



CIVIL CLAIMS COURT RESUMPTION PROTOCOL – PART 3

Effective: August 25, 2020

Purpose:

The following protocols apply to Civil Claims in Edmonton and Calgary:

Procedures/Guidelines:

Filing

1. In **Edmonton and Calgary**, in person filing at the civil counters will be accepted for urgent matters only. Drop boxes are to be used for non-urgent filing, however the 6 day waiting period has been eliminated. Documents placed in the drop boxes in Edmonton and Calgary will be processed as soon as reasonably possible.
2. The drop boxes are located at the entrances to the Calgary Court Centre and Edmonton Law Courts. Once the filing procedures have been completed, the documents may be picked up by lawyers/agents/runners and will be mailed out to self represented litigants. Please include a cheque in instances where there is a filing fee.
3. In **areas other than Edmonton and Calgary**, filing of documents regarding Provincial Court Civil matters will be accepted at the counters although drop boxes are also available in Red Deer and Wetaskiwin and their use is encouraged.

Mediations

Mediations are being held as previously scheduled in both Edmonton and Calgary by telephone. WebEx or Zoom processes are being developed.

Pre-trial Conferences

1. All pretrial conferences which have been adjourned pursuant to the master COVID-19 order have been rescheduled. All pretrial conferences that had been scheduled for after July 3 are proceeding as scheduled.
2. In person appearances commenced July 6, 2020, in Edmonton and Calgary. For matters scheduled in areas other than Edmonton and Calgary pre-trial conferences will be held by teleconference.

3. Pre-trial conferences are being held in courtrooms in both Edmonton and Calgary. Conference rooms are not being utilized due to social distancing concerns.

Trials

1. In person civil trials commenced across the province on July 6 2020. Social distancing, masks and sanitization protocols are being enforced.
2. Matters that have been scheduled for July 6 and after will proceed as scheduled.

Applications

1. In person applications are being conducted in Edmonton and Calgary. Social distancing and sanitization protocols are enforced.
2. Applications outside of Edmonton and Calgary will be held by teleconference.
3. Staggered scheduling of in person applications may be implemented to avoid an influx of people at 9:30 or 1:30 each day.

WebEx

We continue to encourage remote hearings whether by telephone or WebEx. Parties are to contact the local Court clerks to determine availability of WebEx for their matter, and to arrange scheduling.

ACJ G.W.Sharek