Court Case Management Program

Court Case Management Program

CCM Provincial General Guidelines

January 2014

Version # 1.4

Table of Contents

1. Introduction 1
2. Assignment Court 2
   2.1. Goal 2
   2.2. Matters Scheduled 2
   2.3. Location and Number of Courtrooms 3
   2.4. Obligations of Court Clerk and Counsel 3
      2.4.1. Court Clerk prior to the Opening of Assignment Court 3
      2.4.2. Counsel 3
   2.5. Process 4
   2.6. Transportation of In-Custody Accused 4
   2.7. Trial Judge Seized 5
3. Case Management Office Counter 6
   3.1. Goal 6
   3.2. Matters Which May Be Dealt With 6
   3.3. Maximum Appearances/Time 8
   3.4. Expectations of Counsel 8
   3.5. Indictable Offences Requiring an Election 9
   3.6. Same Day Movement of Files 10
   3.7. Matters Proceeding 11
   3.8. Scheduling Rules and Procedures 12
   3.9. Location and Hours of Operation 13
4. Low Complexity Trial Courtrooms 14
   4.1. Goal 14
   4.2. Definition of “Low Complexity” 14
   4.3. Location, Time and Number of Courtrooms 15

4.4. Details 16

5. Remote Courtroom Scheduling (RCS) 17

5.1. Goal 17

5.2. Matters That Can Be Scheduled Remotely 17

5.3. Requirements for Access 17

5.4. Guidelines 18

5.5. RCS Process 19

6. Required Appearance Court (RAC) 21

6.1. Purpose 21

6.2. Matters Handled 21

6.3. RAC Hours of Operation 22

6.4. In-custody Docket Courts 24

7. Scheduled Disposition Courts 25

7.1. Purpose 25

7.2. Location and Hours of Operation 25

Appendix

Airdrie CCM Courtrooms
Calgary CCM Courtrooms
Canmore CCM Courtrooms
Cochrane CCM Courtrooms
Didsbury CCM Courtrooms
Edmonton CCM Courtrooms
Medicine Hat CCM Courtrooms
Okotoks CCM Courtrooms
Red Deer CCM Courtrooms
Wetaskiwin CCM Courtrooms

Revision Summary

Version Number	Issue Date	Reason for Revision
Version 1.0	September 2012	Forwarded to PIC for approval; CMO hours of operation needs resolution
Version 1.1	October 2012	Minor revisions from Edmonton, Medicine Hat, Provincial Crown, and CMO hours of operation
Version 1.1	October 3, 2012	Approved by PIC
Version 1.2	June 25, 2013	Revisions to RCS Guidelines to reflect changes to booking rules on the day prior to a scheduled appearance. Update to tables of CMO hours of operations.
Version 1.3	October 4, 2013	Revised schedules of CCM courtrooms.
Version 1.4	January 8, 2014	Revisions incorporate Cochrane and Didsbury wherever applicable (appearance times, hours of operations, etc).

1. Introduction

In keeping with Alberta's tradition of maintaining confidence in the administration of justice and recognizing current trends in enhancing access to Justice it became apparent that Provincial Court Judges were frequently appearing in Court to address many administrative functions which reduced available judicial time for meaningful judicial functions. It was also apparent there were a large number of inefficiencies and duplication in Court administration. The Provincial Crown (Criminal Justice) also recognized extreme inefficiencies in their available time and began examining a vertical file management concept whereby a file is assigned to one Crown prosecutor who is then responsible for that file from the time the file enters the system until it is concluded.

In February 2008 a Steering Committee was established to co-ordinate the interest of all stakeholders (the Judiciary, Court Administration, the Crown and the Defence Bar) into one encompassing project. The Steering Committee determined that the project should be led by the Provincial Court of Alberta and in August 2008 the Project Implementation Committee was established with Deputy Chief Judge Lefever as Chairperson and the project was officially named the Court Case Management Program (CCM). The objective of the CCM Program is to more effectively manage criminal cases in Edmonton and Calgary Adult Provincial Court resulting in an increase in public confidence in the justice system and an increase in access to justice in Alberta.

In October 2009, after months of consultation and planning with all of the stakeholders, the Provincial Implementation Committee supported a "position paper" prepared by the Judicial Sub-Committee which discussed in significant detail the background of the Project, the overarching principle of the Project and considered six specific subject areas which formed the basis of the Project. This position paper was approved by all stakeholders and became the General Guidelines for the Court Case Management Program which was published on the Program web page on January 18, 2010. These General Guidelines became the "blueprint" for the Court Case Management Program which was implemented on February 1, 2010, in Calgary and Edmonton adult criminal courts.

It is acknowledged that some aspects of these General Guidelines may not be practical or capable of implementation in some Regional Courts (both base courts and circuit courts) and that certain stakeholders of these Regional Courts may be affected differently and to varying degrees. Considering the uniqueness of each location in the context of the prevailing objective to harmonize processes throughout the Province, it is the responsibility of each stakeholder to assist with the implementation of the Program within the parameters of the CCM Provincial General Guidelines.

