



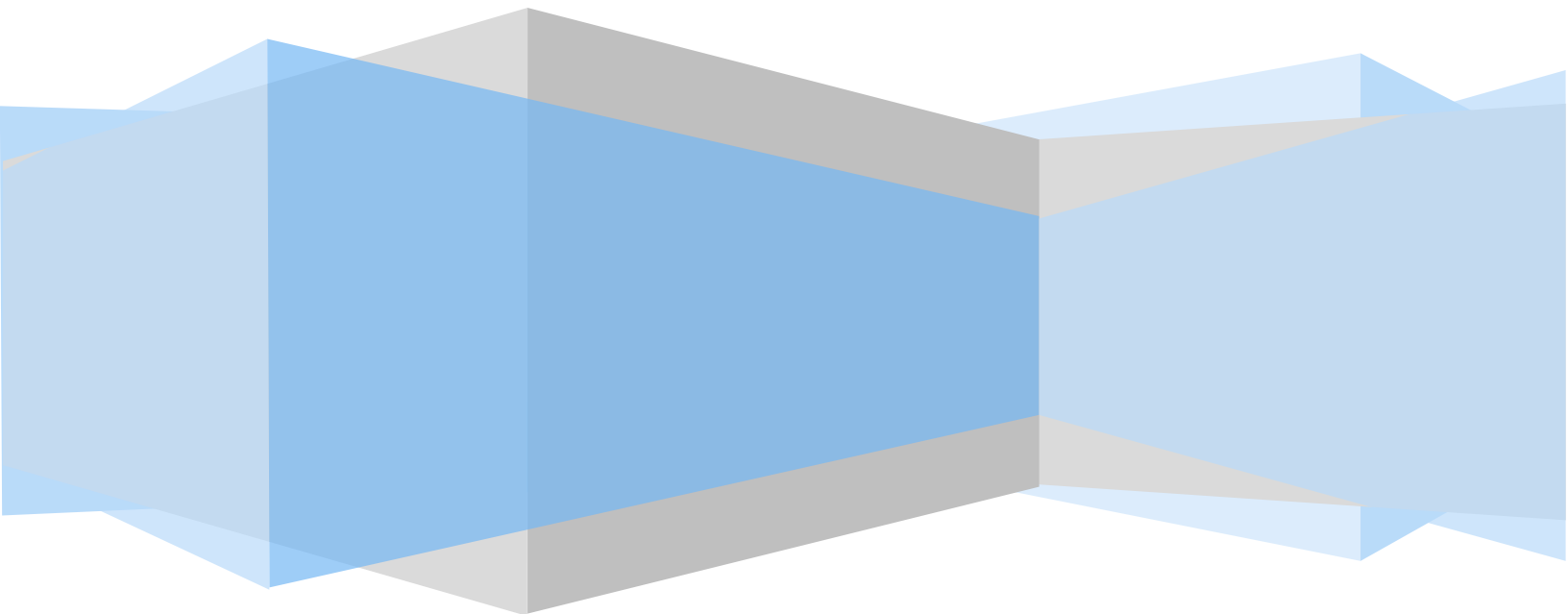
Court Case Management Program

CCM 2015 - 2018

Handbook

November, 2015

Version - Final



Revision Summary

Version Number	Issue Date	Reason for Revision
.01	May 12, 2012	Draft
.02	May 21, 2014	Edits
Final	May 28, 2014	Edits – Approved by PIC
1.1	November, 2015	Edits to include 2015-18



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1. Objective

The aim of Court Case Management (CCM) program is to develop new and innovative ways to effectively manage cases in adult Provincial Criminal Court.

1.1 Overarching Principle

The Provincial Court and Alberta Justice and Solicitor General recognize and accept the following overarching principle which must apply to, and be respected in, any proposed initiatives:

To recognize and protect judicial independence and the management of its judicial resources, the Provincial Court has jurisdiction over, and responsibility for, the scheduling and disposition of matters within the Provincial Court. Within this jurisdiction and responsibility, the Provincial Court seeks to:

- Ensure the solicitor-client relationship between a person accused of a crime and their counsel is assiduously fostered and supported.
- Recognize the public is entitled to proper and competent representation from the Crown by encouraging early and consistent contact between Crown and defence counsel or the accused, victims, witnesses, and police through a variety of measures including support for vertical file management within the Crown offices.
- Ensure a level playing field by treating the Crown and the accused equally with respect to any changes concerning how matters are scheduled and disposed in the Provincial Court.
- Achieve consistent approaches to case management processes in the Provincial Court

1.2 Vision of the Provincial Court of Alberta

To improve access by the public to the justice system and to reinforce the constitutional duty of the Court to provide justice in a fair and effective manner



2. Background

There has been an increase in lengthy, complex trials and a high rate of trial collapse on the day set for hearing which wastes court resources. To control for trial collapse, courts have begun booking as many as 5 to 7 trials a day. This places undue pressure on prosecutors and defence to resolve cases quickly and accept pleas that may be inappropriate for the circumstances of the offence.

