

Notice to the Profession and Public
Court of Appeal Operations
Registry Counter Closures Until Further Notice

February 28, 2023

Due to short-term operational issues (staff shortages), it has become necessary to close temporarily the Registry counters in Edmonton and Calgary effective March 2, 2023.

Paper Filing Via Drop Box

Electronic filing is and remains mandatory.

Litigants who have an e-filing exemption are encouraged to file their documents by email or fax. Where that is not possible, documents can be deposited in the Court of Appeal drop-off box located as follows:

Edmonton: past security at the east entrance on 97th Street

Calgary: 26th floor of the TC Energy Tower – 2600, 450 – 1st Street SW

Registry staff will collect the documents throughout the day and file them when time permits. Documents will be backdated to the date of receipt providing they comply with the Rules. A contact name, email address and telephone number must be noted on the documents. The Registry will notify filing parties by phone or email when the documents are ready for them to pick up or if deficiencies need to be corrected.

Search Requests

Search requests should also be left in the Court of Appeal drop-off box. The Registry will contact the requesting party by phone or email to make payment arrangements.

Contact for General Information Requests

For requests relating to commissioning of affidavits, fee waivers, etc., please contact the relevant Registry.

Calgary Registry – Calgary.Registry@albertacourts.ca or 403-297-2206

Edmonton Registry – Edmonton.Registry@albertacourts.ca or 780-422-2416

Reminder

To ensure a seamless filing experience, all parties are encouraged to:

- Review the Information Sheets available on the Court's website at <https://www.albertacourts.ca/ca/registry/filing/information-sheets> before filing their documents. The Information Sheets provide a summary of and commentary on the most commonly filed documents and processes at the Court of Appeal.
- Ensure their documents comply with the applicable Mandatory Requirements and Check/Return Forms available on the Court's e-filing website at <https://cams.albertacourts.ca/public-portal/?q=node/405> before filing their documents.
- File their documents at least three business days in advance of any deadline.



Ritu Khullar
Chief Justice of Alberta