



# Court Case Management Digital Service

**Lawyers & Legal Assistants User Guide**

May 2024



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# Court Case Management Digital Service (Civil)

Court Case Management (CCM) Digital Service enables lawyers and their legal assistants to manage commercial list and civil special hearings digitally so that they can upload and deliver their materials directly to Justices within the Court of King's Bench. This pilot aims to streamline digital court case management tasks and document delivery between four primary user groups: counsel/legal assistants, clerks, court coordinators, and Justices. Within CCM, Counsel and their legal assistants can schedule commercial list hearings, digitize existing civil specials into the system, upload orders for commercial hearings, associate material(s) for an upcoming hearing, and view associated material from oneself and/or other counsel for any upcoming actions that you are a party to—that are within the Court Case Management (CCM) system. The aim is to automate many of the manual back-and-forth email processes between counsel and the courts. Commercial hearings and digitized Civil Specials within this system allows for ease of access, delivery, and visibility to materials provided from counsel/legal assistants to the Courts for your hearing(s).

**Court Case Management URL:** <https://kb-courtcasemanagement-counsel.alberta.ca/>

## **Service currently available for use by:**

- Active and practicing Alberta lawyers (Alberta Bar ID is required)
- Both Lawyers and Legal assistant accounts are available
- Legal assistants must register into CCM with approval from their lawyer to access CCM

## **Service limitations:**

- Counsel and legal assistants are only able to digitize Civil Specials that are **previously** booked with the courts, as this system does **not** currently schedule net new Civil Specials

Justice Digital is a partnership between the Ministry of Justice and Solicitor General, the Courts, and the Digital Design and Delivery (DDD) to deliver significant modernization of Alberta's justice system.

Thank you for participating in this pilot service. Your engagement is much appreciated!

# Lawyer Justice Digital Accounts

Justice Digital allows users to access multiple services through one account and a single login. This means that you can sign-in to all your Justice Digital services using the same email address and password credentials for the different Justice Digital services you need to access. Legal assistants do not have a single sign on capability across Justice Digital services.

If you are a first-time user to Justice Digital, click '**Create an Account**' to begin setting up your Justice Digital account. Court Case Management accounts are granted to individuals within law firms. There is **no** consolidated team or admin accounts. Each person that uses the service must create their own account.

For counsel, to create an account to use the service, you will need:

- Your law firm name and location, as listed with Law Society of Alberta
- Your name and **Bar ID number** as listed with the Law Society of Alberta

**Note:** Counsels can access multiple Justice Digital services using the same login credentials, if you already have an account with any of the following services:

- Adjournment Digital Service
- King's Bench Court Case Management — Commercial List
- King's Bench Filing Digital Service (Civil)
- King's Bench Filing Digital Service (Family & Divorce)
- Surrogate Digital Service
- Transcripts Digital Service