Inefficient use of court time and congested courts leads to an increase in Askov (delay) applications, undermining public confidence in the justice system and respect for the rule of law and the rights of the accused.

CCM introduced revolutionary new processes and systems in Calgary and Edmonton in 2010 and have been expanded to nine more court locations through May 2014.

Court Case Management Phase 1 (July, 2009 - September, 2010) involved adopting a “day of” method of scheduling in Provincial Court and the creation of a vertical file management procedure in the Calgary and Edmonton General Prosecutions’ Offices. Although CCM Phase 1 increased efficiencies in the criminal justice system, much inefficiency continues to impact hundreds of Resolution and Court Administration Services (RCAS), General Prosecutions staff and defence.

Court Case Management Phase 2 (July, 2011 – March, 2013) was focused on provincial expansion and the implementation of CASS (Court Appearance Scheduling System). Phase 2 also saw the completion of a successful proof of concept for the OpenText (Criminal eFile) document/workflow management system. This phase also resulted in a number of system improvements to RCS and PRISM.

Court Case Management Phase 3 (April, 2013 – March 2014) continued to leverage the technology investments already made to improve efficiencies within the Courts systems. PRISM was deployed to three additional locations. Case Management Offices (CMOs) were added to Cochrane and Didsbury. RCS search capabilities were expanded throughout the Province resulting in less demand at the CMO for court information. Business processes were reviewed and refined to improve how CCM systems are deployed throughout the province. CCM is currently deployed in Edmonton, Calgary, Medicine Hat, Red Deer, Wetaskiwin, Okotoks, Canmore, Airdrie, Cochrane, Didsbury and Turner Valley. In addition,



CCME completed a pilot project to test OpenText as a solution to the management of disclosure documents.

Court Case Management Phase 4 (March 2014 – April, 2015) continued the expansion of CMOs to Lethbridge, Siksika, Strathmore and Grande Prairie, CASS was implemented in Ft. McMurray and federal matters were added to the CMO in Edmonton and Calgary. In addition, the Crown Dates to Defence initiative included process and system improvements to ensure that Crown availability for file ownership cases is readily accessible for scheduling hearings on RCS or at the CMO.

This phase also saw the implementation of Criminal E-file in the Edmonton Crown office which enabled the electronic delivery of prosecution packages from law enforcement to the Crown and disclosure packages from the Crown to defence counsel. Moving forward on the recommendations which came out of the business process review done in the fall of 2013, two additional initiatives were undertaken. This included Provincial Court Scheduling and the near completion the automation of CCM statistics.

CCM is an essential component to sustaining the Criminal Justice System's business activities. It will continue to:

- Enhance the criminal justice system to ensure its relevance and responsiveness;
- Optimize processes by which Criminal Justice operates and provide a better service to customers;
- Increase the effective and efficient use of resources;
- Reduce immediate risk to business by migrating business critical applications that are no longer viable/sustainable and transforming them into a structured and modern architecture that is more extensible, scalable, and can more easily interface to other applications;
- Reduce administrative actions being performed by prosecutors, paralegals, defence and judicial staff through the automation of processes and the improved integration of business processes;
- Increase system performance by reducing paper handling, reduce unnecessary transport, and accelerate rapid electronic communication of information between parties;



- Leverage new innovations and technologies; and
- Ensure collaboration with stakeholders to encourage buy-in and ongoing cooperation.

Progress towards addressing these inefficiencies can be achieved by ensuring that Resolution and Court Administration Services Division, Alberta Crown Prosecution Service, and IMTS Division work collaboratively and engage law enforcement, the judiciary and defence to improve access by the public to the justice system and to reinforce the constitutional duty of the Court to provide justice in a fair and effective manner.



3. Major CCM Processes and Systems

3.1 Assignment Courts

A courtroom where matters are initially booked, then fed to another courtroom where the matter is heard. Assignment Courts reduce the amount of time that is spent by staff and judges waiting for matters to proceed. Before assignment courts, judges spent unproductive time waiting for counsel to be ready to proceed with a case. Now judges are not called to assignment court until a matter is ready to proceed, allowing for a more effective use of their time.