Judicial Subcommittee

Court Case Management Project

2. Assignment Court

2.1. Goal

Moving to a "day of" method of scheduling of matters rather than scheduling cases into a specific courtroom allows the Provincial Court to more evenly distribute daily trial work among its judicial resources, permit more cases to be scheduled and processed in a given day (given the high collapse rates of matters), and reduce lead times, thereby increasing access to our criminal trial courts and improving confidence in the Criminal Justice System.

2.2. Matters Scheduled

Any Federal or Provincial matter determined by Crown counsel to require one-half day or longer will be scheduled into an assignment courtroom.

Matters will include:

1. Trials
2. Preliminary Inquiries
3. Bail Hearings scheduled for one-half day or longer
4. Dispositions scheduled for one-half day or longer
5. Other Hearings scheduled for one-half day or longer (e.g. Firearms Hearings)
6. Continuations of one-half day or longer.

2.3. Location and Number of Courtrooms

Location	Courtroom Type	Courtroom #s	Times
Calgary	Assignment	1005	9:00 a.m. and 1:30 p.m.
	feeds Trial	1006, 1007 and 1008	9:30 a.m. and 2:00 p.m.
	Assignment	1106	9:00 a.m. and 1:30 p.m.
	feeds Trial	1105, 1107 and 1108	9:30 a.m. and 2:00 p.m.
Edmonton	Assignment	355	9:00 a.m. and 1:30 p.m.
	feeds Trial	266, 354, 359, 360, 445, 447 and 448 269, 357,358 and 449 (by special arrangement)	9:30 a.m. and 2:00 p.m.

2.4. Obligations of Court Clerk and Counsel

2.4.1. Court Clerk prior to the Opening of Assignment Court

The Clerk will:

- Open the assignment court at ***8:30 a.m.*** and ***1:00 p.m.***
- Conduct discussions with counsel concerning how cases will be proceeding; and
- Be in a position to assist the presiding judge when Court opens at ***9:00 a.m.*** and ***1:30 p.m.***

2.4.2. Counsel

- Crown and defence counsel with cases in an assignment court will attend in assignment court no later than ***8:45 a.m.*** and ***1:15 p.m.*** (all Crown witnesses will also be subpoenaed for ***8:45 a.m.*** and ***1:15 p.m.***) in order to speak to the matters at ***9:00 a.m.*** and ***1:30 p.m.***
- Crown and defence counsel on each case will meet prior to the commencement of assignment court to discuss how their scheduled matter will be proceeding.
- Prior to the opening of the assignment court at ***9:00 a.m.*** or ***1:30 p.m.***; Counsel will advise the assignment court clerk how their matter will be proceeding that day.
- Crown and defence counsel with matters scheduled in assignment court will appear for the opening of that courtroom at ***9:00 a.m.*** and ***1:30 p.m.*** and advise the Court how their matter will be proceeding.

2.5. Process

In general terms, the assignment court judge will, in the order deemed appropriate:

- Ask counsel to indicate whether their case will be proceeding to a hearing on that date and thereby determine how many matters are proceeding to a hearing.
- If more cases are proceeding to trial than available courtrooms to hear those cases, assist in prioritizing which cases should proceed based upon factors such as age of case, whether the accused is in custody, possible continued vulnerability of victims (i.e. domestic violence), and seriousness of the charge or charges.
- Issue warrants where appropriate for non-appearances.
- Have the Clerk contact the Judicial Scheduler to assign cases proceeding to a hearing in a Trial Court (electronic signage will be available to assist in the movement of witnesses).
- Excuse counsel after they have spoken to their matter until an agreed upon return time back in the assignment court or until the commencement of their matter in the Trial Court ***at 9:30 a.m.*** or ***2:00 p.m. or earlier if the trial courtroom is ready.***
- Hear those matters being summarily disposed of that day as well as contested and uncontested requests for adjournments.
- If cases are being summarily disposed of and Trial Courts are available, may assign some of those summary dispositions to the Trial Court.
- Conduct trials if more cases are proceeding to trial than the number of feeder Trial Courts available to hear them.
- Seek the assistance of trial or other courtrooms where dockets have collapsed in those courtrooms (or any other available court).
- Notify the other assignment court (Calgary only) if any of their feeder trial courts are available to assist.

2.6. Transportation of In-Custody Accused

In-custody accused will only be brought to the assignment court for guilty pleas or adjournment requests if requested. Any in-custody accused proceeding to trial will be transported directly to the assigned feeder Trial Court.

2.7. Trial Judge Seized

Once a matter is assigned to a Trial Court, that judge is seized with the case whether concluded on that date or adjourned to another date. The case will not be returned to the assignment court judge.

Trials that start in the morning but do not finish can be returned to the assignment court at ***1:30 p.m.*** to determine whether a courtroom and the judge is available to continue the trial (subject to courtroom, defence counsel, and Crown availability).

