Court Case Management

Remote Courtroom Scheduling

RCS User Guide

October 15, 2012

Revision Summary

Version Number	Issue Date	Reason for Revision
2.0	June 2010	Updates to RCS
3.0	April 2012	Now includes updates from Release 2.2; 2.2.3; and 2.3. Added information from RCS Quick Tips, FAQs and Research Tables.
4.0	Oct 2012	Updates from reviews completed by Court Services Subcommittee.

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1. Introduction

1.1. Purpose of RCS

RCS was developed as part of the Court Case Management Initiative. It was implemented in June 2010. RCS is a web-based scheduling application that allows Defence Counsel and Crown Prosecutors to remotely book specified Provincial Court Adult Criminal matters.

1.2. Benefits of RCS

RCS was developed to meet the needs of Crown Prosecutors and Defence Counsel and has resulted in the following benefits:

- Less time spent by Defence Counsel in scheduling cases and searching for case information.
- Reduced the number of court appearances per case; saving numerous hours in court for Crown Prosecutors, Defence Counsel, Judicial and Court Services staff.

1.3. Who can book in RCS?

- Crown Prosecutors and their support staff
- Defence Counsel and their support staff

1.4. Who *cannot* book in RCS

- Self-Represented Litigants

1.5. Requesting Access to RCS

Step 1 – Obtain the Access Request forms from any Provincial Court location in Alberta or from the RCS Website.

Step 2 – Complete the appropriate request form:

- Application for Access to RCS
- Student Legal Services Application form

Step 3 – Bring the completed, unsigned form to a Provincial Court office with your validated Alberta Law Society identification.

Step 5 – Your signature will be verified.

Step 6 – You will receive an email with instructions, typically within 7 business days.

Requesting Access for Legal Aid Law Student: Advising lawyer brings the completed forms for the students to the Provincial Court.

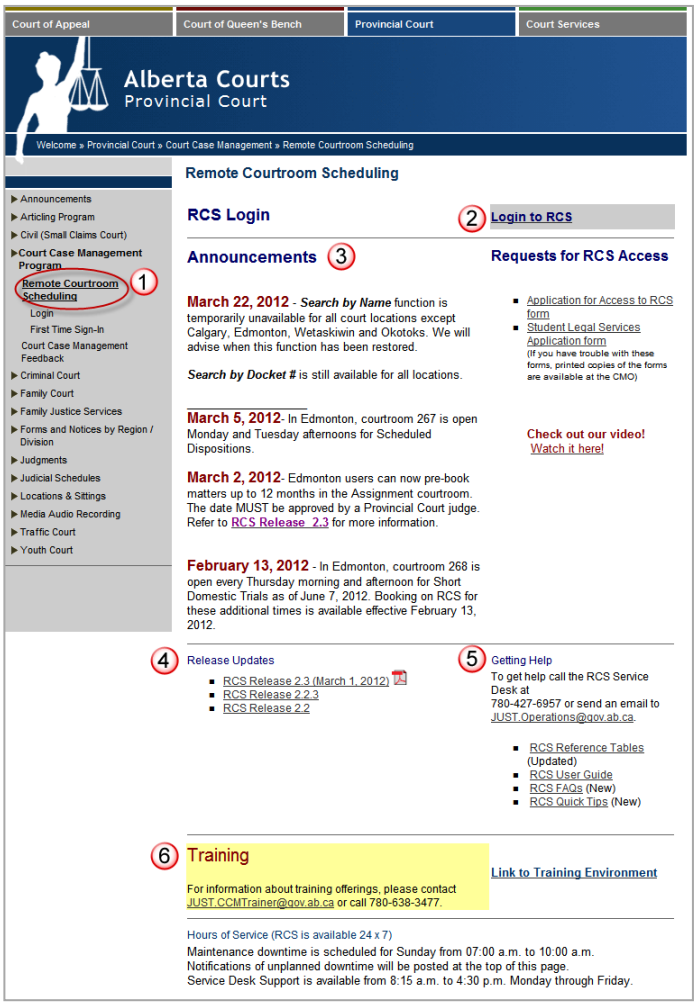
2. RCS Web Page

The RCS webpage is located on the Alberta Courts website. Prior to signing into RCS, it is recommended that you visit the RCS Webpage to ensure you are aware of the most current information regarding any outages or upcoming announcements.

http://www.albertacourts.ab.ca/ProvincialCourt/CourtCaseManagement/RemoteCourtroomScheduling/tabid/351/Default.aspx

1. Link to Remote Courtroom Schedule Webpage
2. Link to RCS Login page.
3. Announcements – keep current with changes or outages.

   Requests for RCS Access – links to the application forms required to obtain permission to access RCS.
4. Release Updates – summarizes changes made to each RCS release
5. Getting Help – Help Centre phone number and reference material.
6. Training / UAT – The link to the Training / UAT environment to practice RCS



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: Do not bookmark the Sign In page. Bookmark the RCS Website as it gives you notifications of outages (down time) 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

- It will be locked if you have not logged in within the last 60 days
- If you failed to log in successfully after 3 attempts

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.

TIP

Matters not available for booking in RCS can be scheduled at the appropriate 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.

