4. RCS bookings

Only certain matters may be booked in RCS.

Booking Allowed	Booking Not Allowed
▪ 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 ▪ Bail Hearings ▪ Short Domestic Violence matters	▪ Section 469 offences ▪ Seized and Continued matters ▪ Outstanding warrants (does not display) ▪ Warrant to Hold ▪ Waived files ▪ Peace Bonds ▪ File Ownership file *when no* Crown is assigned ▪ Court of Queen's Bench matters ▪ Youth Court matters ▪ Traffic Court matters ▪ Unrelated files cannot be scheduled together.

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

Note: Special prosecutions and regulatory matters can be booked in RCS.

On file ownership matters where a Crown prosecutor is assigned, all counsel must agree on the date prior to booking a court appearance.

Booking Tips

- In 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, it **must** be filed with the Court prior to booking on RCS.
- 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.

Minimum Time Allowed to Remotely Book a Case

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 *original* next scheduled appearance date to the new remote scheduled date.

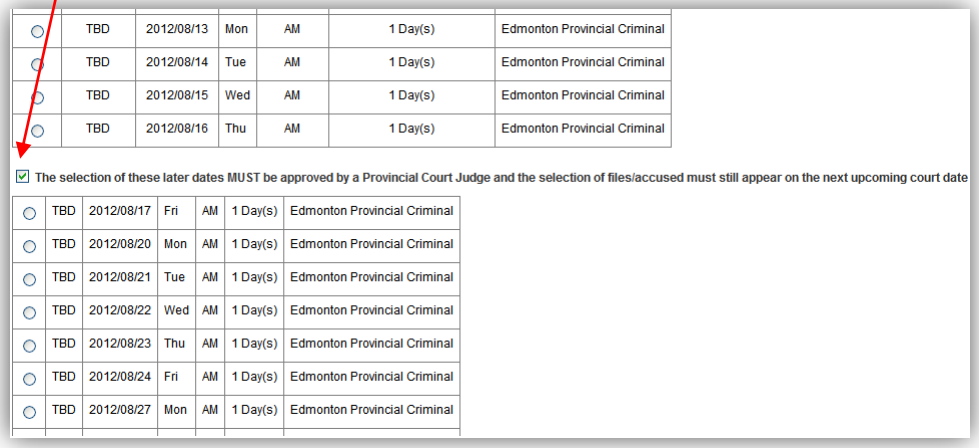
Pre-Booking

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 *original* next scheduled appearance date to confirm the new date and also bring a copy of the confirmation email.

Pre-booking (Edmonton only)

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

☐ 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.



○	TBD	2012/08/13	Mon	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/14	Tue	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/15	Wed	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/16	Thu	AM	1 Day(s)	Edmonton Provincial Criminal

☑ 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

○	TBD	2012/08/17	Fri	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/20	Mon	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/21	Tue	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/22	Wed	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/23	Thu	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/24	Fri	AM	1 Day(s)	Edmonton Provincial Criminal
○	TBD	2012/08/27	Mon	AM	1 Day(s)	Edmonton Provincial Criminal

When pre-booking remotely, check off the "Pre-Book" checkbox.

☐ The next court appearance for any of the selected files/accused for this booking have a next appearance within the minimum number of days required. Counsel is still required to appear at the next court date indicated for these files/accused to confirm this booking. Crown attendance is required to confirm date if next date is not located at the Case Management Office.

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

Matters must be scheduled 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.

Designation of Counsel

It is extremely important that on indictable matters the Designation of Counsel be filed before remote booking.

Required for Indictable Offence Matters only.

A booking may be subject to cancellation should the court office not have the Designation of Counsel on file.

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	• Assignment Court or • Bail Hearing	• Not Guilty or • Reserved	• Provincial Court Judge
Bail Hearing	• Assignment Court	• Not Applicable	• Queen's Bench Judge only • Queen's Bench Judge and Jury
Bail Hearing	• Bail Hearing	• Not Applicable	• Queen's Bench Judge only • Queen's Bench Judge and Jury • or Reserved
Preliminary Hearing	• Assignment Court • Bail Hearing • Low Complexity • Low Complexity Federal • Short Domestic Violence Matter	• Not Applicable	• Queen's Bench Judge only • Queen's Bench Judge and Jury
Summary Disposition	• 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	• Assignment Court • Low Complexity • Low Complexity Federal • Short Domestic Violence Matter	• Not Guilty	• Provincial Court Judge