3. Case Management Office Counter

3.1. Goal

The Case Management Office (CMO) Counter will reduce Docket Court lists by dealing with administrative/non-contested matters outside of a courtroom. Judges will be freed up to deal with more substantive legal matters. Defence counsel and accused will have the flexibility of appearing at a CMO counter anytime within a specified period of time to make appearances and to schedule trials at their convenience without having to wait in a courtroom until their matter is called.

3.2. Matters Which May Be Dealt With

- First and subsequent appearances by accused charged with summary or indictable matters that have been released from custody by police or the Hearing Office on documents compelling their appearance in court (Appearance Notice, Summons, Promise to Appear, Recognizance or Undertaking). Release documents will compel the attendance of the accused on a specified day at any time during the designated operating hours of the CMO counter.
- Counsel may appear on behalf of the accused on summary conviction matters and on indictable matters once a Designation of Counsel has been filed.
- Accused held in custody will continue to appear in an in-custody courtroom unless a designation of counsel is filed.
- Mental Health Diversion and Alternative Measures Program (AMP) matters will be dealt with at the CMO counter upon notification of the Crown. An adjournment back to the CMO counter will be permitted by which time the Crown will send a letter withdrawing the charges if Alternative measures or Mental Health Diversion is successful. If unsuccessful, the matter will be returned to the Required Appearance Court (RAC). If a file has not been marked for AMP or Mental Health Diversion, and defence counsel raises eligibility, the file will be marked for consideration of AMP or Mental Health Diversion and be remanded back to the CMO counter in three weeks. The Crown will review the file and indicate their decision prior to the next CMO counter appearance.

- The CMO has the discretion to send a matter to RAC at any time.
- Where Counsel, in relation to a scheduling matter is not proceeding by consent, the CMO remits the matter to RAC for further processing.
- Youth matters are not be dealt with at the CMO counter.
- Domestic violence matters are not dealt with in Airdrie, Calgary, Canmore, Cochrane, Didsbury, Edmonton, Medicine Hat, and Red Deer.
- Federal matters are not dealt with in Calgary, Edmonton, Okotoks, Medicine Hat, Red Deer, and Wetaskiwin.

3.3. Maximum Appearances/Time

Location	Maximum Adjournments	Maximum Period Allowed
Airdrie **Cochrane** **Didsbury** **Canmore** **Okotoks**	4	12 weeks
Calgary	4	12 weeks
Edmonton	3	8 weeks
Medicine Hat	3	8 weeks
Red Deer	3	8 weeks
Wetaskiwin	3	8 weeks

Thereafter, a matter is transferred to RAC.

3.4. Expectations of Counsel

Through early Crown disclosure, communication to the defence of the Crown's position in the event of an early guilty plea and defence consideration of that offer in consultation with their client, and follow-up discussions between counsel, the Court expects that matters which can be resolved early will be resolved early and before the matter is set down for trial. This will assist in ensuring that only matters requiring a trial are actually set for trial which will improve the efficiency of trial courts and reduce lead times to trial.

3.5. Indictable Offences Requiring an Election

Where an accused is before a CMO counter on an offence requiring an election, they will be required to sign a form confirming that the requirements in s. 536(2) of the *Criminal Code* have been complied with. All indictable charges will be read to the accused together with the elections. The accused will indicate their election on the form, sign and date it, and the CMO will endorse his/her confirmation.

3.6. Same Day Movement of Files

Cases will be moved at counsel request to RAC for the following purposes:

- Disposition of the case by way of guilty plea on any matter on which the Crown is in a position to proceed.
- Counsel request for an adjournment on matters which exceed the timelines set for the CMO counter or to adjourn a matter set for trial or preliminary.
- Brought Forward applications.
- Defence request to be removed from the record.
- Counsel have a scheduling dispute which requires Court assistance.
- Any other situation where the CMO or counsel believes that Court direction is required.

Files are regularly delivered to RAC by a court runner throughout the day.

Where the accused has failed to appear at the CMO counter (as shown in the table below) the matter is sent to RAC or to another available courtroom for warrants or summons applications as applicable.

Location	Must appear by:
Airdrie **Canmore** **Cochrane** **Didsbury** **Okotoks**	1:00 p.m.
Calgary	2:00 p.m.
Edmonton	2:00 p.m.
Medicine Hat	1:00 p.m.
Red Deer	1:00 p.m.
Wetaskiwin	1:00 p.m.

3.7. Matters Proceeding

Matters may be:

- Adjourned to another day at the CMO counter (to obtain disclosure, retain counsel, etc.)

Location	Maximum Adjournments	Maximum Period Allowed
Airdrie **Canmore** **Cochrane** **Didsbury** **Okotoks**	4	12 weeks
Calgary	4	12 weeks
Edmonton	3	8 weeks
Medicine Hat	3	8 weeks
Red Deer	3	8 weeks
Wetaskiwin	3	8 weeks

- Sent to RAC for a guilty plea or decision on further adjournments, or upon the request of Crown (from PRISM docket) or defence.
- Adjourned to another day for disposition in a Scheduled Disposition Court.
- Set for trial in low complexity courtrooms, assignment courtrooms (cases deemed by Crown to require a half day or longer).
- Stayed or withdrawn (prior to plea) by a written request of the Crown.
- Matters will be adjourned back to the CMO counter for three weeks for Crown consideration for Alternative Measures or Diversion and for completion of same.