4.1. 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 if applicable.
- Ensure that each matter is booked only once.
- Designation of counsel **must** be filed before booking on RCS when required.
- When the accused is in custody, ensure you have checked the <Accused in Custody> box in the Requirements section.
- For matters that have been pre-booked, bring a printed copy of the confirmation email to the next appearance for confirmation of the pre-booked date.
- If your booking requires a pre-trial conference (PTC), select a PTC date, in addition to the Trial or Preliminary Hearing date.

4.2. Minimum Time Allowed to Remotely Book a Case

You must book a minimum of two (2) clear business days prior to next court appearance. With this booking completed, the matter is brought forward from the previous date to the new remotely scheduled date.

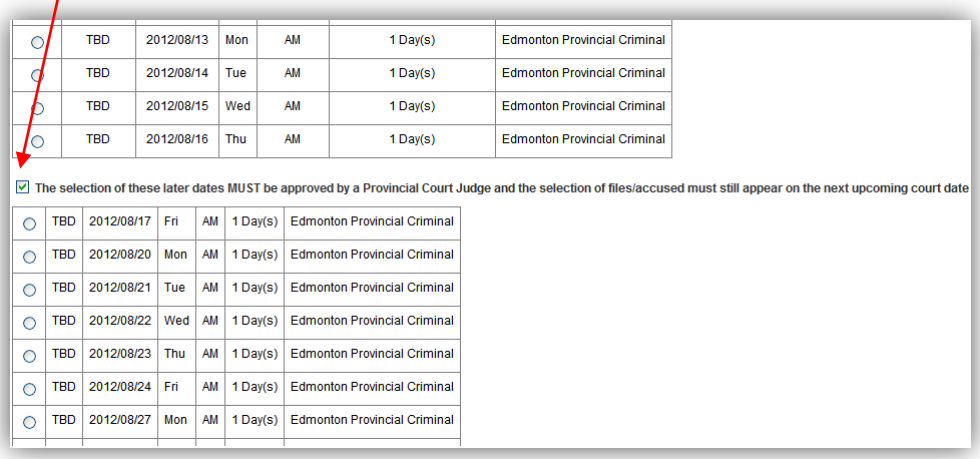
4.3. What is a Pre-Booking?

A pre-booking is a matter that is booked with two clear business days up to 8 am on the date of the scheduled court appearance. Counsel must appear in a courtroom to confirm the date.

4.4. Pre-booking (Edmonton only)

The Available Dates screen provides additional dates requiring the following statement be acknowledged by the Defence Counsel:

☐ 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, you must 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 to the next court appearance date.

4.5. Booking for other Court locations

Matters must be scheduled for trial or hearing in the city where the charges originate.

4.6. 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.

4.7. 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.

Note: The booking is subject to cancellation should the court office not have the Designation of Counsel on file.

4.8. Combinations of Matters

The table below lists all of the possible combinations that are permitted in RCS:

Note: Hybrid offences/absolute jurisdiction must have crown election or cannot 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

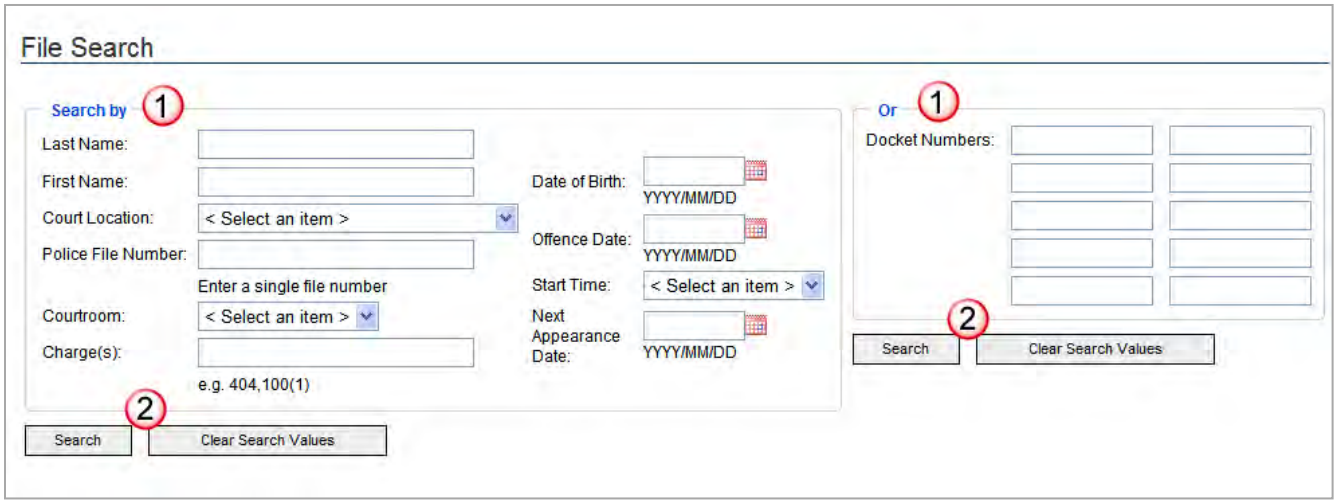
Appearance Type	Booking Type	Accused Plea	Election
Bail Hearing	• Bail Hearing	• Not Applicable	• Queen's Bench Judge only • Queen's Bench Judge and Jury • or Reserved
Preliminary Hearing	• Assignment Court • Bail Hearing • Low Complexity • Low Complexity Federal • Short Domestic Violence Matter	• Not 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

5. Searches

You can search without the intention of booking.