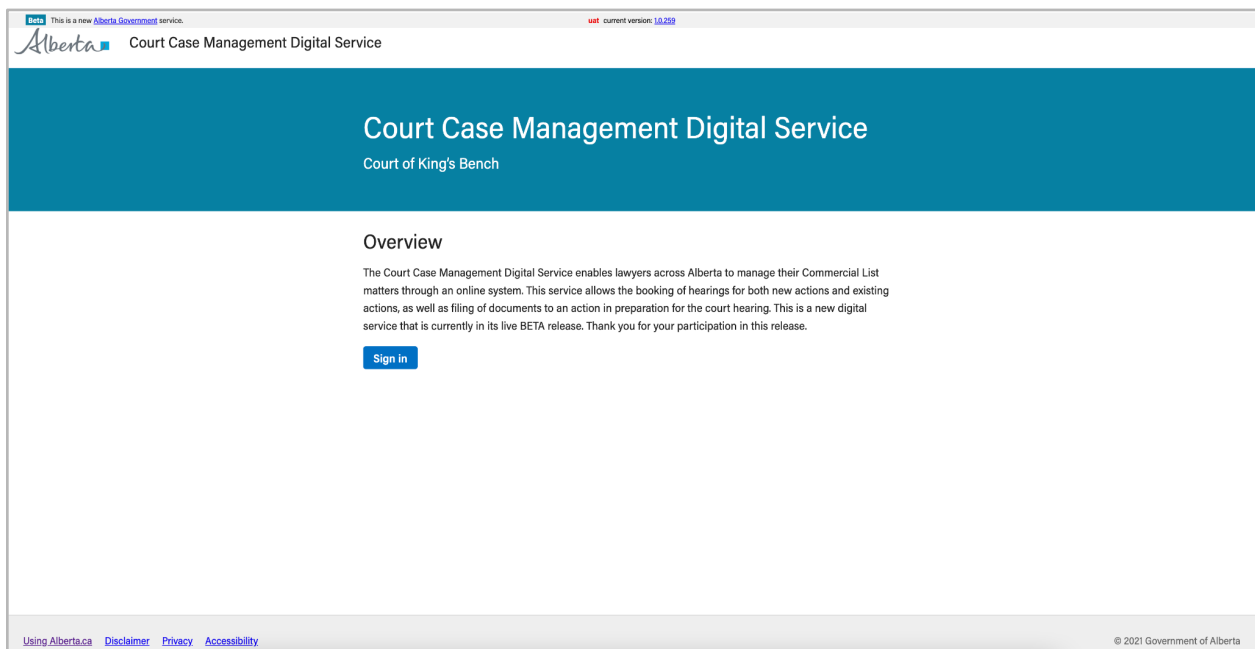
...a new account should not be created to access any of these Digital Services. Instead, sign in with the same email and password you use for your other existing account. You will be prompted to complete an account set up for access to CCM. If you are a legal assistant, you still need to create an account in CCM, even if you have an account in other Justice Digital services.

## Starting in CCM

The Court Case Management (CCM) landing page describes our digital service and its current stage of development as we continue to improve our service.

Below are a few important notes to help begin your work in CCM:

1. We suggest using **Google Chrome** for the best experience.
2. Use the following link to access the CCM digital service: <https://kb-courtcasemanagement-counsel.alberta.ca/>
3. Click '**Sign in**' on the landing page to launch into the Justice Digital login screen.
4. If you are a first-time user to Justice Digital, click 'Create an Account' to begin setting up your Justice Digital account.



The screenshot shows the landing page for the Court Case Management Digital Service. At the top, there is a navigation bar with the Alberta logo and the text "Court Case Management Digital Service". Below this is a large blue header with the title "Court Case Management Digital Service" and the subtitle "Court of King's Bench". The main content area is white and features an "Overview" section. The overview text states: "The Court Case Management Digital Service enables lawyers 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 actions, as well as filing of documents to an action in preparation for the court hearing. This is a new digital service that is currently in its live BETA release. Thank you for your participation in this release." Below the overview text is a blue "Sign in" button. At the bottom of the page, there is a footer with links for "Using Alberta.ca", "Disclaimer", "Privacy", and "Accessibility", and a copyright notice "© 2021 Government of Alberta".

## Sign In

Email

Password

Remember me [Forgot Password?](#)

**Sign In**

---

Continue with Government of Alberta

Continue with Alberta Courts

Continue with My Alberta Digital ID

New user? [Create an Account](#)

**Note:** If your account details are not working properly, please contact our support email [JSG.CourtCasemanagementsupport@gov.ab.ca](mailto:JSG.CourtCasemanagementsupport@gov.ab.ca) to resolve the issue.

Please mark this email address as a trusted sender in your email so that messages are not directed into your 'Spam', 'Promotions' or 'Low priority' folder.

Continue with Government of Alberta

Continue with Alberta Courts

Continue with My Alberta Digital ID

New user? **Create an Account**

## Create Account

First name

Last name

Email

Password

Confirm password

**Password Requirements:**

- minimum 12 characters
- minimum 1 numerical digit
- minimum 1 UPPER CASE LETTER
- cannot contain part of your username / email address

**Back** **Create an Account**

### Create Account

1. Fill out your personal details
2. Set a strong password as required by Justice Digital
3. Tips are provided for creating an effective and appropriate password for your account
4. Finish by clicking 'Create an Account'
5. Once successfully completed, you can use the same user login credentials across **all of your Justice Digital services**

### Existing Justice Digital Users

If you have an existing Justice Digital account with another service, or if you have previously used CCM, you can use your existing account credentials (email and password) to log into the Court Case Management (CCM) digital service and simply click 'Sign In'.



