BOOKING PROCEDURES IN CALGARY AND EDMONTON FOR THE COMMERCIAL/DUTY LIST

(1) All maters must be **pre-booked** with the respective Commercial Coordinator, Keri Stevenson/Paula Lorenz (Calgary) at (403) 476-4804 or Sharon Hinz (Edmonton) at (780) 644-7389 who update the commercial schedule twice daily, first thing in the morning and during the lunch hour.

(2) To book a time:

(a) Verify with the Commercial Coordinator that the desired time is available; and

(b) Confirm the booking by letter forwarded by fax to either (403) 297-2752 in the case of Calgary or (780) 427-5622 in the case of Edmonton.

(c) The booking letter must provide the **date of the booking, the time and duration of the booking, the name of the assigned justice, a description of the application along with copies of relevant material, a list of material to be relied upon and briefs if necessary,** filed or to be filed, **the names of opposite or interested counsel and the action number if any.** In order to hold the booking, the Commercial Coordinator must receive the **confirming letter within forty-eight (48) hours of the verification of availability.** While there may be some applications where it is impossible to provide relevant material in advance, the reasons why this is not possible shall be disclosed in the confirming letter and the material must be provided as soon as possible to the assigned Justice.

(3) If Counsel no longer required their confirmed booked time, they must cancel the booked time with the appropriate Commercial Coordinator. **DO NOT CANCEL THE BOOKED TIME WITH THE ASSISTANT TO THE ASSIGNED JUSTICE.**

(4) Counsel **CANNOT** transfer confirmed booked times unless they confirm this with the Commercial Coordinator and new counsel provides a confirming letter with the detail outlined in paragraph 2 within forty-eight (48) hours of notice of the assignment to the Commercial Coordinator.

(5) **Relevant Material:**

(a) Counsel for the applicant shall deliver all material intended to be relied upon at the booked time to the assistant for the assigned justice as early as possible, but **no later than 3:00 p.m. on the Friday preceding the Commercial/Duty week during which the booked time appears, or shall request an extension of time.**

(b) If an extension of the deadline for materials is necessary, counsel for the applicant may be request such an extension from the Commercial Coordinator at any time prior to 3:00 p.m. on the preceding Friday. **Failure by the applicant counsel to either deliver the materials by either the 3:00 p.m. preceding Friday deadline or to request an extension in accordance with the guidelines set out herein will result in an automatic cancellation of the booked time.**

(c) Counsel responding to the application should file their material as soon as reasonably possible following receipt of material from the applicant.

COMMERCIAL PRACTICE COMMITTEE BOOKINGS - SEPTEMBER TO DECEMBER, 2014 (EDMONTON)

EDMONTON Bookings (on confirmation of parties' mutual availability): Sharon Hinz (780) 644-7389 FAX (780) 427-5622

**** This Commercial Schedule is updated twice daily, first thing in the morning and during the lunch hour, please check with Commercial Coordinator to verify availability****

LEGEND:

•	Time Slot booked
X	Time Slot not available
AC	Appearance Court
	Materials to be submitted - Hard Copy Only
	Materials to be submitted - Electronically
	Materials to be submitted - Both Hard & Electronically

ALL COMMERCIAL MATTERS WILL BE HELD IN COURTROOM 516W

ALL MATTERS BOOKED INTO THESE TIME SLOTS MUST BE PRE-BOOKED AND/OR ADJOURNED WITH THE EDMONTON COMMERCIAL COORDINATOR
SHARON HINZ (780) 644-7389 - FAX (780) 427 5622
****CUT-OFF FOR BOOKINGS ARE WEDNESDAY NOON THE WEEK PRIOR****

Name/Date	Oct - 2014				
Gill, J.	6	7	8	9	10
10:00	X	X	•	•	•
10:30	X	X	•	•	•
11:00	X	X	•	•	•
11:30	X	•	•	•	•
02:00	X	AC	•	•	•
02:30	X	•	•	•	•
03:00	X	•	•	•	X
03:30	X	X	•	•	X
04:00	X	X	•	•	X

Name/Date	Oct - 2014				
Lee, J.	13	14	15	16	17
10:00	X	X	•	X	•
10:30	X	X	•	X	•
11:00	X	X	•	X	•
11:30	X	X	•	X	•
02:00	X	AC		X	•
02:30	X	X		X	•
03:00	X	X		X	•
03:30	X			X	•
04:00	X			X	•

Name/Date	Oct - 2014				
Belzil, J.	20	21	22	23	24
10:00	X	•		•	X
10:30	X	•		•	X
11:00	X	•			X
11:30	X	•			X
02:00	X	AC	•	•	X
02:30	X	•	•	•	X
03:00	X	•	•	•	X
03:30	X	•	•	•	X
04:00	X	•	•	•	X

Name/Date	Oct - 2014				
Thomas, J.	27	28	29	30	31
10:00	X		•	X	X
10:30	X		•	X	X
11:00	X		•	X	X
11:30	X		•	X	X
02:00	•	AC		X	X
02:30	X	X		X	X
03:00	X	X		X	X
03:30	X	X	X	X	X
04:00	X	X	X	X	X

Name/Date	Nov - 2014				
Topolniski, J.	3	4	5	6	7
10:00	X	•			
10:30	X	•			
11:00	X				
11:30	X				
02:00	•	AC			
02:30	•				
03:00	•				
03:30	•				
04:00	•				

Name/Date	Nov - 2014				
Ross, J.	10	11	12	13	14
10:00	X	X	X		
10:30	X	X	X		
11:00	X	X	X		
11:30	X	X	X		
02:00	X	X			•
02:30	X	X			•
03:00	X	X			
03:30	X	X			
04:00	X	X			

Name/Date	Nov - 2014				
Burrows, J.	17	18	19	20	21
10:00	X	X			
10:30	X	X			
11:00	X	X			
11:30	X	X			
02:00	X	AC	•		
02:30	X	X	•		
03:00	X	X			
03:30	X	X			
04:00	X	X			

Name/Date	Nov - 2014				
Nielsen, J.	24	25	26	27	28
10:00	X	X	•	X	•
10:30	X	X	•	X	•
11:00	X	X	•	X	•
11:30	X	X	•	X	•
02:00		AC	•		•
02:30			•		•
03:00			•		•
03:30			•		•
04:00			•		•

Name/Date	Dec - 2014				
Ross, J.	1	2	3	4	5
10:00	X			•	
10:30	X			•	
11:00	X			•	
11:30	X			•	
02:00		AC	X		
02:30		•	X		
03:00		•	X		
03:30		•	X		
04:00		•	X		

Name/Date	Dec - 2014				
Veit, J.	8	9	10	11	12
10:00	X	•	X	•	•
10:30	X	•	X	•	•
11:00	X		X	•	•
11:30	X		X	•	•
02:00	X	AC	X	•	•
02:30	X		X	•	•
03:00	X		X	•	•
03:30	X		X	•	•
04:00	X		X	•	•

Name/Date	Dec - 2014				
Thomas, J.	15	16	17	18	19
10:00	X				
10:30	X				
11:00	X				
11:30	X				
02:00		AC			X
02:30					X
03:00					X
03:30					X
04:00					X

Updated: 10 22 2014