3.8. Scheduling Rules and Procedures

- There will be an express line at the CMO counter for Lawyers, Student Legal Services, and Native Counselling, as facilities permit.
- Provincial Crown counsel will determine whether a matter is considered low complexity or whether a matter is assigned.
- Matters assigned to individual prosecutors will not be scheduled without ensuring the availability of assigned Crown counsel.
- Pre-Trial Conferences (PTC) will be scheduled on matters exceeding one day and/or matters with multiple accused. The PTC will be scheduled approximately within eight weeks from the date of scheduling.
- Scheduled dispositions, in ***Edmonton*** and ***Calgary*** requiring one-half day or longer will be scheduled into an assignment court.
- ***Edmonton*** and ***Calgary*** cases in assignment courts are special assignments to individual prosecutors, no case in that court will be scheduled without ensuring the availability of assigned Crown counsel.
- Scheduled bail hearings requiring one-half day or longer will be scheduled into an assignment court, in ***Edmonton*** and ***Calgary.***

3.9. Location and Hours of Operation

Location	Time	Day
Airdrie Provincial Court Case Management Office Main Floor	9:00 a.m. to 1:00 p.m.	Thursday
Calgary Provincial Court Case Management Office 4th Floor	8:00 a.m. to 2:00 p.m.	Monday to Friday
Canmore Provincial Court Case Management Office Main Floor	9:00 a.m. to 1:00 p.m.	Wednesday
Edmonton Provincial Court Case Management Office Main Floor	8:15 a.m. to 2:00 p.m.	Monday to Friday
Cochrane Provincial Court Case Management Office Main Floor	9:00 a.m. to 1:00 p.m.	Tuesday
Didsbury Provincial Court Case Management Office Main Floor	9:00 a.m. to 1:00 p.m.	Monday
Medicine Hat Provincial Court Case Management Office Main Floor	8:30 a.m. to 1:00 p.m.	Tuesday, Wednesday, Thursday
Okotoks Provincial Court Case Management Office Main Floor	9:00 a.m. to 1:00 p.m.	Tuesday, Friday
Red Deer Provincial Court Case Management Office Main Floor	8:30 a.m. to 1:00 p.m.	Tuesday, Wednesday, Friday
Wetaskiwin Provincial Court Case Management Office Main Floor	8:30 a.m. to 1:00 p.m.	Tuesday, Thursday

4. Low Complexity Trial Courtrooms

4.1. Goal

Low complexity trial courtrooms will seek to maximize courtroom utilization in the handling of low complexity matters proceeding to trial.

4.2. Definition of "Low Complexity"

A low complexity case is any case deemed by the Crown to require less than one-half day of court time to complete.

4.3. Location, Time and Number of Courtrooms

Several courtrooms in Calgary, Edmonton, and Red Deer will hear low complexity matters:

Location	Courtroom Type	Courtroom	Day	Time
Calgary	Low Complexity	506	Mon, Tue, Wed, Thu, Fri	9:30 a.m. and 2:00 p.m.
		507	Mon, Tue, and every 1st and 3rd Fri Thur	9:30 a.m. and 2:00 p.m. 9:30 a.m.
	Low Complexity Domestic Violence	508	Wed	9:30 a.m. and 2:00 p.m.
Edmonton	Low Complexity	353	Mon and Tue Wed, Thu, Fri	9:30 a.m. and 2:00 p.m.
	Low Complexity Federal	267 Fri	Fri	2:00 p.m.
	Low Complexity Domestic Violence	268 Mon, Wed, Fri Thur.	Mon, Wed, Fri Thurs.	2:00 p.m. 9:30 a.m. and 2:00 p.m.
Red Deer	Low Complexity	101	Friday	1:30 p.m.
		102	Mon and 5th Tue	9:30 a.m. and 1:30 p.m.
		103	1st and 3rd Thurs	9:30 a.m. and 1:30 p.m.
		204	Mon – until January 2014	9:30 a.m. and 1:30 p.m.
	Low Complexity Domestic Violence	101	Thurs	1:30 p.m.

4.4. Details

Two Crowns may be assigned to each low complexity courtroom to facilitate the hearing of multiple matters per court session (except for federal and domestic violence matters where only one Crown will appear).

If a matter commences as a low complexity matter, is not completed and requires another half day or longer to complete, it will be scheduled (with the seized judge) into the assignment court process.

The number of cases scheduled into low complexity courtrooms, the number of such courtrooms, and their sitting times may be adjusted as its operation is reviewed over time.

Courtrooms will open at ***9:00 a.m.*** and ***1:30 p.m.*** to enable counsel to meet with witnesses, decide how cases will be proceeding, and be prepared to proceed promptly with matters when court convenes.

