entry in the maintenance table. Edmonton & Calgary ONLY



Alberta Courts

Provincial Court » Court Case Management » Remote Courtroom Scheduling Development » Requirements

Please correct the following error(s) and try again.

- Unable to access Crown availability, please try after some time

Reading of Charge(s) Waived

Exchange Server is not reachable

If the RCS booking has been submitted, but the Exchange Server is not reachable, a message prompts the user to complete the process manually.

"REMINDER-PLEASE ENSURE YOU PRINT A COPY OF THIS NOTICE AS IT IS REQUIRED FOR THE NEXT COURT APPEARANCE" CMO WILL NOT BE RESPONSIBLE FOR PROVIDING YOU WITH A COPY.

Unable to send Appointments, please do manually :

This means that the Crown prosecutor will only receive the booking confirmation and not the meeting invite; and will need to manually add the appointment to the individual Crown calendar.



Crown Election – Hybrid

				Room#					
160723607P1 Federal	<input type="text"/> MATTHEW	1 <input type="text"/>	File Ownership <input type="text"/> K	2019/03/04 Courtroom CMO	TO SPEAK TO 8:15 AM	2016/06/21	5(1) CDS	Indictable	Edmonton Provincial Criminal
<p>ERROR- CROWN ELECT HYBRID ON AT LEAST 1 CHARGE. BOOK AT THE CMO [F_003982]</p>						2016/06/22	5(2) CDS	Indictable	Edmonton Provincial Criminal
						2016/06/22	5(2) CDS	Hybrid	Edmonton Provincial Criminal
						2016/06/22	355(B) CC	Hybrid	Edmonton Provincial Criminal
						2016/06/22	4(1) CDS	Summary	Edmonton Provincial Criminal



Appendix D. Booking Options for File Ownership Files Federal

Federal Summary Offences Only

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership - Provincial Files Federal Summary Offence	Not Applicable (N/A)	Not Guilty	Assignment Court	Bail Hearing
				Trial
			Low Complexity Federal	Trial
				Summary Disposition
		Bail Hearing	Bail Hearing	
		Reserved	Assignment Court	Bail Hearing
				Summary Disposition
			Low Complexity Federal	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Assignment Court	Summary Disposition
			Scheduled Disposition	Summary Disposition

*** Federal options Not Available at most regional RCS Locations



Appendix E. Booking Dropdown Options for Low Complexity Federal Files – Edmonton/Calgary

Summary Offences Only

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity – Federal Files Files/Accused selected include only Summary Offences	Not Applicable	Not Guilty	Low Complexity Federal	Trial
		Reserved	Scheduled Disposition	Summary
		Guilty	Scheduled Disposition	Summary Disposition

At Least One Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity – Federal Files Files / Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	Low Complexity Federal	Preliminary
	QB Judge alone	N/A	Low Complexity Federal	Preliminary
	PC Judge	Not Guilty	Low Complexity Federal	Trial
		Reserved	Scheduled Disposition	Summary Disposition
		Guilty	Scheduled Disposition	Summary Disposition

*** Federal options Not Available at most regional RCS Locations



Appendix F. At Least One Indictable Offence – File Ownership Federal

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type	
Ownership Files / Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	Assignment Court	Preliminary Hearing	
				Bail Hearing	
			Bail Hearing	Bail Hearing	
				Low Complexity	Preliminary Hearing
	QB Judge Alone	N/A	Assignment Court	Preliminary Hearing	
				Bail Hearing	
			Low Complexity Federal	Preliminary Hearing	
				Bail Hearing	Bail Hearing
	PC Judge	Not Guilty	Assignment Court	Bail Hearing	
				Trial	
			Low Complexity Federal	Trial	
				Summary Disposition	
			Bail Hearing	Bail Hearing	
		Reserved	Assignment Court	Bail Hearing	
				Summary Disposition	
			Low Complexity Federal	Summary Disposition	
			Scheduled Disposition	Summary Disposition	
			Bail Hearing	Bail Hearing	
	Guilty	Assignment Court	Summary Disposition		
		Scheduled Disposition	Summary Disposition		
Reserved	N/A	Bail Hearing	Bail Hearing		

*** Federal options Not Available at most regional RCS Locations



Appendix G. Booking Options for Short Trial Domestic Violence Edmonton & Calgary

Summary Offences Only

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Short Trial Domestic Violence – Edmonton & Calgary Files/Accused selected include only Summary Offences	Not Applicable (N/A)	Not Guilty	Short Domestic Violence Matters	Trial
				Summary Disposition
			Bail Hearing	Bail Hearing
		Reserved	Short Domestic Violence Matters	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition
			Short Domestic Violence Matters	Summary Disposition