Assignment courts have minimized the time court clerks spend waiting in courtrooms for cases to commence, freeing up additional court resources. The development of the CMO allows staff to perform dual functions as JP and scheduler which is a better use of limited staff resources.

3.2 Crown File Ownership

Allows defence and Crown counsel to have more meaningful conversations and use their time more effectively. Crown File Ownership was an initial catalyst for CCM and has improved the way the Crown's office does business. Assigning one prosecutor for the entire length of a file promotes proper case management practices, holds Crown prosecutors accountable for the progress of a file, decreases the risk of successful Askov applications, reduces the number of Crown prosecutors investing time and effort reviewing files and provides one point of contact for police and defence counsel to deal with.

3.3 Case Management Offices (CMO)

A front counter that deals with administrative and non-contested matters outside of a courtroom which reduces the amount of time the public spends making a court appearance and improves access to justice. The CMO has maximized the amount of time judges spend on meaningful events and reduced time spent in docket court, speaking to matters that require little judicial input. Prior to CCM, matters were heard in docket courts where defence counsel often waited a long time to have their matter called.

The CMO counter reduces the number of prisoners that have to be transported to the courthouse, saving time and money and improving safety. Sheriffs have benefitted from assignment court by not



having to wait in a courtroom with a prisoner who is required for court. Prisoners can be left in lock-up and only transported when the case is assigned and ready to begin.

Prior to the CMO, members of the public appearing for court could wait as long as three or four hours for their case to be called. Now, they have a window of time to appear at the CMO providing the flexibility to appear before work or during their lunch break, and makes child care arrangements much simpler. The CMO is less confusing and intimidating than a courtroom. The public feels more comfortable dealing with their matters and has access to duty counsel.

3.4 Remote Courtroom Scheduling (RCS)

Web based scheduling application which allows defence counsel to search Provincial Criminal case file information for the whole province and remotely schedule matters in locations where CCM has been implemented. RCS gives defence counsel electronic access to court information they could only obtain through written request or by telephone before CCM 24 hours a day, seven days a week. It is no longer necessary to attend the courthouse to book every matter. RCS is accessible in the office or at home.

3.5 Digital Display System (DDS) (Edmonton, Calgary, Red Deer only)

An electronic system which publically displays the court appearance information in a court house for a given date. Information kiosks allow the public to find appearance dates and courtrooms electronically. The Digital Display System has allowed court staff to reduce the number of paper dockets that need to be produced on a daily basis and reduces inquiries from defence counsel and the public.

3.6 Prosecutor Information System Manager (PRISM)

Supports Crown file ownership, interfaces with the provincial court scheduling system to access file information, trial dates and file event history, provides Crown file information to the CMO. Since March 2013, PRISM has linked to the electronic prosecution file for offices that receive prosecution packages electronically from law enforcement agencies. This is the first step toward the elimination of paper files.



3.7 Court Appearance Scheduling System (CASS)

An application used by Provincial Court Criminal staff in the CMO to schedule future appearances for court matters. The application is used when individuals are directed to appear at the CMO counter before a Justice of the Peace to have their matter(s) spoken to. It is also used for scheduling future appearances for matters appearing in all other courtrooms.

3.8 Criminal eFile (CREF)

An electronic file management system that provides the ability to store and manage documents associated with the prosecution file. Defence counsel can access eDisclosure through this system allowing them to request and receive disclosure electronically.



4. CCM 2015 – 2018 (Phase 5)

This is the fifth phase of a multi-year initiative to improve the efficiencies of provincial criminal court throughout the province of Alberta. This phase of the project is focused on implementing measures that will save costs and improve efficiencies throughout the Provincial Criminal Court systems.

4.1.1. In Scope Work

The Project Team will conduct project orientation sessions to familiarize all team members on the working groups with their project. This will include a review of the scope of the project, existing input documents, the proposed work plan, deliverables and work products to be developed, project management methodology (e.g. reporting plans) and other pertinent aspects that are keys to project success. The scope of each work plan will be finalized and agreed upon by the working group and the Steering Committee. The projects are listed below.

- Criminal e-File Evolution and Expansion
- Crown Dates to Defence
- Criminal eInformations
- Provincial Expansion
 - Criteria and Evaluation for Future CMO Implementations
 - Family and Youth Cases to the CMO
 - CMO Efficiencies Strategy
- Provincial Court Scheduling Enhancements

4.1.2. Out of Scope

The following are out of scope for the CCM 2015/18 project:

- a) Completion of technical enhancements to production systems including CASS / RCS / JOIN. Support for these applications will be provided by JSG operational resources.