# Legal Assistant Accounts

The extended functionality of legal assistant accounts in CCM allows for legal assistants to do work within CCM on behalf of their approved lawyer(s).

## Requirements:

- Legal assistants **MUST** create their own CCM account to perform work on behalf of their lawyer(s)
- Legal assistants **must** request access from lawyers. Once access is granted, they can also remove their access from approved counsel
- Legal assistants **cannot** join or leave actions on behalf of lawyers. Actions need to be joined/left by counsel
- Counsel **must** approve a legal assistant's access request to allow them to use CCM on their behalf. Counsel can also **revoke** a legal assistant's access at any time

## Legal assistants can do the following in CCM on behalf of their lawyers:

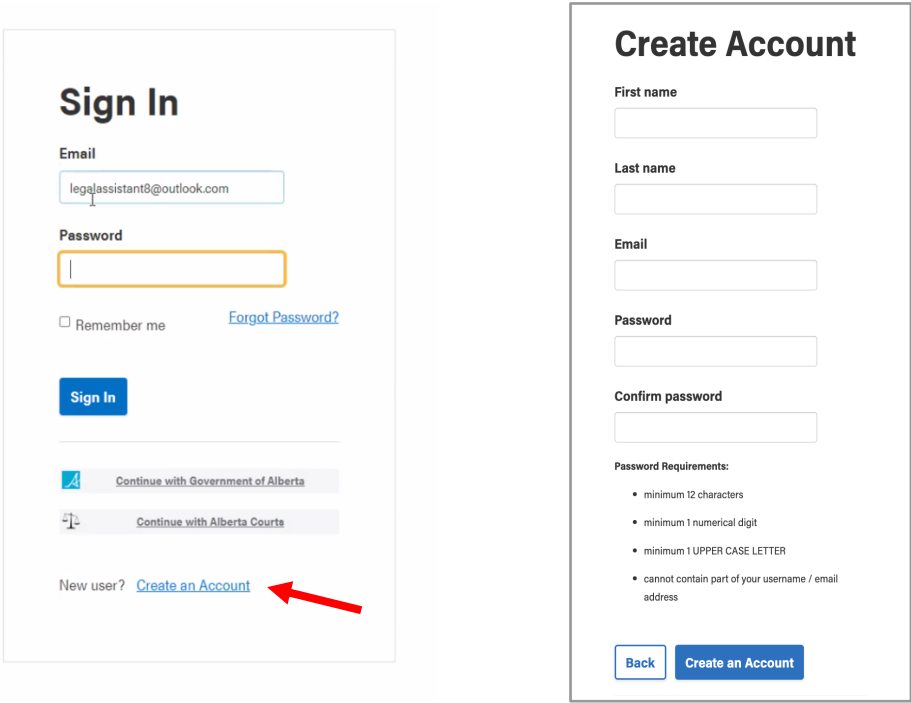
- Submit requests to schedule commercial hearings
- Submit requests to digitize an existing civil special
- Associate materials on behalf of their approved lawyer(s) to a hearing
- Download materials associated to a hearing that their lawyer is a party to
- Legal assistants can submit orders for signing and filing for a commercial hearing

# Creating a Legal Assistant Account

As a legal assistant, if you are a first-time user of Court Case Management (CCM), click '**Create an Account**' to begin setting up your account. Court Case Management accounts are granted to individuals within law firms. There is **no** consolidated team or admin accounts. Each person that uses the service must create their own account.

## Instructions:

1. Click '**Create an Account**' on the Sign in page, then proceed to fill out your details
2. Set a strong password as required by Justice Digital
3. Tips are provided for creating an effective and appropriate password for your account
4. Finish by clicking '**Create an Account**'



Upon completing the "**Create Account**" page, you will receive an email to validate your email address to finish your account a creation. For legal assistants, when validating your email address, you will be prompted to verify your identity by requesting access from a lawyer to finalize your approval to use CCM.

First, you will need to type in the law firm or agency that the lawyer you work for belongs to. Please note, you will be able to request additional lawyers after this initial account setup.