5.1. Search Criteria

Note that all Provincial Court Adult matters are searchable across the province.



1. Enter your search criteria using <Search by> filters or using <Docket Numbers>. 2. Click on the <Search> button.	First 100 files display. Use more search criteria to refine your search when there are more than 100 results. Docket File Searching will only display the specific docket numbers you entered.

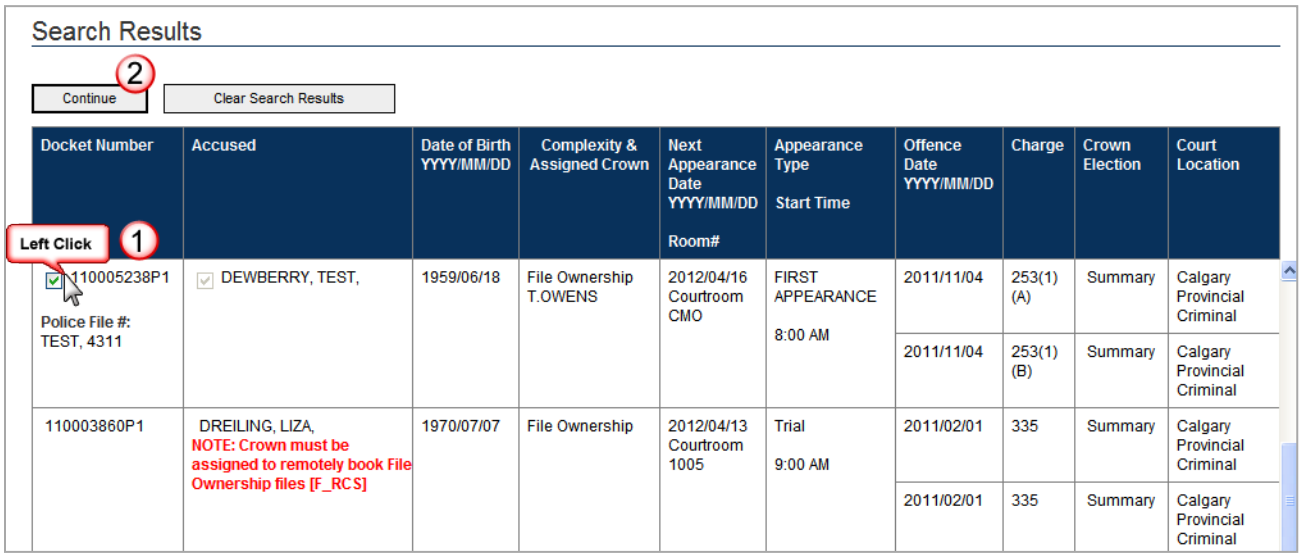
Display a Courtroom Docket: If you want to see a Courtroom Docket for a specific date, select the <Courtroom> and <Next Appearance Date>.

***Note*:** There may be a 24 hour delay between the time that files are entered into JOIN and found in RCS using the <Search by> search criteria.

5.2. Search Results

- All ***active files*** will display in the results list based on the search criteria chosen.
- ***Warrants, unconfirmed files and concluded files*** cannot be searched.
- ***Warrant to Hold*** files can be searched but cannot be booked.

Search Results display below the File Search



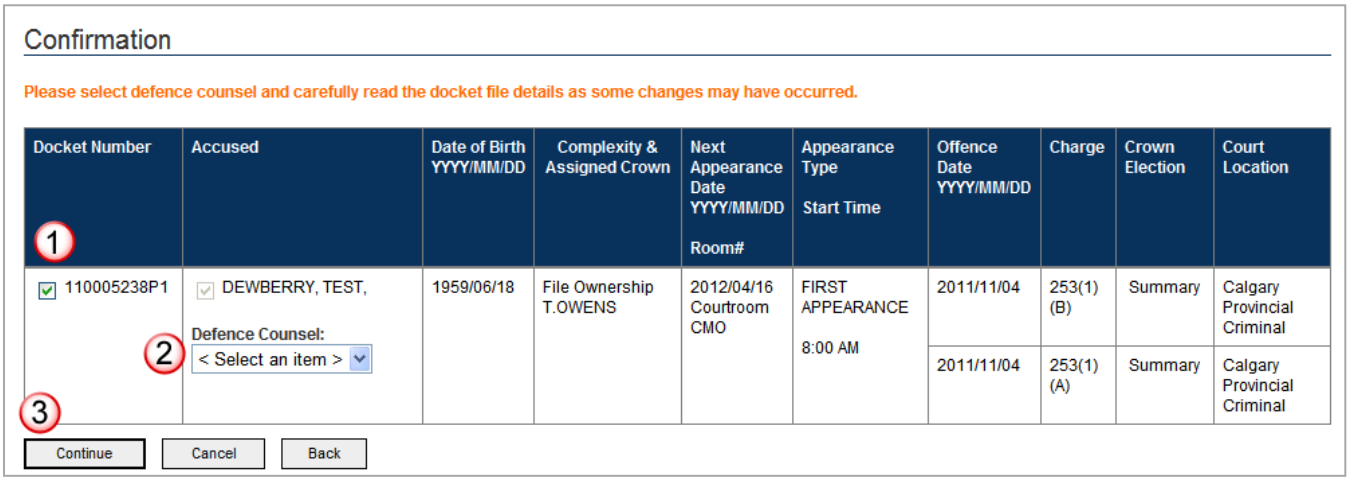
1. Select the files you wish to book.	Use your mouse to click in the check box.
2. Click Continue or Clear Search to begin your search again.	