5. Remote Courtroom Scheduling (RCS)

5.1. Goal

Web-based scheduling software, (Remote Courtroom Scheduling (*RCS*)) provides Crown and defence counsel the ability to remotely schedule their cases at his/her convenience, subject to final approval by CMO. This tool has been available since February 2010. Traditional counter scheduling operations remain but are co-located with the CMO counter. Self-represented accused do not have access to this system and are required to schedule matters at the CMO counter or through the Crown offices.

5.2. Matters That Can Be Scheduled Remotely

- Trials
- Preliminary Inquiries
- Scheduled Dispositions (if Crown assigned)
- Scheduled Bail Hearings
- Pre-Trial Conferences (when booked in conjunction with matters scheduled for longer than one day)

Additional matters may be added to this list in the future depending upon required technology.

5.3. Requirements for Access

Crown and defence counsel and designated staff are required to register and obtain a user ID to gain access to this secure site.

Designation of Counsel is required to be filed before counsel can remotely schedule indictable matters.

5.4. Guidelines

- If matters are scheduled **before 3:30 p.m. on the day prior to the next scheduled court** appearance, attendance in court is not required.
- If matters are scheduled **between 3:30 p.m. on the day prior to and 8:00 a.m. on the day of the scheduled court appearance date**, attendance is required in court to confirm the new date.
- Matters scheduled for trial or preliminary must meet the minimum scheduling requirements from the date of scheduling:
    - ***Airdrie, Calgary***, ***Canmore***, Cochrane, Didsbury, ***Edmonton, Okotoks, Medicine Hat, Red Deer*** – six weeks
    - ***Wetaskiwin*** – five weeks

  Requests for an earlier date may be brought before a Provincial Court Judge
- Matters cannot be scheduled more than the designated period of time in the future from date of scheduling. This period will be set at the discretion of the Assistant Chief Judges.
- Domestic violence matters in ***Calgary*** must be scheduled within a four month period.
- ***Edmonton*** matters, scheduled for disposition cannot be scheduled more than 90 days after the last appearance.
- Matters or continuations that require a judge to be seized must be scheduled at the CMO counter.
- Matters scheduled previously for trial, preliminary, bail hearings, and scheduled disposition dates cannot be brought forward and rescheduled remotely. These matters require approval from a presiding judge in RAC.
- If the scheduling involves an indictable offence for which the accused has an election concerning mode of trial, defence counsel must confirm on the scheduling form that they have instructions from their client to:
    - Waive reading of the charges
    - Enter an election in relation to mode of trial
    - Waive the requirement in s. 536(2) of the *Criminal Code* that an accused be put to their election in the words of that section.

5.5. RCS Process

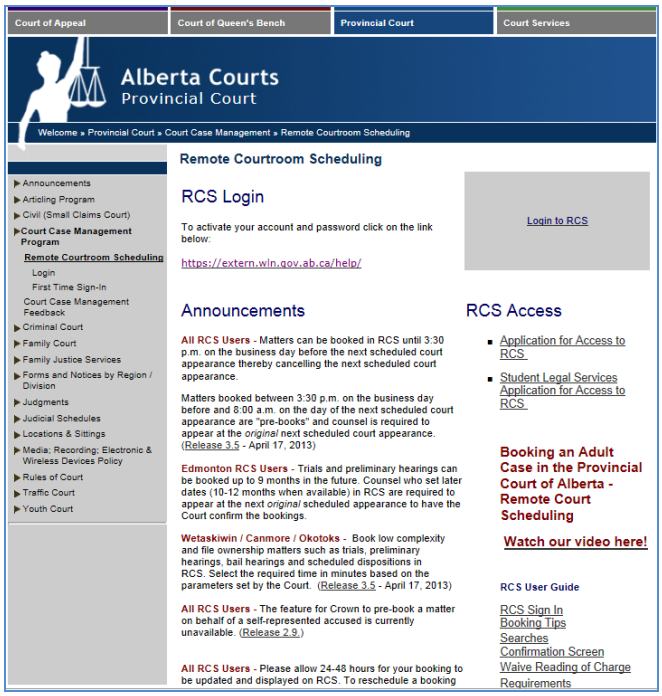
Details of the process have been finalized but will continue to evolve with usage. General process:

- Counsel will select or enter all related JOIN file numbers and accused that are intended to be scheduled together. The accused/file numbers will be accessed through the remote scheduling software.
- Hearings will be scheduled according to booking types: File Ownership / Assignment Court, Low Complexity (Low Complexity, Short Trial Domestic and Low Complexity Federal), Scheduled Dispositions, Bail Hearings, and Pre-Trial Conferences.
- Booking types will be scheduled according to identified amounts of time required, (one-half day sessions, cases, and minutes — depending on the courtroom being scheduled).
- Mandatory information (e.g. scheduling a pre-trial conference for a trial longer than one day and/or with multiple accused) and special requirements (e.g. interpreters/translators, electronic equipment or a child friendly courtroom) will be indicated by check boxes and drop down menus.
- Crown/defence and CMO are notified immediately by email of the scheduling details. The Scheduling Notice is printed in the CMO and attached to the file as the court endorsement of the scheduling.

