



Procedure Guide For In-Person and Virtual Hearings and Other Matters

Revised: Dec. 20, 2022

The purpose of this Guide is to:

1. Provide information about procedural requirements and best practices for in-person hearings.
2. Provide information about procedural requirements and best practices for virtual hearings.
3. Confirm procedures for bail check-ins, electronic filing, online payment of filing fees, condensed books and the remote commissioning of affidavits.
4. Confirm the COVID-19 health and safety protocols in place including those for in-person hearings.

1. Procedural Requirements and Best Practices for In-Person Hearings

Attendance at In-Person Proceedings

Access to Alberta courthouses is no longer restricted.

Virtual attendance at an in-person hearing cannot be accommodated at this time, including by counsel, represented parties, self-represented parties, and members of the public and media.

Confidentiality or Privacy Concerns Form

In keeping with the open court principle of Canada's justice system, court hearings are open to the public and media unless a provincial or federal enactment or court order prohibits that access. Initially adapted for virtual hearings, the Confidentiality or Privacy Concerns Form will continue to be used for in-person hearings. Counsel for the parties and self-represented litigants must advise the Court of any identified or potential privacy or confidentiality concerns no later than 10 business days before the scheduled date of their hearing by completing and submitting a [Hearings Confidentiality or Privacy Concerns Form](#).

Best Practices

As the court record is now officially electronic, courtrooms are configured to accommodate the use of laptops or other electronic devices in order to access facta and other appeal documents during oral argument. Instructions on how to connect to the Court's WiFi will be located in the courtroom; however, all parties are **strongly encouraged** to download all documents in advance to their electronic device, so that a reliance on the WiFi connection will not be necessary. Devices should be fully charged and accompanied by a power cable.

Other Resources

Further information on attending in-person hearings is available on the Court's website. Links to this information are:

- [Court Etiquette](#)
- [Security at the Court](#)
- [Photography and Recording](#)

2. Procedural Requirements and Best Practices for Virtual Hearings

Attendance at Virtual Hearings

Applications before a single appeal judge that proceed virtually will be open to counsel, self-represented litigants, represented litigants, members of the public and accredited media.

Appeal Conferences for Family Law Fast Track Appeals and Judicial Dispute Resolution (JDR) will be open to counsel, self-represented litigants and represented litigants. Given the confidential nature of these proceedings, members of the public and accredited media are not permitted to attend.

The Registry will coordinate the attendance of counsel and self-represented litigants at the virtual hearing.

Other than for Appeal Conferences for Family Law Fast Track Appeals and Judicial Dispute Resolution, no later than the day before the virtual hearing, public links will be available on the publicly-posted [hearing lists](#) on the Court's website. For members of the

media and public, click the link, provide some basic information, acknowledge the undertaking, and click “join” to observe or listen to the judges, counsel and self-represented litigants participating in the hearing in real-time. Judges, counsel, and self-represented litigants will not be able to see or hear those who are just viewing, or listening to, the proceeding.

Parties represented by counsel can join by the above-noted method or attend the virtual hearing at their lawyer’s office or listen to the audio as arranged by their lawyer. In the latter case, lawyers must make their own arrangements for those participants whom they represent. The Registry is not able to coordinate the attendance of represented parties. Parties represented by counsel must not call directly into the audioconference nor access the URL numbers provided by the Court.

Resources on attending virtual hearings for counsel, self-represented litigants, members of the public and media are available on the Court’s website. Links to these resources are:

- [Guide for Connecting and Attending a Virtual Hearing for Counsel and Self Represented Litigants](#)
- [Guide for Viewing Virtual Hearings for Public and Media](#)

Photography and Recording

The [Court’s Policy on the Use of Electronic Devices in Courtrooms](#) continues to apply to in-person and in electronic hearings.

Virtual Hearing Attendance Undertaking Form

Prior to attending a virtual hearing, counsel and self-represented litigants are required to sign and submit an attendance undertaking. The undertaking form can be found [here](#).

Acknowledgement of Non-lawyer to Abide by Court Direction Form

To avoid compromising the integrity of court proceedings, the Court requires that all non-lawyer participants in virtual hearings of the Court sign and submit an acknowledgment prohibiting recording and rebroadcasting of Court proceedings.

The acknowledgment must be executed by all non-lawyer participants in advance of the virtual hearing. This includes self-represented litigants. The [Acknowledgement of Non-lawyer to Abide by Court Direction Form](#) can be found here. This acknowledgment is in addition to, not in replacement of, the Court’s [Policy on the Use of Electronic Devices in Courtrooms](#).

Confidentiality or Privacy Concerns Form

In keeping with the open court principle of Canada’s justice system, court hearings are generally open to the public and media unless a provincial or federal enactment or court order prohibits that access. Counsel for the parties and self-represented litigants must

advise the Court of any identified or potential privacy or confidentiality concerns no later than 10 business days before the scheduled date of their hearing by completing and submitting a Confidentiality or Privacy Concerns Form.

3. Other Matters

Bail Check-Ins – Continuing Modified Procedure

Any person who is required to personally check in to a Registry counter under the terms of an Order for Judicial Interim Release may now do so by telephone or email. Any such person will be required to provide their name, appeal number, date of birth, address, telephone number and email address (where available).

This modification will continue until further notice.

Electronic filing

As of March 1, 2021, e-filing of documents at the Court is mandatory. All documents, including correspondence, must be formatted in accordance with the [Practice Direction on Electronic Filing](#) and filed via the [Court of Appeal Management System \(CAMS\)](#) website. Unless an exemption from e-filing is granted, paper documents at the counter and documents via email will not be accepted.

Further information is available in the [February 8, 2021 Notice – Mandatory Electronic Filing](#).

Electronic Payment of Fees

Payment of applicable filing fees can be made electronically [here](#).

Condensed Books

In the [December 18, 2020 Notice to the Profession and Public](#), the Court announced that commencing February 1, 2021, parties would have the option of filing a Condensed Book as an aid to assist in oral argument in both civil and criminal appeals.

That option remains but as electronic filing is now mandatory, all Condensed Books must be uploaded electronically via [CAMS](#).

Remote Commissioning of Affidavits

The April 1, 2020 [Notice](#) on the Remote Commissioning of Affidavits continues to apply.

A. Addressing Instances of Symptomatic Participants

Counsel or self-represented parties experiencing any symptoms of COVID-19 who are involved in an upcoming in-person hearing must contact the applicable [Registry](#) as soon

as possible. The information listed in this Guide may be subject to change. Further updates will be provided via notices on the Court's [website](#) as needed.

For questions or concerns about the return to in-person proceedings, please contact the Registry by email:

- Calgary matters: Calgary.Registry@albertacourts.ca
- Edmonton matters: Edmonton.Registry@albertacourts.ca

Or by telephone:

- Calgary matters: 403-297-2206 (Fax: 403-297-5294)
- Edmonton matters: 780-422-2416 (Fax: 780-422-4127)