Note: When an accused has more than one docket file, you may select the files that apply in order to schedule one courtroom date when appropriate.

All related charges to a specific police file number or related charges should be included as one matter.

6. Confirmation screen

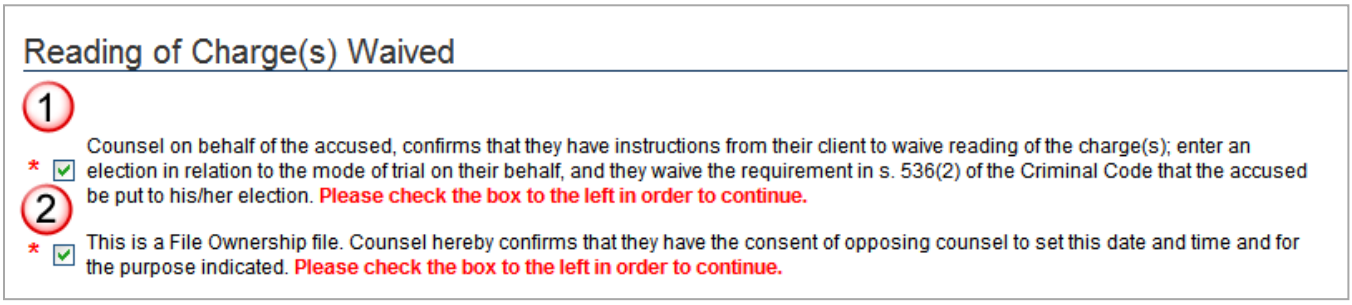
Note: You may book a file with Multiple Accused and Defence Lawyers, however, the primary requirement is that all counsel (Crown and defence) have agreed upon a date prior to remote booking.



1. Review the file details.	There may be some changes to the file details – be sure to review before you continue.
2. Select <Defence Counsel>.	
3. Click <Continue> to go to the next screen.	

7. Reading of Charge(s) Waived

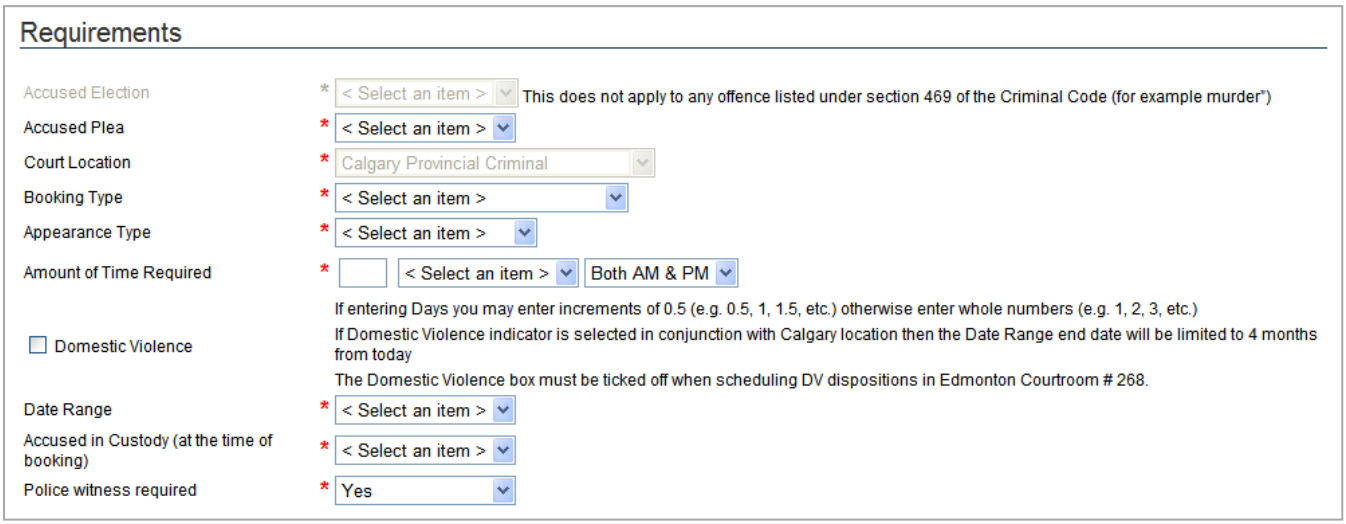
A red asterisk (*) is a mandatory item that must be completed.



Each of the statements under Reading of Charge(s) Waived must be read and acknowledged by checking in the check box.

1. Client has waived reading of the charges.	Must be checked to continue with booking.
2. Counsel has confirmed that they have consent of opposing counsel to set the date and time.	Must be checked to continue with booking
Requirements and Special Requirements sections automatically display when these statements have been checked.	