The RCS internet page located on the Alberta Courts website contains announcements, forms, release information and a user guide.

1. Go to www.albertacourts.ca
2. Provincial Court
3. Court Case Management Program (in the left menu)
4. Select Remote Courtroom Scheduling

RCS Home Page



6. Required Appearance Court (RAC)

6.1. Purpose

Working in conjunction with the CMO counter to provide the full range of docket court functions RAC functions as a continuous docket courtroom. It allows the CMO counter to move matters into this courtroom on an ongoing basis throughout the designated hours of operation. As an example, those appearing at a CMO counter before the courtroom opens could request that their matter be moved to RAC and would therefore be able to enter a guilty plea shortly after court opens.

6.2. Matters Handled

Required Appearance Courts handle the following matters:

- All docket appearances beyond the maximum period a matter can be dealt with at the CMO counter.
- Scheduled bail hearings are set at the discretion of the Court.
- Unscheduled guilty pleas from the CMO counter ***for all locations***, as well as, from in-custody docket court in ***Calgary***.
- CMO counter Referrals for warrant/summons where the accused fails to appear at the Counter that day.
- Contested matters from the CMO counter.
- Applications to adjourn or reschedule matters (trials, preliminaries, bail hearings, scheduled dispositions) previously scheduled at the CMO counter or remotely.
- All warrant matters being brought forward or are in warrant to hold status.
- All matters requiring a Ban on Publication from the CMO counter.
- All matters requiring a transfer of process or changes to release conditions.
- All matters where the accused is in-custody and the Designation of Counsel has not been filed.
- Brought Forward applications.
- All amendments to the Information from the CMO counter.

6.3. RAC Hours of Operation

Location	Courtroom	Times
Calgary Court Centre Case Management Office 4th floor	306	9:00 a.m. – to approximately 2:30 p.m. (to accommodate the CMO counter) or longer as required.
Edmonton Law Courts Case Management Office, Main Floor, Criminal Counter	356	
Airdrie Case Management Office Main Floor	001	Thursday 9:30 a.m. – 1:00 p.m. (minimum hours of operation)
Canmore Case Management Office Main Floor	001	Wednesday 9:30 a.m. to 1:00 p.m. (minimum hours of operations)
Cochrane Case Management Office Main Floor	001	Tuesday 9:30 a.m. to 1:00 p.m. (minimum hours of operations)
Didsbury Case Management Office Main Floor	001	Monday 9:30 a.m. to 1:00 p.m. (minimum hours of operations)
Medicine Hat Case Management Office Main Floor	009	Tuesday, Wednesday and Thursday 9:30 a.m. – 11:30 a.m. (minimum hours of operation)
Okotoks Case Management Office Main Floor	001	Tuesday and Friday 9:30 a.m. – 1:00 a.m. (minimum hours of operation)
Red Deer Case Management Office Main Floor	101	Tuesday, Wednesday and Friday 9:30 a.m. to 11:30 a.m. (minimum hours of operation)
Wetaskiwin Case Management Office Main Floor	102	Tuesday and Thursday 9:30 a.m. to 11:30 a.m. (minimum hours of operation)

Edmonton operates courtroom 267 as the docket court for federal, special and regulatory matters.

Calgary operates courtroom 505 as the federal docket court.

Location	Courtroom	Times

6.4. In-custody Docket Courts

Both ***Edmonton courtroom 265*** and ***Calgary courtroom305*** operate in-custody docket courts for:

- Scheduled in-custody first and subsequent appearances
- Unscheduled (brief) bail hearings (less than 10 minutes)
- Unscheduled (brief) guilty pleas (less than 10 minutes)

7. Scheduled Disposition Courts

7.1. Purpose

The purpose of Scheduled Disposition Courts is to handle dispositions requiring less than one-half day to complete.

7.2. Location and Hours of Operation

Location	Courtroom	Times
Calgary Court Centre Case Management Office 4th floor	307 and 308	Morning sessions start at 9:30 a.m. Afternoon sessions start at 2:00 p.m.
Edmonton Law Courts Case Management Office, Main Floor, Criminal Counter	446	Runs daily on a continuous basis starting at 9:30 a.m.
	268	Domestic Violence – Tuesdays only Runs daily on a continuous basis starting at 9:30 a.m.
	267	Uncontested dispositions – Mondays and Tuesdays only starting at 2:00 p.m.

Airdrie CCM Courtrooms

Check the RCS web page for updates to the schedule.

DOCKET COURT		
CMO counter	Thursday 9:00 a.m. to 1:00 p.m.	First appearance Non-Custody
001	Thursday 9:30 a.m.	First Appearance – In Custody
REQUIRED APPEARANCE COURT		
001	Thursday 9:30 a.m. – 1:00 p.m. (minimum hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	Friday 9:30 a.m.	Trials

Calgary CCM Courtrooms

Check the RCS web page for updates to the schedule.