Appendix H. At Least One Indictable Offence – Short Domestic Violence Edmonton & Calgary

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Short Trial Domestic Violence Files / Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	Short Domestic Violence	Preliminary Hearing
			Bail Hearing	Bail Hearing
	QB Judge alone	N/A	Short Domestic Violence	Preliminary Hearing
			Bail Hearing	Bail Hearing
	PC Judge	Not Guilty	Short Domestic Violence	Trial
				Summary Disposition
			Bail Hearing	Bail Hearing
		Reserved	Short Domestic Violence	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition
			Short Domestic Violence	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing

*** Domestic options Not Available at most regional RCS Locations



Appendix I. File Ownership at least one Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership Files / Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	Assignment Court	Preliminary Hearing
				Bail Hearing
	QB Judge alone	N/A	Assignment Court	Preliminary Hearing
				Bail Hearing
	PC Judge	Not Guilty	Assignment Court	Bail Hearing
				Trial
		Reserved	Assignment Court	Bail Hearing
				Summary Disposition
				Scheduled Disposition
		Guilty	Assignment Court	Summary Disposition
Scheduled Disposition				
Reserved	N/A	N/A	N/A	N/A

***RCS Scheduled Disposition & Bail Hearings not available for: Drumheller, Grande Prairie, Fort MacMurray



Appendix J. Booking Options for Low Complexity Files

Summary Offences Only

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity Files/Accused selected include only Summary Offences	N/A	Not Guilty	Low Complexity Federal	Trial
			Bail Hearing	Bail Hearing
			Bail Hearing	Bail Hearing
		Reserved	Schedule Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition

At Least One Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity Files/Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	Bail Hearing	Bail Hearing
	QB Judge Alone	N/A	Bail Hearing	Bail Hearing
	PC Judge	Not Guilty	Low Complexity Federal	Trial
			Bail Hearing	Bail Hearing
		Reserved	Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing

***RCS Scheduled Disposition & Bail Hearings not available for: Drumheller, Grande Prairie, Fort MacMurray



Appendix K. File Ownership Summary Offences

File Ownership - Summary Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership Files/Accused selected include only Summary Offences	Not Applicable (N/A)	Not Guilty	Assignment Court	Bail Hearing
				Trial
			Bail Hearing	Bail Hearing
		Reserved	Assignment Court	Bail Hearing
				Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Assignment Court	Summary Disposition
			Scheduled Disposition	Summary Disposition

***RCS Scheduled Disposition & Bail Hearings not available for: Drumheller, Grande Prairie, Fort MacMurray



Appendix L. File Ownership with Indictable – Stony Plain, Sherwood Park & St. Albert

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership Files / Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	File Ownership/Assignment Court	Preliminary Hearing
	QB Judge alone	N/A	File Ownership/Assignment Court	Preliminary Hearing
	PC Judge	Not Guilty	File Ownership/Assignment Court	Trial
		Guilty	Scheduled Disposition	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing



Appendix M. Minimum/Maximum Location Appearance Date Booking Range

- Days are recognized court business days (not calendar days)
- Weeks or months are calendar duration

Airdrie, Canmore, Cochrane, Didsbury, Okotoks, Siksika, St. Albert, Sherwood Park, Stony Plain, Strathmore, Turner Valley

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Low Complexity	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
File Ownership / Assignment Court	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
Bail Hearing	Bail Hearing	3 days	12 months
Scheduled Disposition	Summary Disposition	3 days	12 months

Drumheller, Fort McMurray,

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Low Complexity	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
File Ownership / Assignment Court	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
*Bail Hearing	*Bail Hearing	N/A	N/A
*Scheduled Disposition	*Summary Disposition	N/A	N/A

*Not available on RCS



Lethbridge/Medicine Hat

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Low Complexity	Trial	6 weeks	90 Days
	Preliminary Hearing	6 weeks	90 Days
File Ownership / Assignment Court	Trial	6 weeks	90 Days
	Preliminary Hearing	6 weeks	90 Days
Bail Hearing	Bail Hearing	3 days	60 Days
Scheduled Disposition	Summary Disposition	3 days	60 Days

Red Deer

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Low Complexity	Trial	8 weeks	12 months
	Preliminary Hearing	8 weeks	12 months
File Ownership / Assignment Court	Trial	8 weeks	12 months
	Preliminary Hearing	8 weeks	12 months
Bail Hearing	Bail Hearing	3 days	12 months
Scheduled Disposition	Summary Disposition	3 days	12 months



Wetaskiwin

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Low Complexity	Trial	6 weeks	8 months
	Preliminary Hearing	6 weeks	8 months
File Ownership / Assignment Court	Trial	6 weeks	8 months
	Preliminary Hearing	6 weeks	8 months
Bail Hearing	Bail Hearing	3 days	8 months
Scheduled Disposition	Summary Disposition	3 days	8 months



Calgary

- Federal matters scheduled for disposition in Calgary must be scheduled into Courtroom 307.