- b) With the exception of Provincial Court Scheduling, the project is focused only on Provincial Court Criminal, and Family and Youth processes. Other than what is required for Provincial Court Scheduling, this project will not undertake work related to other divisions of Provincial Court, Queen's Bench or the Court of Appeal.

4.1.3. Changes to Scope

Any changes to scope may be recommended by the Steering Committee to the Provincial Implementation Committee (PIC) for approval through the change request process.



5. APPROACH

5.1 Approach to Resourcing

Resources will be assigned to each working group based on the needs and start dates as identified in each work plan. Once underway, the working group lead will determine if needs have changed and raise issues to the Steering Committee through the project manager. Once a resource is identified to fill the role the following will occur:

- A start date will be confirmed;
- A project orientation will be provided to the resource.

In the unlikely event that a resource is not performing to the expected level, the appropriate lead will:

- Discuss the issues with the resource to determine if the situation can be remediated; and
- Provide a replacement resource that is capable of meeting expectations.

5.2 Approach to Project Management and Status Reporting

Work plans are made up of a number of activities and tasks which may include milestones or deliverables. A lead will be selected from each working group. The lead may be a member of the project team and is responsible to report the status of the work plan at weekly Project Status Meetings.

Project status meetings are held on a weekly basis. All leads, as well as any required project team members, are requested to attend. A set agenda is followed. The risks are reviewed at the meetings every second week.

Steering Committee meetings are held on a biweekly basis. A set agenda is followed to facilitate discussions regarding resourcing, risks and issues. Meeting minute notes will be recorded and available upon request. The project manager will report project status, issues and risks to the Steering Committee for discussion and decision. Issues and decisions unable to be resolved within a Steering Committee meeting must be escalated by a co-chair to PIC.



PIC Meetings will be held on a monthly basis. A set agenda is followed to facilitate discussions regarding project status, risks, issues and decisions that have been escalated from the Steering Committee. Meeting minute notes will be recorded and available upon request.

5.3 Approach to Risk Management

Risks are documented at two levels; at the client/vendor level and at the project level. An assessment of all risks will be conducted to determine the probability and impact should the risk occur. All medium or high risks will have a documented mitigation strategy and will be recorded in a risk log by the lead that is managed by the project manager.

Risks will be reported and reviewed at each biweekly Steering Committee meeting.

5.4 Approach to Issue Management

Issues will be documented at two levels; at the client/vendor level and at the project level. All issues will be documented in an issue log by the lead and managed by the project manager. Issues will be reported and discussed at the bi-weekly Steering Committee meeting.

The project level issues will be discussed at each weekly project status meeting. Those which cannot be resolved by the working group will be escalated by the project manager to the Steering Committee.

The project issue log is reviewed monthly at the PIC meetings.

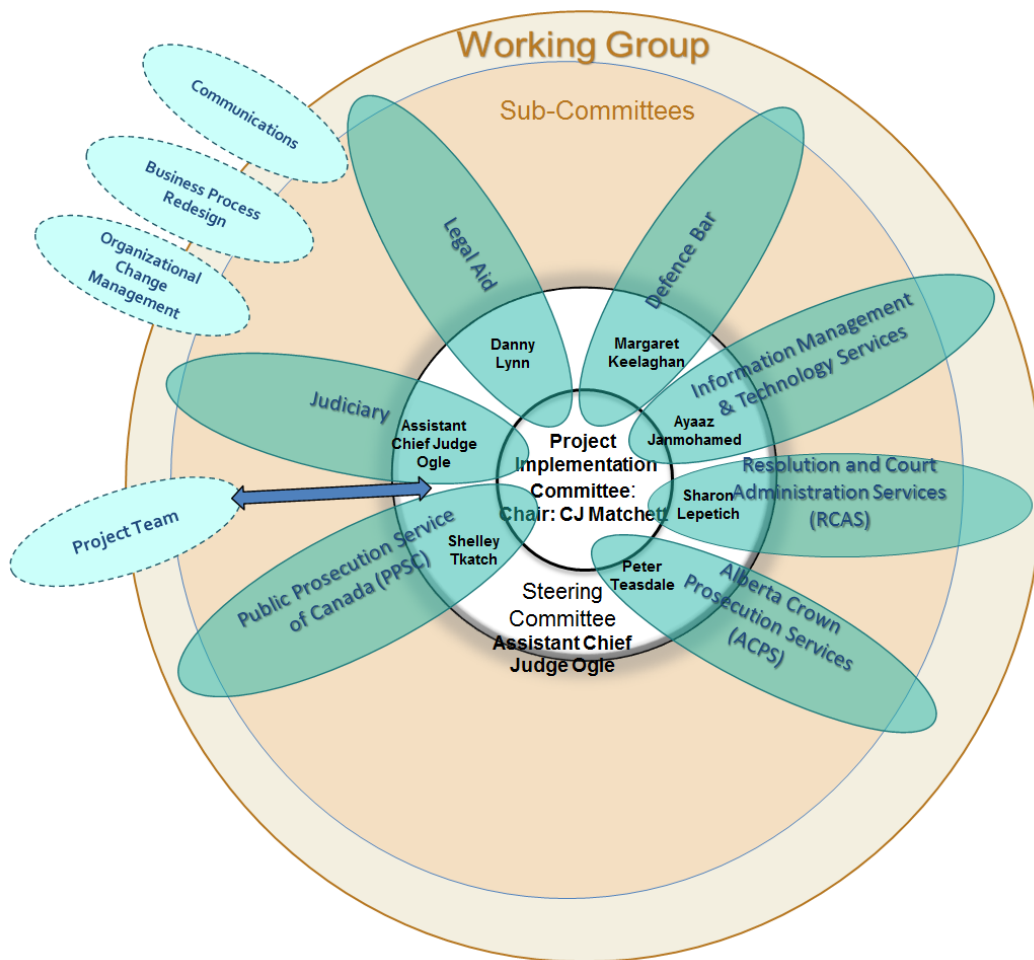
All issues that are unable to be resolved within Steering Committee meetings will be escalated by the co-chair to PIC for final decision and resolution.