DOCKET COURT		
CMO counter	8:00 a.m. to 2:00 p.m.	First appearance Non-Custody
305	9:00 a.m. to finish	In-custody, bails
505 (M,T,W,F)	9:00 a.m. to finish	Federal - Docket
505 Thursday	9:30 a.m. to finish	Drug Treatment Court
508 (M,T,T,F)	9:00 a.m. to finish	Domestic Violence – Docket
DISPOSITION		
307, 308	9:30 a.m. and 2:00 p.m.	Scheduled dispositions
REQUIRED APPEARANCE COURT		
306	9:00 a.m. – to approximately 2:30 p.m. (to accommodate the CMO counter) or longer as required.	Required Appearance Court (RAC) Scheduled bail hearings, unscheduled dispositions, matters from CMO
LOW COMPLEXITY		
506	9:30 a.m. and 2:00 p.m.	Low complexity Trials
507 (M,T,TH (am) and every 1st and 3rd Fridays 2nd and 4th Friday)	9:30 a.m. and 2:00 p.m.	Low complexity Trials Low Complexity Trial Confirmation Hearings
508 Wednesday	9:30 a.m. and 2:00 p.m.	Low Complexity Domestic Violence Trials
ASSIGNMENT COURT – ALL SERVICES (PROVINCIAL AND FEDERAL)		
1005	Assignment Court starts 9:00 a.m. and 1:30 p.m. Trials start at 9:30 a.m. and 2:00 p.m.	Feeds (1006, 1007, 1008)
	Assignment Court starts 9:00 a.m. and 1:30 p.m. Trials start at 9:30 a.m. and 2:00 p.m.	Feeds (1105, 1107, 1108)
OTHER COURTS – PENDING AVAILABLE RESOURCES FOR USE ONLY IF STAFFING PERMITS		
1405, 1406, 1407, 1408	Overflow courts (may be used for multi day matters, Regional, other PC overflow. If one of these courtrooms is used, the amount of time must be deducted from the Assignment Courts)	

Canmore CCM Courtrooms

Check the RCS web page for updates to the schedule.

DOCKET COURT		
CMO counter	Wednesday 9:00 a.m. to 1:00 p.m.	First appearance – Non Custody
001	Wednesday 9:30 a.m.	First Appearance – In Custody
REQUIRED APPEARANCE COURT		
001	Wednesday 9:30 a.m. to 1:00 p.m. (minimum hours of operations)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	Tuesday and every 3rd Monday 9:30 a.m.	Trials

Cochrane CCM Courtrooms

DOCKET COURTS		
CMO Counter	Tuesday 9:00 a.m. to 1:00 p.m.	First appearance – Non Custody
001	Tuesday 9:30 a.m.	First Appearance – In Custody
REQUIRED APPEARANCE COURT		
001	Tuesday 9:30 a.m. to 1:00 p.m. (minimum hours of operations)	In Custody, Bail Hearings, Disposition
Trial Court		
001	Thursday 9:30 a.m.	Trials

Didsbury CCM Courtrooms

DOCKET COURTS		
CMO Counter	Monday 9:00 a.m. to 1:00 p.m.	First appearance – Non Custody
001	Monday 9:30 a.m.	First Appearance – In Custody
REQUIRED APPEARANCE COURT		
001	Monday 9:30 a.m. to 1:00 p.m. (minimum hours of operations)	In Custody, Bail Hearings, Disposition
Trial Court		
001	Wednesdays and every 1st , 2nd 3rd Thursday 9:30 a.m.	Trials

Edmonton CCM Courtrooms

Check the RCS web page for updates to the schedule.

DOCKET COURT		
CMO counter	8:15 a.m. to 2:00 p.m.	First Appearance Non-Custody
265	9:00 a.m. to finish	In-Custody, Bail
267	9:00 a.m. to finish	Federal, Special and Regulatory Prosecutions - Docket
267 Wed & Thu	2:00 p.m.	Drug Treatment Court
268 (M,W,F)	9:00 a.m. to finish	Domestic Violence - Docket
DISPOSITION		
267 Mon & Tue	2:00 p.m.	Scheduled uncontested dispositions
446	9:30 a.m. (continuous)	Scheduled dispositions
268 Tuesday	9:30 a.m. (continuous)	Scheduled Domestic Violence dispositions, bail
REQUIRED APPEARANCE COURT		
356	9:00 a.m. to finish (until at least 2:30 p.m.)	Required Appearance Court (RAC) Scheduled bail hearings, unscheduled dispositions, matters from CMO
LOW COMPLEXITY		
267 Friday	2:00 p.m.	Low Complexity Federal trials
353 (M,T)	9:30 a.m.	Low Complexity trials
353 (W,T,F)	9:30 a.m. and 2:00 p.m.	Low Complexity trials
268 (M,W,F)	2:00 p.m.	Low Complexity Domestic Violence trials
268 Thursday	9:30 a.m. and 2:00 p.m.	Low Complexity Domestic Violence trials
ASSIGNMENT COURT – ALL SERVICES (PROVINCIAL AND FEDERAL)		
355	Assignment Court starts 9:00 a.m. and 1:30 p.m. Trials start at 9:30 a.m. and 2:00 p.m.	Feeds 266, 354, 359, 360, 445, 447, 448 (with 269, 357 358 and 449 by special arrangement)

Medicine Hat CCM Courtrooms

Check the RCS web page for updates to the schedule.

