



CCM 2014-2015

November 1, 2014



I am pleased to provide an update to the many stakeholders who are a part of the Court Case Management (CCM) Project. All of us, from court and prosecutions staff to defence counsel and law enforcement, the judiciary and our NGOs, share a desire to improve the criminal justice system.

A governance structure has been defined to deal with the decision making process. The Provincial Implementation Committee (PIC) continues to guide the CCM project as the oversight committee. A Steering Committee has been created comprised of representation from each stakeholder group to ensure that issues are dealt with and decisions made in a timely manner. Working Groups reporting to the Steering Committee have been assembled for each initiative to develop the solutions and business practices which will ensure the success in implementation.

Each of the CCM initiatives that are being undertaken during the 2014-15 year has experienced significant progress over the last six months. Here is a summary of recent developments.

Criminal eFile –

- A workshop was held on September 26th with participants from Resolution and Court Administration Services (RCAS) and law enforcement to capture requirements for Informations to be received electronically and signed digitally by RCAS. Some processes are still to be defined but the responses captured in the session will assist in defining the requirements moving forward.
- A series of Criminal e-file workshops were completed with participation from defence counsel, the Crown offices in Calgary, Edmonton and Grande Prairie and including representatives from Sierra Systems, the vendors for OpenText, IMTS and the CCM project team. These workshops engaged the business at the working level to clarify some of the design components. Work will continue on developing the solutions based on the feedback received during the workshops.
- As of September 27th, Queen's Bench criminal matters (also known as Q files) are now available in PRISM.
- The Edmonton Crown's office has held a number of workshops designed to help inform staff about the use of electronic files. As the ACPS moves towards the "paperless office", skills development will be ongoing to achieve efficiencies.
- UAT (user acceptance training) in Criminal eFile will be held during the first two weeks of January with full implementation expected for March 2015.
- As of November 3rd the Edmonton Crown office has begun using only electronic files. All disclosure from law

enforcement is transmitted electronically and any paper files are scanned and uploaded electronically.

- Phase 2 of the LEAD (Law Enforcement Automated Disclosure) project is underway in coordination with the Crown's office. This project is running parallel to Criminal eFile. Phase 1 achieved the electronic transfer of documents from the EPS to the Crown. Phase 2 involves the transfer of media such as videos, audio and images.

Crown Dates to Defence –

- A requirements session was held in Calgary in August where business representatives from all stakeholder groups reviewed and confirmed the requirements needed to move forward with this initiative. Those requirements have been submitted to IMTS and a solution proposal is currently being worked on.

Federal Matters at the CMO –

- The Public Prosecution Service of Canada anticipates an implementation date of January 2015 at which time federal matter appearances will be at the CMO and remote booking available on RCS.
- PRISM training has been completed in the Calgary Crown office with Edmonton training ongoing through November.
- As part of a PRISM release on September 27th, the Federal File Indicator has been implemented which will notate those files in PRISM that will be handled by the federal Crown.

Regional Expansion –

- Court Case Management processes will be fully implemented in Lethbridge with the opening of the CMO on November 17th. Remote Courtroom Scheduling (RCS) will be available for booking. RCS training sessions have been scheduled for defence counsel and their assistants and staff from the Crown's office on November 26th in either the morning or afternoon. Lethbridge has held several stakeholder meetings to provide information and ensure the success of the new processes.
- Strathmore will be opening their CMO on November 18th. RCS will be available for booking dates. RCS training sessions for defence counsel and their assistants will be held in Calgary on November 19th in either the morning or the afternoon. Installation of the necessary hardware has been completed.
- Siksika is anticipating a CMO opening date of December 18th pending modifications to the counter at that location.
- With the continued expansion of CCM provincially, one of the initiatives we are considering is alternative methods of providing CMO services. As we move forward there is an opportunity to provide the same great CMO service in a whole new way. On September 25th, staff from the Prosecutions Service, Resolution and Court Administration Services, law enforcement and the CCM project team gathered in Edmonton and Calgary with participation from Medicine Hat by telephone, for a concurrent full day workshop to discuss the concepts of a centralized CMO service centre. Business processes and technical requirements are being identified from the feedback gathered from the session.

- The Court Appearance Scheduling System (CASS) will be rolled out province-wide. Grande Prairie will be the first of several additional locations to begin using CASS in the near future. A meeting will be held in Grande Prairie on November 7th to meet with local stakeholders to discuss CASS implementation.

Implementing Remaining Business Process Review Recommendations –

- Recommendation #2 from CCM business process review has been implemented to provide all Alberta Crown Prosecution Services offices with read-only access to electronic files from other Crown locations stored on the ACPS shared drives. PRISM users can now access any electronic file documents currently stored on the shared drive and accessible through the PRISM Doc Link by clicking on the Doc Link icon. Until now, they were only able to open electronic file documents stored on the shared drive for their location.

Provincial Court Scheduling –

- A scope elaboration workshop has been scheduled to identify the components involved.

Automated Statistics –

- Completion of work on CCM statistics compilation is currently underway.

The CCM monthly newsletter provides information and updates on the project and its initiatives. You can read the newsletters on line and obtain additional information about CCM and the Remote Courtroom Scheduling System (RCS) at www.albertacourts.ab.ca . Your feedback and input has been and will continue to be valued as we move forward.

Today, the Court Case Management Project is more critical than ever if we are to continue to implement both the business and technology innovations required to build a more effective and efficient criminal justice system in this province. The partnerships we have created, the expertise we have gained in managing projects and in managing change these must continue to be the engines that drive improvement in the criminal justice system. Thank you all for your support for the initiatives which we have implemented to date. I know that as we move forward we can continue to count on that support as we build a criminal justice system that is more accessible, affordable and timely.

Terrence Matchett
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Chair of the CCM Provincial Implementation Committee

If you have any questions or inquiries, please contact Tim Owens, CCM Project Lead at: tim.owens@gov.ab.ca or via telephone 780-937-7044