6. GOVERNANCE

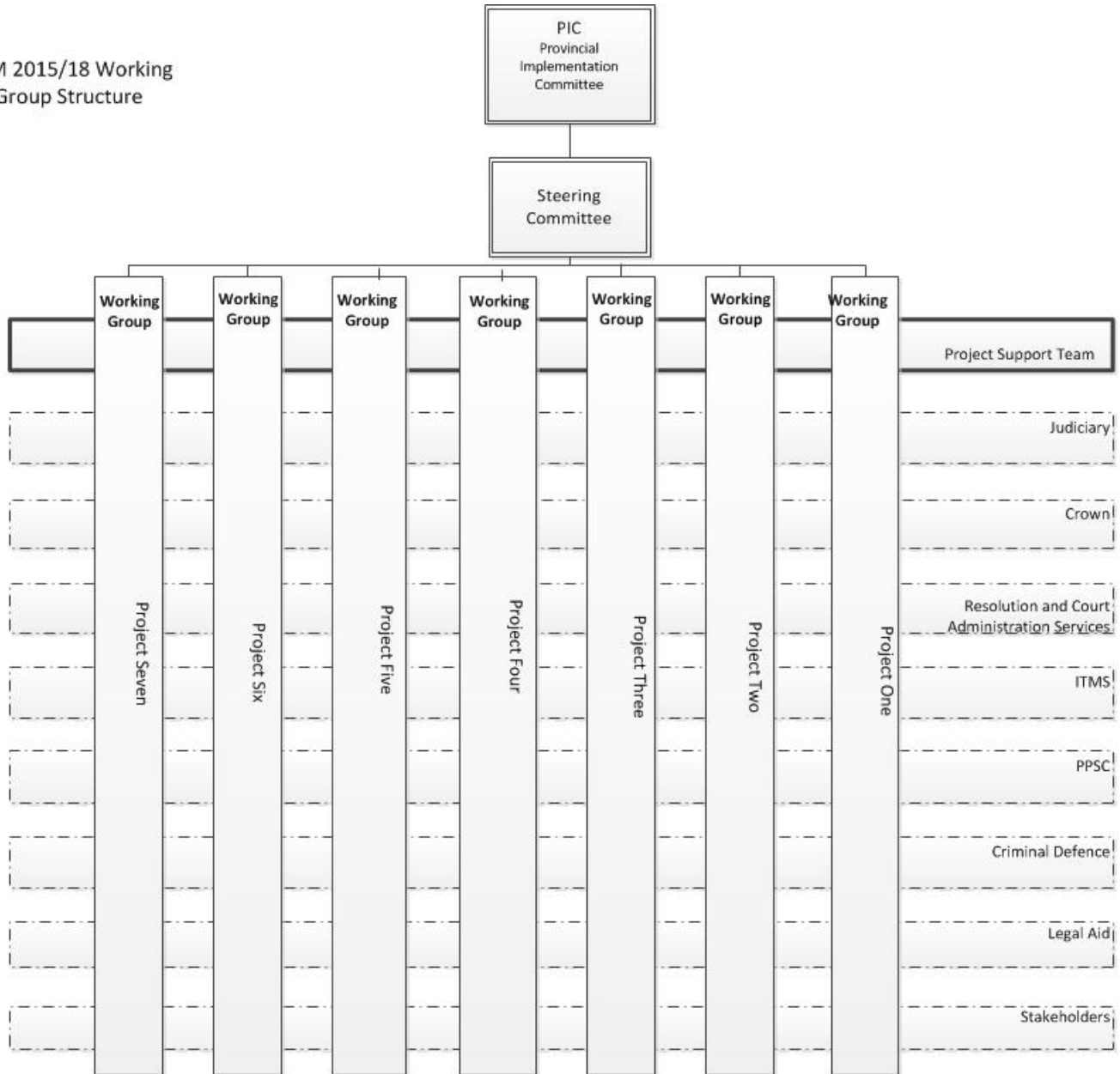
6.1 CCM2015/18 Project Structure Chart

The CCM 2014/15 Project Structure Chart below reflects the governance and team structure for this project.





CCM 2015/18 Working Group Structure





7. Roles and Accountabilities

The following table outlines the roles and accountabilities of the project team members, as well as the committees to which the project team reports.

Role	Accountabilities
Provincial Implementation Committee (PIC) Chair	<ul style="list-style-type: none"> • Promote and communicate the overarching principles and objectives of the CCM program; • Provide overall leadership and direction regarding the CCM program; • Exercise ultimate authority over the CCM program; • Facilitate and support the efforts of the project support team; • Manage the direction of the PIC; • Lead the PIC meetings; • Maintain contact with PIC members with assistance from the project support team; • Coordinate activities of PIC subcommittee leads as needed; • Secure commitment from PIC members and engage PIC members in a meaningful manner; • Develop and maintain compositional balance of PIC members to ensure that necessary topical expertise and geographical distribution exists among the PIC; and • Participate actively and visibly throughout the program.
Provincial Implementation Committee (PIC)	<ul style="list-style-type: none"> • Provide final authority on resolution of major project issues outside the control of the Steering Committee • Approve project scope, schedule and budget • Approve of changes to project scope, schedule and budget • Promote and communicate the overarching principles and objectives of the CCM program(refer to charter) • Promote Stakeholder engagement • Approval of CCM Guideline Updates • Review monthly project status updates • Provide direction in shaping communications and dissemination strategies • Participate actively and visibly throughout the program • Hold meetings monthly or as deemed necessary by the Chair • Alternate will be found or proxy will be given to any other member in the event a voting member is unable to attend