DOCKET COURT		
CMO counter	Tuesday, Wednesday, Thursday 8:30 a.m. to 1:00 p.m.	First Appearance Non-Custody
DISPOSITION		
9	Tuesday, Wednesday, Thursday 2:00 p.m.	Scheduled Dispositions (over 15 min), Bail Hearings
REQUIRED APPEARANCE COURT		
9	Tuesday, Wednesday, Thursday 9:30 a.m. to 11:30 a.m. (minimum hours of operation)	In Custody, Bail, Docket
TRIAL COURT		
7	Monday, Tuesday and 2nd, 3rd, 4th, 5th Wednesdays 9:30 a.m. and 2:00 p.m.	Trials
7	Friday 9:30 a.m. and 2:00 p.m.	Trials
OTHER COURTS – PENDING AVAILABLE RESOURCES (FOR USE ONLY IF STAFFING PERMITS)		
8 (primary) 2 (secondary)	As assigned – special sittings	

Okotoks CCM Courtrooms

Check the RCS web page for updates to the schedule.

DOCKET COURT		
CMO counter	Tuesday and Friday 9:00 a.m. to 1:00 p.m.	First appearance Non-Custody
001	Tuesday and Friday 9:30 a.m.	First Appearance – In Custody
REQUIRED APPEARANCE COURT		
001	Tuesday and Friday 9:30 a.m. – 1:00 a.m. (minimum hours of operation)	In Custody, Bail Hearings, Disposition
TRIAL COURT		
001	Wednesday and Thursday 9:30 a.m.	Trials

Red Deer CCM Courtrooms

Check the RCS web page for updates to the schedule.

DOCKET COURT		
CMO counter	Tuesday, Wednesday, Thursday and Friday 8:30 a.m. to 1:00 p.m.	First Appearance Non-Custody, and Designated Counsel Custody
101	Thursday 9:30 a.m. to noon	Federal, Domestic Violence, Sexual Assault
102	Monday 9:30 a.m. to 10:00 a.m.	Fresh arrests, Bail (less than 15 min)
DISPOSITION		
101	Tuesday and Wednesday 1:30 p.m.	Scheduled Dispositions and Bail Hearings (over 15 min)
TRIALS		
101	Thursday 1:30 p.m.	Trials (Domestic Violence)
101	Friday - 1: 30 p.m.	Trials
102	Monday - 9:30 a.m. & 1:30 p.m. 5th Tuesday - 9:30 a.m. & 1:30 p.m.	Trials
103	1st, 3rd Thursday - 9:30 a.m. & 1:30 p.m.	Trials (s.253 & 254)
204	Monday - 9:30 a.m. & 1:30 p.m.	Trials
REQUIRED APPEARANCE COURT		
101	Tuesday, Wednesday and Friday 9:30 a.m. to 11:30 a.m.(minimum hours of operation)	In Custody, Bail Hearings, Docket
TRIAL COURT		
102	Wednesday and Friday 9:30 a.m. & 1:30 p.m.	Trials
203	Monday – 9:30 a.m. & 1:30 p.m. 1st, 3rd Wednesday – 9:30 a.m. 1st, 3rd, 5th Thursday – 9:30 a.m. 3rd, 4th Friday – 9:30 a.m.	Trials
204	Monday 9:30 a.m. & 1:30 p.m.	Trials
OTHER COURTS – PENDING AVAILABLE JUDICIAL RESOURCES (FOR USE ONLY IF JUDICIAL ASSISTANT PERMITS)		
203	As assigned – special sittings	

Wetaskiwin CCM Courtrooms

Check the RCS web page for updates to the schedule.

DOCKET COURT		
CMO counter	Tuesday and Thursday 8:30 a.m. to 1:00 p.m.	First Appearance Non-Custody
DISPOSITION		
102	Tuesday 1:30 p.m.	Scheduled Dispositions and Bail Hearings (over 15 min) and Trials.
REQUIRED APPEARANCE COURT		
102	Tuesday and Thursday 9:30 a.m. to 11:30 a.m. (minimum hours of operation)	In Custody, Bail, Docket
TRIAL COURT		
102	Monday and the 2nd, 4th, and 5th Fridays 10:00 a.m.	Trials
102	Tuesday and Thursday 1:30 p.m.	Trials
103	Monday 10:00 a.m.	Trials
OTHER COURTS – PENDING AVAILABLE RESOURCES (FOR USE ONLY IF STAFFING PERMITS)		
101, 201, 202	As assigned – special sittings	