1. 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 criminal matters remotely
- Docket and case information available for court locations throughout the province
- Reduced number of court appearances per case

Who can book in RCS?

- Crown Prosecutors and their support personnel
- Registered Defence counsel

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

Student Legal Services Application for Access to RCS

Step 3 Bring the completed but unsigned form and your Alberta Law Society identification to a Provincial Court office.

Step 5 Sign the form before a 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 for the student to the Provincial Court office.

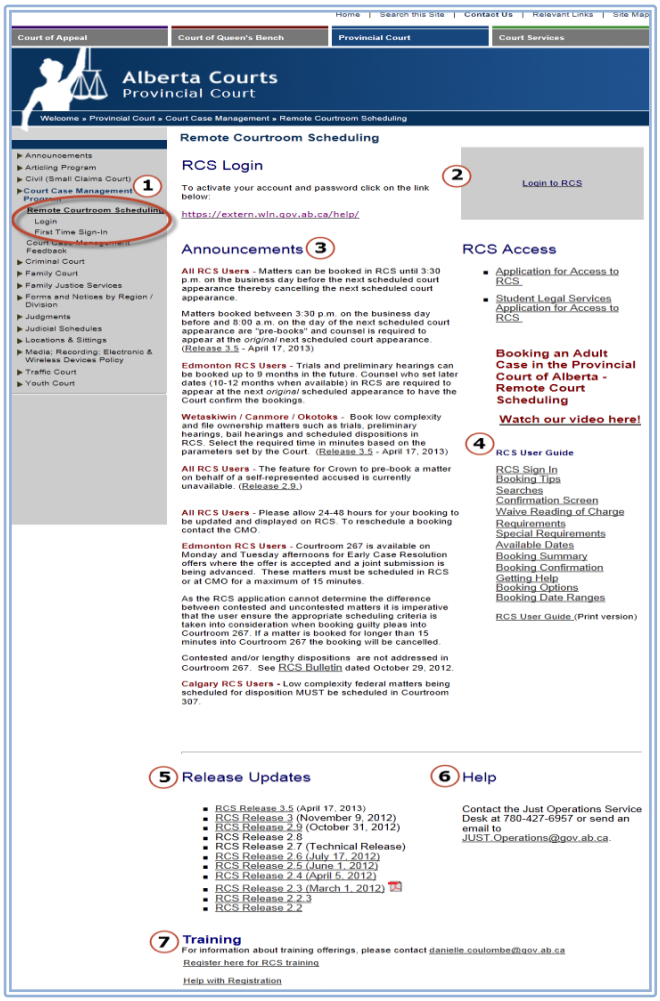
2. RCS Web Page

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.

www.Albertacourts.ca > Provincial Court > Court Case Management > Remote Courtroom Scheduling

1. Link to Remote Courtroom Scheduling site
2. Link to Remote Courtroom Scheduling application
3. Announcements – stay current with changes or outages.

   RCS Access – application forms for access to RCS.
4. RCS User Guide
5. Release Updates – record of RCS releases
6. Help – Help contact information
7. Training – Training information



3. RCS Sign In

Navigate to the RCS website.

1. Enter ***http://www.albertacourts.ab.ca*** in your web browser.
2. Click on:

   Provincial Court > Court Case Management > Remote Courtroom Scheduling> Login to RCS

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

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

Contact Just.Operations@gov.ab.ca for reset assistance.

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

3.1. 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