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
File Ownership / Assignment Court	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
	Scheduled Disposition	1 day	12 months
	Bail Hearing	3 days	12 months
Low Complexity	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
Low Complexity Federal	Trial	6 weeks	12 months
	Preliminary Hearing	6 weeks	12 months
	Scheduled Disposition	1 days	12 months
Short Domestic Violence Matters	Trial	6 weeks	4 months
	Preliminary Hearing	6 weeks	4 months
	Scheduled Disposition	1 day	12 months
Bail Hearing	Bail Hearing	3 days	12 months
Scheduled Disposition	Scheduled Disposition	1 day	12 months
Pre Trial Conference		1 day	12 weeks



Edmonton

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
File Ownership / Assignment Court	Trial	6 weeks	9 -12 months*
	Preliminary Hearing	6 weeks	9 -12 months*
	Scheduled Disposition	3 days	3 months
	Bail Hearing	3 days	8 months
Low Complexity	Trial	6 weeks	4 months
	Preliminary Hearing	6 weeks	4 months
Low Complexity Federal	Trial	8 weeks	6 months
	Preliminary Hearing	8 weeks	6 months
	Scheduled Disposition	3 days	3 months
Short Domestic Violence Matters	Trial	6 weeks	6 months
	Preliminary Hearing	6 weeks	6 months
	Scheduled Disposition	3 days	3 months
Bail Hearing	Bail Hearing	3 days	6 months
Scheduled Disposition	Scheduled Disposition	3 days	3 months
Pre Trial Conference (PTC)		3 days	12 weeks
* Booking done outside of 9 month date range MUST be approved by a Provincial Court Judge on next upcoming court date.			

**Grande Prairie**

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
File Ownership / Assignment Court	Trial	8 Weeks	9 Months*
	Preliminary Hearing	8 Weeks	9 Months*
	Scheduled Disposition	2 Days	1 Month
Low Complexity	Trial	8 Weeks	9 Months*
	Preliminary Hearing	8 Weeks	9 Months*
* Booking done outside of 9 month date range MUST be approved by a Provincial Court Judge on next upcoming court date.			

***RCS Scheduled Disposition & Bail Hearings not available for: Drumheller, Grande Prairie, Fort MacMurray



Appendix N. Terms of Reference

Term	Definitions
Assignment Court	<p>Assignment Court is a “day of” method of scheduling and moving of files to ensure that only the number of courtrooms, judges and clerks that are actually required will be used. Trial matters are sent from the Assignment Court to available awaiting trial courtrooms, at the discretion of the Assigning Judge.</p> <p>Assignment Court matters must be ½ day or longer. Assignment Courtrooms will have AM and PM sittings. (1/2 day = .50).</p> <p>Applicable to Edmonton & Calgary</p>
Case (Amount of time required)	<p>A case in RCS refers to the amount of time used to schedule Low Complexity, Low Complexity Federal and Short Trial Domestic Violence matters, Summary dispositions. Not applicable to RCAS Alberta Regional in RCS.</p>
File Ownership	<p>File Ownership files are matters where one Crown Prosecutor is assigned and responsible for all activities relating to the matter until is disposed of.</p>
Hybrid	<p>Crown Election displays an H (hybrid) – Cannot be booked until election is made or intended</p>
Low Complexity Files	<p>Is any file deemed by the Crown to require less than one-half day of court time to complete – Select applicable Low Complexity Crown office email when submitting this type of booking</p> <p>A Crown Prosecutor is NOT required to book a Low Complexity matter</p>
Pre-Trial Conference (PTC)	<p>A PTC is required when you schedule a matter for longer than 1 day. The PTC is required and must be held 8 to 10 weeks from the date that the trial is booked. Not available to Alberta Regional locations using RCS</p>
Scheduled Disposition Courtrooms	<p>Designated courtrooms for scheduled guilty pleas and dispositions</p>