



COMMERCIAL AND INSOLVENCY TOWN HALL MEETING

Calgary

June 3, 2013

4:30 p.m.

**Calgary Courts Centre South Tower
20th Floor Boardroom**

The Court is seeking the Bar's input concerning proposed revisions to booking commercial matters and weekly appearance court (please see attachments).

Time permitting, there will also be a general discussion of matters of concern to the Bench and Bar.

NOTICE TO PROFESSION

MONDAY MORNING COMMERCIAL APPEARANCE COURT

On a trial basis, a commercial duty Justice will be available in open chambers at 10:00 a.m. every Monday to deal with urgent, scheduling and consent matters (each of which must take no more than 10 minutes), opposed applications for adjournments of matters scheduled to be heard during the following week and applications for extensions of time to file materials for pending motions.

No pre-bookings for these appearances are necessary. Unless it is not reasonably possible, counsel are responsible for providing copies of all necessary filed and to-be-filed documents directly to the presiding duty judge by noon of the previous Friday.

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

- (1) All matters must be **pre-booked** with the Commercial Coordinator, Pat Gordon (Calgary) at (403) 476-4804 or Sharon Hinz (Edmonton) at (780) 644-7389 (hereinafter referred to as the Commercial Coordinator dependent upon the city in which the matter is being booked)
- (2) This commercial schedule is updated twice daily, first thing in the morning, and during the lunch hour. Please check with the Commercial Coordinator to verify availability.
- (3) If the desired time is verified as available with the Commercial Coordinator, then in order to book the time **you must** confirm by letter forwarded by fax to either (403) 297-2752 in the case of Calgary or (780) 427-5622 in the case of Edmonton providing the **Date; Time; 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; Name of opposite or interested counsel; the length of time required; 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.

- (4) If counsel no longer requires 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.**
- (5) 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 3 within forty-eight (48) hours of Notice of the Assignment to the Commercial Coordinator.
- (6) **Relevant Material:** All material intended to be relied upon by counsel at the booked time shall be delivered 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.** An extension of the deadline for materials may be requested from the Commercial Coordinator at any time prior to 3:00 p.m. on the preceding Friday. **Failure to deliver the materials by either the 3:00 p.m. preceding Friday deadline or in the extended time will result in an automatic cancellation of the booked time.**