CCM Steering Committee	<ul style="list-style-type: none"> • Provide authority on resolution of major project issues • Recommend changes to project scope, schedule and budget



Role	Accountabilities
	<ul style="list-style-type: none"> • Identify and escalate potentially significant, sensitive or political issues to PIC, including options and recommendations for resolution • Manage and implement the priorities assigned from PIC • Ensure the effort to support the overarching principles and objectives of the CCM program (refer to charter) • Review bi-weekly project status updates • Provide monthly project updates to PIC • Assist in shaping communication and dissemination strategies • Participate actively and visibly throughout the program • Hold meetings bi-weekly or as deemed necessary by the Co-chairs • Alternate will be found or proxy will be given to any other member in the event a voting member is unable to attend
Working Groups	<ul style="list-style-type: none"> • Ensure achievement of objectives • Review and approve deliverables • Participate in on-going project communication processes • Assess overall benefits • Ensure delivery of benefits • Implement plans for organization change • Represent respective business requirements • Review and accept deliverables • Identify and resolve issues where appropriate • Document project issues and risks • Recommend decisions to the Steering Committee wherever possible through the Project Manager. • Participate actively and visibly throughout the program • Hold meetings as deemed necessary by the Lead • Lead required to participate in weekly Project Status meetings
Project Lead	<ul style="list-style-type: none"> • Ensure achievement of objectives • Review and approve deliverables • Provide decisions / resolution of escalated issues • Participate in on-going project communication processes • Provide Senior Management with project summary information in conjunction with summary information from other initiatives. • Assess overall benefits • Ensure delivery of benefits