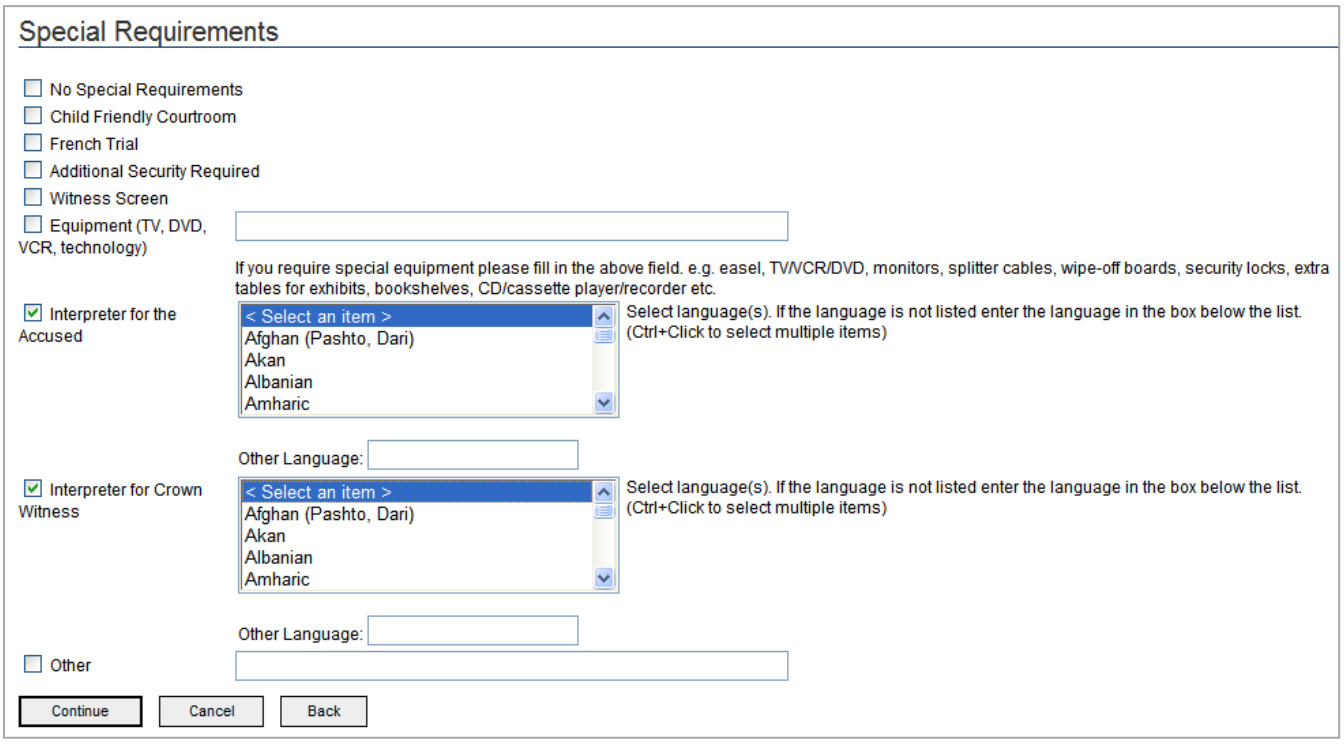
8. Requirements



Field	Description
Accused Election	Select from dropdown if not a straight summary offence. • PC Judge • QB Judge Alone • QB Judge and Jury • Reserved It will be greyed out when selection is not required.
Accused Plea	Select if election is **not <Reserved>.** • Guilty • Not Guilty • Reserved
Court Location	Will be greyed out as the field defaults to the court location selected on the Search Screen.

Field	Description
Booking Type	The menu will filter to the approved options. • Fle Ownership/Assignment Courtroom • Low Complexity • Low Complexity Federal • Short Domestic Violence Matters • Scheduled Disposition • Bail Hearing
Appearance Type	It will filter to approved options based on booking type. • Preliminary Hearing • Bail Hearing • Summary Disposition • Trial
Amount of Time Required	Defaults to <1> and cannot be changed. Unit of measure is <Case>.
Domestic Violence indicator	This indicator will trigger the booking in the correct courtroom within the approved time limit.
Date Range	Choose either Earliest Available or Date Range.
Accused in Custody (at the time of booking)	Yes or No If the dates returned are not sufficient, contact the CMO.
Police Witness Required	Defaults to <Yes>. This ensures that police availablity is considered when offering the available dates. Unless Crown is making a booking or defence and Crown have agreed that police witnesses are not required, all Trials and Preliminaries that are booked must include Police availability.

9. Special Requirements



1. Check <No Special Requirements> OR Choose from the items in the Special Requirements list.	When you select Special Requirements, you are advising the court office of this need. ***Note***: This is **not** a formal request. You must follow the necessary procedures to ensure that your requirement will be fulfilled on the court date.
2. Click <Continue>	Goes to the Available Dates screen.

