# **Court Case Management Digital Service**

**External User Verification Instructions** 

December 2023

© 2023 | Government of Alberta | May 2023

Alberta

Classification: Protected A

Court Case Management Digital Service

## Instructions

#### Step 1:

- Go to the following URL: <u>kb-courtcasemanagement-counsel.alberta.ca</u>
- Click "Sign in"

This is a new <u>Riverta Counternant</u> service. Alberta Court Case Management Digital S	well comment working (1223) prvice	
	Court Case Management Digital Service	
	Overview The Court Cause Management Digital Service enables lewyers across Alberta to manage their Commercial List matters through an online system. This service allows the booking of hearings for both new actions and existing active to that a currently in its live BETA release. Thank you for your participation in this release: Signit	
Using Alberta.ca Disclaimer Privacy Accessibility		© 2021 Government of Alberta



#### Step 2:

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

Court Case Management Digital Service © 2023 | Government of Alberta | May 2023

#### Step 3:

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



Verify Identity
Derek Oseduik dosaduik@gmail.com
What is your role?
Lawyer
O Student at Law
O Agent
Law firm or agency
Type, then select
Ber ID
Law firm and lawyer information is verified against

Court Case Management Digital Service © 2023 | Government of Alberta | May 2023



#### Step 4:

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

Alberta External User Wellerton

Dersk Osadulk dosodulk@gmeil.com	
What is your role?	
Lawyer	
🔾 Assistant/ puralogal	
O Student at Law	
O Agent	
Law firm or agency	
Brosseau & Associates	>
Brossaau & Associat	las
1296, 10665 Jasper Ave Edmonton	nue
Ber ID	

### 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).



Bets This is a new <u>Alberta Government</u> service.			ual current version: 4036					
Alberta Court Case Management Di	gital Service				Dashboard	Calendar	Notifications	CCM Lawyer1 👻
	Dashboard		(	Digitize Special	Request Hearing			
	Actions	Requests	All actions					
	Next/last 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			
			Items per page: 10	▼ 1 - 10 of 35	$ \langle \rangle \rangle \rightarrow  $			
Using Alberta.ca Disclaimer Privacy Accessibility							© 2021 G	iovernment of Alberta

Court Case Management Digital Service © 2023 | Government of Alberta | May 2023

Alberta

Classification: Protected A