Role	Accountabilities
	<ul style="list-style-type: none"> • Provide leadership to project team members • Develop plans for organization change • Review and accept deliverables • Identify and resolve issues • Participate in weekly Project Status meetings • Escalate project issues and risks to the Steering Committee as required • Recommend decisions to the Steering Committee wherever possible
Project Manager	<ul style="list-style-type: none"> • Collect and log changes, actions, issues, and risks • Provide Senior Management with project summary information in conjunction with summary information from other initiatives. • Ensure the project or initiative outcomes meet the business objectives. • Ensure project delivery meets specifications according to scope, budget and quality expectations • Manage and track inter-dependencies within the project • Serve as the escalation point for project issues and escalate issues involving significant risk to the appropriate governance body as they relate to business. • Establish and maintain a high level of business trust and confidence in the team's knowledge of and concern for business requirements and issues • Work with the internal and external stakeholders to plan and facilitate the various work efforts • Ensure appropriate stakeholder co-ordination • Coordinate services provided by other groups and integrate activities into broader plans to deliver on schedule and budget • Establish and maintain effective relationship with the stakeholder groups • Work with the business to minimize the impact of change • Ensure that business activities are built into the work plans and monitored regularly • Provide regular updates in coordination with the solution delivery manager and technical lead on project status to the Steering Committee
Business Analysts	<ul style="list-style-type: none"> • Provide support to the Working Groups • Work with the working group customizing processes for specific needs • Provide advice and business expertise • Provide and confirm business requirements • Provide assistance in developing the Testing Strategy in coordination with application analyst and tester resources • Provide assistance in developing and executing User Acceptance Test (UAT) plans and test cases where appropriate



Role	Accountabilities
	<ul style="list-style-type: none"> • Prepare training materials for all stakeholders • Train trainers for stakeholder organizations
Organizational Change Management Lead	<ul style="list-style-type: none"> • Develop plans for organizational change • Prepare any required communications • Participate on appropriate Working Groups • Facilitate Lessons Learned
Financial Analyst	<ul style="list-style-type: none"> • Ensure completion of timely, accurate budgets, and forecast in relation to the CCM Program to support Ministry reporting requirements; and • Manage a wide variety of procurement and administrative duties relating to vendor contract, contracting services, capital purchases, and securing material and supplies for the CCM Program.
Executive Director, IMTS Strategy	<ul style="list-style-type: none"> • Overall accountability for IMT solution delivery • Ensure operational environment is available and configured to support the outcomes of the project • Ensure that services are in alignment with the objectives, deliverables and outcomes of the project • Provide the final budgetary numbers for the project • Escalation for Project Lead, Project Manager, Director Application Services, Director Infrastructure Unit and the Solution Delivery Manager
Director, Applications Services Unit	<ul style="list-style-type: none"> • Provide insight and oversight on the approaches taken to ensure they are consistent with the overall enterprise approaches for JSG applications • Coordinate applications architectural understanding between the project participants and stakeholders • Provide direction on application architectural issues • Escalation point for Project Manager and Solution Delivery Manager • Designated EO on the IMT component of the project
Director, Infrastructure Services Unit	<ul style="list-style-type: none"> • Ensure the appropriate technical Environment is established for the project • Ensure the project team has appropriate access to the various environment • Work with the Technical lead in ensuring all the technical requirements are known • Validate the technical architecture for the solution with the technical lead • Provide the technical lead the documents that describe the technical architecture for the solution
Technical Lead	<ul style="list-style-type: none"> • In conjunction with the Service Delivery Branch (SDB): • Establish technical requirements • Develop solution architecture • Develop testing strategies



Role	Accountabilities
	<ul style="list-style-type: none"> • Define success criteria • Develop technical implementation plan • Collect and log changes, actions, issues, and risks from the status report • Manage technical scope and issues • Manage and track inter-dependencies within the project • Serve as the escalation point for project issues and escalate issues involving significant risk to the appropriate SDB leadership and/or governance body as they relate to business. • Provide regular updates in coordination with business PM on project status to the Steering Committee • Manage the OpenText vendor • Manage the technical resources assigned to the working groups • Provide quality assurance of deliverables • Provide input into change requests • Ensure that delivery is on schedule and budget • Implement final solution, and • Complete post implementation review.
<p>Solution Delivery Manager</p>	<ul style="list-style-type: none"> • Ensure project delivery meets specifications according to scope, budget and quality expectations • Provide regular updates on project status to the project lead and the project manager • Manage the technical resources assigned to the working groups • Provide quality assurance of deliverables • Ensure that delivery is on schedule and budget
<p>OpenText Vendor</p>	<ul style="list-style-type: none"> • Work with business analysts, application analysts and developers to refine requirements into functional specifications • Define integration requirements • Create functional specifications document • Create entity data models • Customize of the application forms • Customize of the application views • Design and customize workflows and dialogs • Create business reports and email templates • Perform system integration testing • Work with testers (functional and UAT) to help develop the test plan and test cases • Create interface customizations