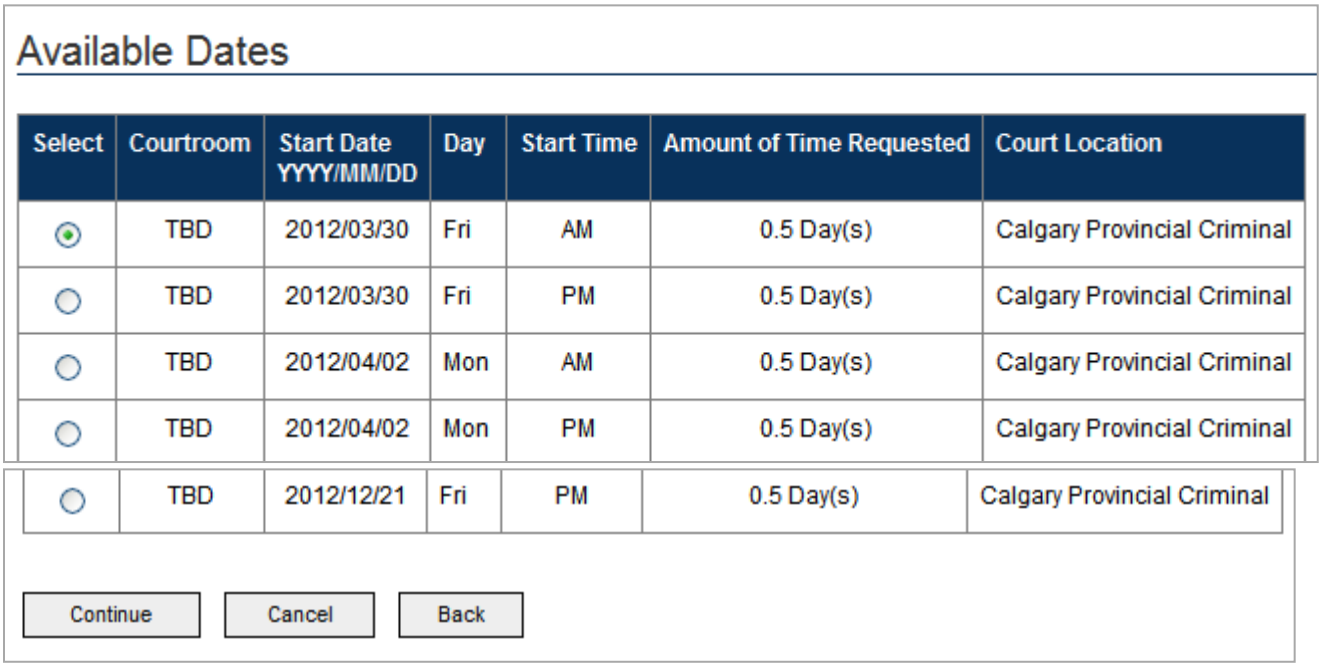
Note: Languages – you may pick a maximum of 5 languages per booking for the accused and Crown witnesses.

10. Available Dates

Available dates are determined by:

- The date range defined by the Courts
- The (optional) date range specified on the Requirements screen
- Availability of the courtroom
- Availability of police (if police witness is required).

Note: Dates outside of accepted timeframes are not displayed.



Available Dates

Select	Courtroom	Start Date YYYY/MM/DD	Day	Start Time	Amount of Time Requested	Court Location
◉	TBD	2012/03/30	Fri	AM	0.5 Day(s)	Calgary Provincial Criminal
○	TBD	2012/03/30	Fri	PM	0.5 Day(s)	Calgary Provincial Criminal
○	TBD	2012/04/02	Mon	AM	0.5 Day(s)	Calgary Provincial Criminal
○	TBD	2012/04/02	Mon	PM	0.5 Day(s)	Calgary Provincial Criminal
○	TBD	2012/12/21	Fri	PM	0.5 Day(s)	Calgary Provincial Criminal

Continue Cancel Back

1. Select the Date	Only one date and time may be chosen.
2. Click <Continue>	Located at the bottom of the screen.

Note: You may select a Pre-trial Conference (PTC) date or opt out of the PTC option.

11. Booking Summary

1. Review the Booking Summary information. It is a summary of the selections you made on the Booking screen.
2. Add Confirmation E-Mail information at the bottom of the screen.
3. Indicate Designation of Counsel.
4. Click <Confirm Booking> at the bottom of the screen. An email will be sent to the email addresses indicated.

11.1. Next Upcoming Court Appearance (Pre-Booking only)

This section only appears when a matter is “Pre-booked” in an Edmonton courtroom.

Booking Summary

Please be advised that the following matter(s) have been scheduled for hearing as follows:

Next Upcoming Court Appearance(s)

Date (YYYY/MM/DD)	2011/12/19
File Number(s)	110006400P1
Start Time	9:00 AM
Court Location	Edmonton Provincial Criminal
Courtroom	CMO
Appearance Type	FIRST APPEARANCE

11.2. Bookings

Booking(s)

Date (YYYY/MM/DD)	2012/03/30
Start Time	AM
Amount of Time Requested	0.5 Day(s)
Court Location	Calgary Provincial Criminal
Courtroom	TBD
Booking & Appearance Type	Assignment Courtroom, Bail Hearing

This is a File Ownership file. Counsel hereby confirms that they have the consent of opposing counsel to set this date and time and for the purpose indicated.

11.3. Pre-Booking Note (Edmonton Assignment courtroom)

NOTE	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
Courtroom	TBD
Booking & Appearance Type	Assignment Courtroom, Trial

11.4. Docket Files

Docket Files

Docket Number	Accused	Defence Counsel	Charge	Crown Election
110005238P1	DEWBERRY, TEST,	t, jackie.starcevic	253(1)(B)	Summary
			253(1)(A)	Summary

11.5. Requirements

Requirements

Accused Election	
INTENDED Accused Plea	Reserved INDICATED
Court Location	Calgary Provincial Criminal
Booking Type	Assignment Courtroom
Appearance Type	Bail Hearing
Amount of Time Requested	0.5 Day(s)
Domestic Violence	No
Date Range	Earliest Available
Accused in Custody (at the time of booking)	No
Police witness required	Yes

