



# Court Case Management Digital Service

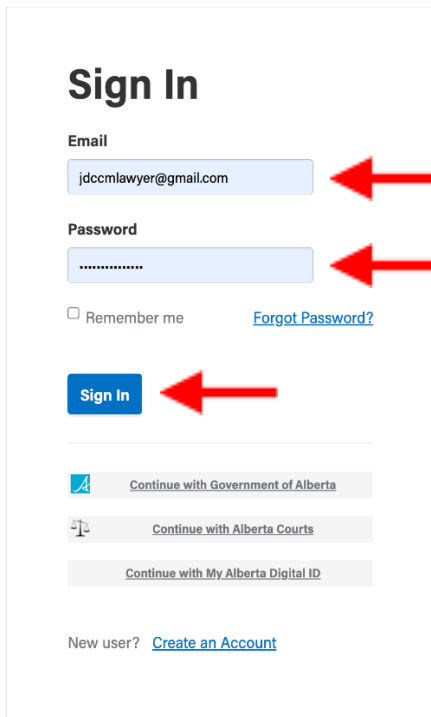
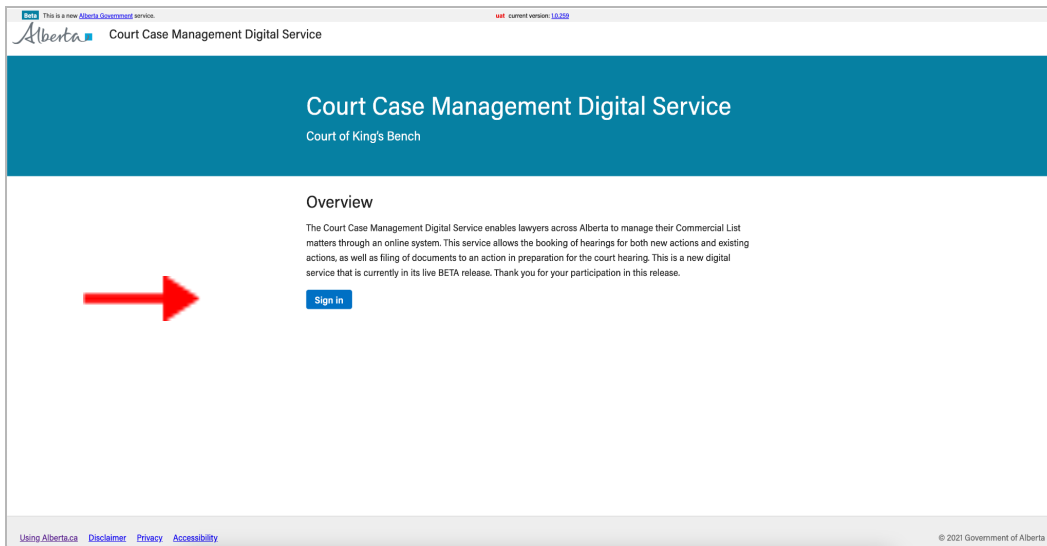
## External User Verification Instructions

December 2023

# Instructions

## Step 1:

- Go to the following URL: [kb-courtcasemanagement-counsel.alberta.ca](https://kb-courtcasemanagement-counsel.alberta.ca)
- Click “Sign in”

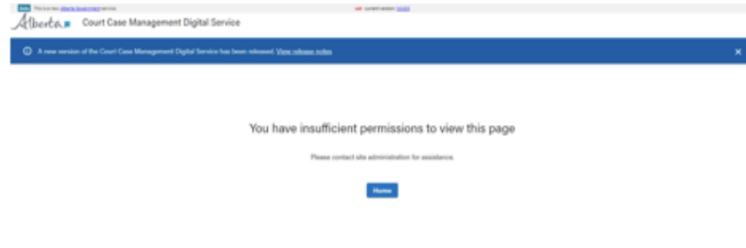


## Step 2:

- Enter the email you use for your practice
- Enter the password you would like to use for your account
- Click “Sign In”

### Step 3:

- Verify your name and email is correct
- Select your role in your system. **Currently, this service is only available for lawyers.**



When you click "Sign In" you will see this page. **DO NOT CLICK HOME.** The system is redirecting you to verify your identity.

### Verify Identity

Derek Osoaduk  
dosoaduk@gmail.com

**What is your role?**

Lawyer

Assistant/ paralegal

Student of Law

Agent

**Law firm or agency**

Type, then select

Bar ID

Law firm and lawyer information is verified against the Law Society of Alberta (LSA) membership


#### Step 4:

- Enter the name of your firm and select the correct one from the populated dropdown list
- Enter your Bar ID
- Click “Next”

#### Step 5:

- Once the system has verified you as a user, you will be taken to this dashboard. This is your CCM dashboard and you may now begin to manage your hearing(s).



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Next/test hearing date	Court case	Style of cause	Judicial centre	Category
Sep 05, 2023 2:00 PM	2301 00101	ITMO: The Banana Stand, Bankruptcy/Insolvency Act	Calgary	Commercial List
Sep 08, 2023 10:30 AM	2301 00100	ITMO: Sally Jane, Bankruptcy/Insolvency Act	Calgary	Commercial List
Sep 08, 2023 11:00 AM	2301 00103	ITMO: Testing Notification Emails, Bank Act	Calgary	Commercial List
Sep 08, 2023 3:00 PM	2301 00105	ITMO: Sesame Street, Bank Act	Calgary	Commercial List
Sep 13, 2023 2:00 PM	1901 17153	ITMO: Testing save bug	Calgary	Civil Special
Oct 12, 2023 2:00 PM	1801 04584	ITMO: demo for sharon and michelle	Calgary	Civil Special
Nov 09, 2023 12:00 PM	2301 00107	ITMO: Demo adjournment history, Winding up and Restructuring	Calgary	Commercial List
Nov 29, 2023 11:30 AM	2301 00108	ITMO: UAT test of new notifications, Bankruptcy/Insolvency Act	Calgary	Commercial List
Aug 17, 2023 2:00 PM	2001 02768	ITMO: One click navigation	Calgary	Civil Special
Aug 16, 2023 2:00 PM	2101 15652	ITMO: Testing lots of things	Calgary	Civil Special