Role	Accountabilities
	<ul style="list-style-type: none"> • Coordinate with testers to correct bugs arising from system and integration tests • Gather, document and analyze the client needs associated with data requirements (i.e. integration, conversion), and OpenText system features (i.e. backend processes) • Design, with the help of OpenText developers, the technical solutions for data requirements and system features • Support the JSG developers during the implementation of the OpenText data requirements and system features • Perform pre-UAT tests of the data requirements and system features • Liaise the clients and the developers during UAT testing • Create and maintain technical documentation such as deployment and operations guides • Provide regular updates on task status to the technical project manager
JSG Developer	<ul style="list-style-type: none"> • Work with Business Analysts and Application Analysts to establish technical requirements • Coordinate with Testers to correct bugs arising from system and integration tests • Assist in resolving system integration issues • Provide regular updates on task status to the Technical Project Manager
Application Analyst	<ul style="list-style-type: none"> • Further refine business requirements into technical requirements • Execute the system and integration tests • Assist the Technical Lead in developing the testing strategy • Track, report and resolve identified issues; and communicate required changes to technical team • Assist in providing guidance to the UAT testers • maintain documentation such as a master script list and an issues log • Provide regular updates on task status to the technical lead
JSG UAT Testers	<ul style="list-style-type: none"> • Assist in creating the User Acceptance Test (UAT) Plan and Test Cases • Execute the UAT tests • Approve production readiness
Project Team	<ul style="list-style-type: none"> • The project team will develop a consolidated work plan that will guide the team in performing their activities. This work plan will be maintained throughout the project as the detailed scope becomes more clear and as new information becomes available • Establish, promote and communicate the goal and outcomes of the project. • Provide direction on project and high level adjudication of issues escalated from project working group • Identify the scope and conduct quality assurance reviews for the project. • Approve project deliverables developed under the project



Role	Accountabilities
	<ul style="list-style-type: none"> • Provide input into project change requests (scope, schedule, budget). • Assist in shaping organizational change management, including communication and dissemination strategies • Ensure all administrative processes are preformed such as scheduling meetings, providing minutes for meetings, tracking action and decision items etc. • Ensure accountability for managing the scope of the project • Provide risk mitigation and issue resolution strategies

Project Team	
Chair	Tim Owens (Project Lead)
Note Taker	Sheila Geddes
Meeting Frequency	Weekly Tuesdays - Sun Life Place 1 st Floor Boardroom
Members	Tim Owens, Bob Negi, Brankica Micevic, Jackie Starcevic, Jean Mah, Sandra Bachand, Sherri Stasiuk, Sheila Geddes, Starr Rosin, Kim Pariseau
PIC	
Chair	CJ T. Matchett
Note Taker:	Jackie Starcevic or Brankica Micevic
Meeting Frequency	Monthly Wednesdays – Bowker Room 313
Members	CJ Matchett, J Ogle, Faye Morrison, Eric Tolppanen, Gerald Lamoureux, Margaret Keelaghan , Wes Smart, Suzanne Polkosnik, Scott Sehested
CCM Steering Committee	
Co-Chairs	Judge J Ogle
Note Taker	Kim Pariseau
Meeting Frequency	Bi-weekly Wednesdays Location – Sun Life Building Main Floor, Suite 20
Members	J Ogle, Tim Owens, Ayaaz Janmohamed, Peter Teasdale Q.C., Sharon Lepetich, Shelley Tkatch, Margaret Keelaghan, Danny Lynn
CCM Working Groups	
Criminal e-File	Dawn MacDonald, Danny Lynn, Jayme Williams, Brenda Haynes, Brankica Micevic, Danielle Coulombe, Alex Millman, Ian Savage, Andrew Stewart
Crown Dates to Defence	Shaina Leonard, Danny Lynn, Kim Goddard, Margaret Keelaghan, Brenda Haynes, Brenda Copeland, Jackie Starcevic
Provincial Expansion	ACJ O’Gorman, Deb Alford, Peter Teasdale, Danny Lynn, Margaret Keelaghan, Lynne Blair-Kaye, Kim Pariseau
Provincial Court Scheduling	Ron Hewitt, Sharon Lepetich, Lorraine Knoll, Pat Kwasnycia, Yasmin Dhalla, Sherri Stasiuk