11.6. Special Requirements

Special Requirements

Special Requirements	No

11.7. Confirmation E-mail

Confirmation E-mail

To	Current User		Newman, Deb <deb.j.newman@gov.ab.ca>
CC	Defence Counsel		t, jackie.starcevic <jackie.starcevic@gov.ab.ca>
	Crown Prosecutor	*	*CALGARY, LOW COMPLEXITY If booking LC matter, choose "LC Crown Prosecutor" address
	Additional Crown Prosecutor		Owens, Tim
	Additional Email Addresses		separate e-mail addresses with semi-colon

Once you confirm the booking, an email confirmation will be sent to all of the email addresses you have specified in the Confirmation E-mail section. Partial sample displayed below:

Cc: JUST CCM Trainer; JUST CCM Trainer
Subject: [TEST Environment] Remote Court Scheduling Booking Confirmation #110005469P1001 Calgary Provincial Criminal

Please be advised that the following matter(s) has/have been scheduled for hearing as follows:

Booking Confirmation

Booking Confirmation Number	110005469P1001
Date (YYYY/MM/DD)	2012/04/30

11.8. Designation of Counsel

It is extremely important that the Designation of Counsel has been filed prior to booking. If not, the booking may be cancelled should the Court not have the Designation on file.

Designation of Counsel

☐ by using this system, defence counsel confirms that they have filed a Designation of Counsel if any offence on the Information is proceeding by indictment or if all offences are proceeding summarily, they are counsel for the accused (if applicable).

Confirm Booking | Cancel | Back

12. Booking Confirmation

The Booking Confirmation screen looks similar to the Booking Summary. It is a printable screen confirming the booking details.

Remember to print a copy of the Booking Confirmation, as you are required to have it for the next court appearance.

From here you may:

- Return to Docket Search to continue booking in RCS, or
- Click on Sign Out at the top right corner of the screen.

Do Not *re-book the matter if you cannot see the booking in RCS. It may take between 24 and 48 hours before it will appear in RCS.*

Appendix A. Getting Help

Service Desk

Email	Just.Operations@gov.ab.ca
Toll Free Number	1-877-427-6957
Edmonton	780-427-6957

Need RCS Training?

Email	JUST.CCMTrainer@gov.ab.ca

Resetting your Password

External Users	Go to https://extern.win.gov.ab.ca./help/, click on RESET EXTER ADS Password and follow the instructions.
Internal Users	Contact the GOA Service Desk for password reset.

Made a Booking Mistake

To correct a booking	The file may need to be brought forward and another date scheduled Contact the Crown Office or the CMO of that court location.

Appendix B. Crown / CMO Contacts

Crown	CMO
Calgary Regional and Rural Response Office (CaRRRO): 1-403-297-3452	Calgary Regional: 1-403-592-2740
Calgary: 1-403-297-3162	Calgary: 1-403-297-6721
Edmonton: 1-780-422-1111	Edmonton: 1-780-422-1604
Wetaskiwin: 1-780-361-1206	Wetaskiwin: 1-780-361-1204

Appendix C. Error Messages

Crown must be assigned

Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
	NOTE: Crown must be assigned to remotely book File Ownership files [F_RCS]			Courtroom CMO	9:00 AM		(P)		Provincial Criminal

No docket found

Please correct the following error(s) and try again.

- No dockets were found with your selected search criteria. The search result(s) if any are based on your previous searches.

Search by docket number – File not found

You will see an error message when you enter you enter a docket number on an unconfirmed, concluded or a warrant file.

Docket Number	Accused	Date of Birth YYYY/MM/DD	Complexity & Assigned Crown	Next Appearance Date YYYY/MM/DD Room#	Appearance Type Start Time	Offence Date YYYY/MM/DD	Charge	Crown Election	Court Location
111003225P2 ERROR- FILE NOT FOUND. PLEASE RE-ENTER [F_004030]				Courtroom					

Appendix D. Booking Options for File Ownership

Summary Offences Only

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership Files/Accused selected include only Summary Offences	Not Applicable (N/A)	Not Guilty	Assignment Court	Bail Hearing
				Trial
			Low Complexity Federal	Trial
				Summary Disposition
			Bail Hearing	Bail Hearing
		Reserved	Assignment Court	Bail Hearing
				Summary Disposition
			Low Complexity Federal	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Assignment Court	Summary Disposition
			Scheduled Disposition	Summary Disposition

At Least One Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
File Ownership Files / Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	Assignment Court	Preliminary Hearing
				Bail Hearing
			Bail Hearing	Bail Hearing
			Low Complexity	Preliminary Hearing
	QB Judge alone	N/A	Assignment Court	Preliminary Hearing
				Bail Hearing
			Low Complexity Federal	Preliminary Hearing
			Bail Hearing	Bail Hearing
	PC Judge	Not Guilty	Assignment Court	Bail Hearing
				Trial
			Low Complexity Federal	Trial
				Summary Disposition
			Bail Hearing	Bail Hearing
		Reserved	Assignment Court	Bail Hearing
				Summary Disposition
			Low Complexity Federal	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Assignment Court	Summary Disposition
			Scheduled Disposition	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing

Appendix E. Booking Options for Short Trial Domestic Violence

Summary Offences Only

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Short Trial Domestic Violence Files/Accused selected include only Summary Offences	Not Applicable (N/A)	Not Guilty	Short Domestic Violence Matters	Trial
				Summary Disposition
			Bail Hearing	Bail Hearing
		Reserved	Short Domestic Violence Matters	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition
			Short Domestic Violence Matters	Summary Disposition

At Least One Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Short Trial Domestic Violence Files / Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	Short Domestic Violence	Preliminary Hearing
			Bail Hearing	Bail Hearing
	QB Judge alone	N/A	Short Domestic Violence	Preliminary Hearing
			Bail Hearing	Bail Hearing
	PC Judge	Not Guilty	Short Domestic Violence	Trial
				Summary Disposition
			Bail Hearing	Bail Hearing
		Reserved	Short Domestic Violence	Summary Disposition
			Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition
			Short Domestic Violence	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing

Appendix F. Booking Options for Low Complexity

N/A = Not Applicable

Summary Offences Only

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity Files/Accused selected include only Summary Offences	Not Applicable	Not Guilty	Low Complexity	Trial
				Bail Hearing
			Bail Hearing	Bail Hearing
		Reserved	Schedule Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition

At Least One Indictable Offence

Complexity / Crown Election	Accused Election	Accused Plea	Booking Type	Appearance Type
Low Complexity Files / Accused selected include at least one Indictable Offence	QB Judge & Jury	N/A	Low Complexity	Preliminary Hearing
			Bail Hearing	Bail Hearing
	QB Judge alone	N/A	Low Complexity	Preliminary Hearing
			Bail Hearing	Bail Hearing
	PC Judge	Not Guilty	Low Complexity	Trial
			Bail Hearing	Bail Hearing
		Reserved	Scheduled Disposition	Summary Disposition
			Bail Hearing	Bail Hearing
		Guilty	Scheduled Disposition	Summary Disposition
	Reserved	N/A	Bail Hearing	Bail Hearing

Appendix G. Booking Date Ranges for Court Services

- Days are court business days (not calendar days)
- Weeks or months are calendar duration

Calgary

- Federal matters scheduled for disposition in Calgary must be scheduled into Courtroom 307.

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Assignment Court	Trial	6 weeks	9 months
	Preliminary Hearing	6 weeks	9 months
	Scheduled Disposition	3 days	9 months
	Bail Hearing	3 days	9 months
Low Complexity	Trial	6 weeks	9 months
	Preliminary Hearing	6 weeks	9 months
Low Complexity Federal	Trial	6 weeks	9 months
	Preliminary Hearing	6 weeks	9 months
	Scheduled Disposition	3 days	9 months
Short Domestic Violence Matters	Trial	6 weeks	4 months
	Preliminary Hearing	6 weeks	4 months
	Scheduled Disposition	3 days	9 months
Bail Hearing	Bail Hearing	3 days	9 months
Scheduled Disposition	Scheduled Disposition	3 days	9 months
Pre Trial Conference		8 weeks	10 weeks

Edmonton

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Assignment Court	Trial	6 weeks	8 months
	Preliminary Hearing	6 weeks	8 months
	Scheduled Disposition	3 days	3 months
	Bail Hearing	3 days	8 months
Low Complexity	Trial	6 weeks	4 months
	Preliminary Hearing	6 weeks	4 months
Low Complexity Federal	Trial	6 weeks	6 months
	Preliminary Hearing	6 weeks	6 months
	Scheduled Disposition	3 days	3 months
Short Domestic Violence Matters	Trial	6 weeks	6 months
	Preliminary Hearing	6 weeks	6 months
	Scheduled Disposition	3 days	3 months
Bail Hearing	Bail Hearing	3 days	6 months
Scheduled Disposition	Scheduled Disposition	3 days	3 months
Pre Trial Conference (PTC)		8 weeks	10 weeks

Okotoks

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Low Complexity	Trial	6weeks	12 months
	Preliminary Hearing	6weeks	12 months

Wetaskiwin

Booking Type	Appearance Type	Date Range	
		Minimum	Maximum
Low Complexity	Trial	5 weeks	6 months
	Preliminary Hearing	5 weeks	6 months

Appendix H. Terms of Reference

Term	Definitions
Assignment Court	Assignment Court is a "day of" method of scheduling and moving of files to ensure that only the number of courtrooms, judges and clerks that are actually required will be used. All matters ready for trial will be sent from the Assignment Court to available trial courtrooms at the discretion of the Assigning Judge. Assignment Court matters must be ½ day or longer. Assignment Courtrooms will have AM and PM sittings. (1/2 day = .50).
Case	A case in RCS refers to the amount of time used to schedule Low Complexity, Low Complexity Federal and Short Trial Domestic Violence matters.
File Ownership	File Ownership files are matters where one Crown is assigned and responsible for all activities relating to the matter until is disposed of.
Hybrid	An offence "where the prosecution has a choice as to whether it proceeds by way of alleging that the accused committed an indictable offence or an offence punishable on summary conviction". ***Cannot be booked in RCS.***
Low Complexity Files	A low complexity file is any file deemed by the Crown to require less than one-half day of court time to complete
Pre-Trial Conference (PTC)	A PTC is required when you schedule a matter for longer than 1 day. The PTC is required to be scheduled and held 8 to 10 weeks from the date that the trial is booked.
Scheduled Disposition Courtrooms	These are designated courtrooms for scheduled guilty pleas and dispositions.