**Verify identity**

Name of user  
CCM Legal Assistant 8  
Email address  
legalassistant8@outlook.com

**What is your role?**

I am a legal assistant, paralegal or student at law  
 I am a lawyer

**Law firm or agency**

Equateur International  
Paris - 17 Rue De Boulayvilliers

Justice Digital Law Firm (UAT)  
Edmonton - Test Address Line 1

Law firm and lawyer information is verified against the Law Society of Alberta (LSA) membership directory. If you are unable to locate your firm, please contact

Second, enter in the name of the lawyer you will be completing work in CCM on behalf of.

**Verify identity**

Name of user  
CCM Legal Assistant 8  
Email address  
legalassistant8@outlook.com

**What is your role?**

I am a legal assistant, paralegal or student at law  
 I am a lawyer

**Law firm or agency**

Justice Digital Law Firm (UAT)  
Edmonton

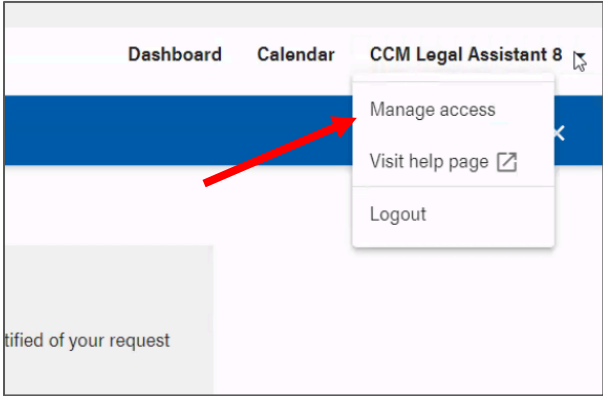
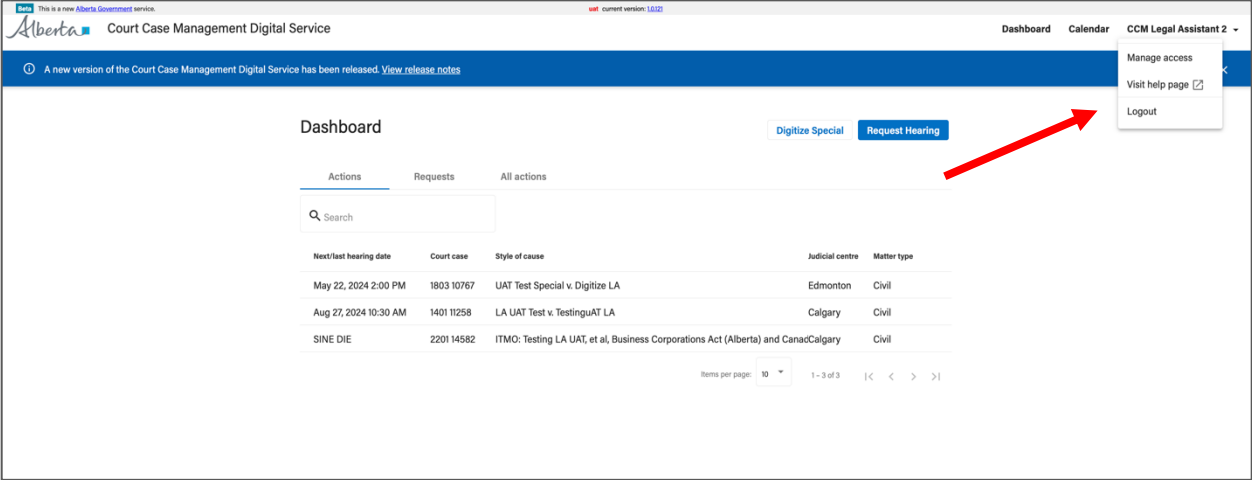
**Responsible lawyer**

Type or select

Amanda Hein  
CCM Lawyer4  
CCM Lawyer5  
CCM Lawyer7  
CCM Lawyer9

**Note:** The lawyer must have their own CCM account, or they will not appear in the list.

Once successfully completed, and the lawyer and law firm match, complete the flow to move into your dashboard. Here you will see a message telling you that your request to access CCM is pending the lawyer’s approval. Only when your lawyer approves the hear  
 If you need to perform work for multiple lawyers in CCM, you can request access from another lawyer.



If you need to perform work on behalf of multiple lawyers in CCM, you can request access from another lawyer. You can do this once a lawyer approves your access.

You can do so by visiting the **manage access** page by clicking your user menu on the upper right-hand corner of the navigation bar.

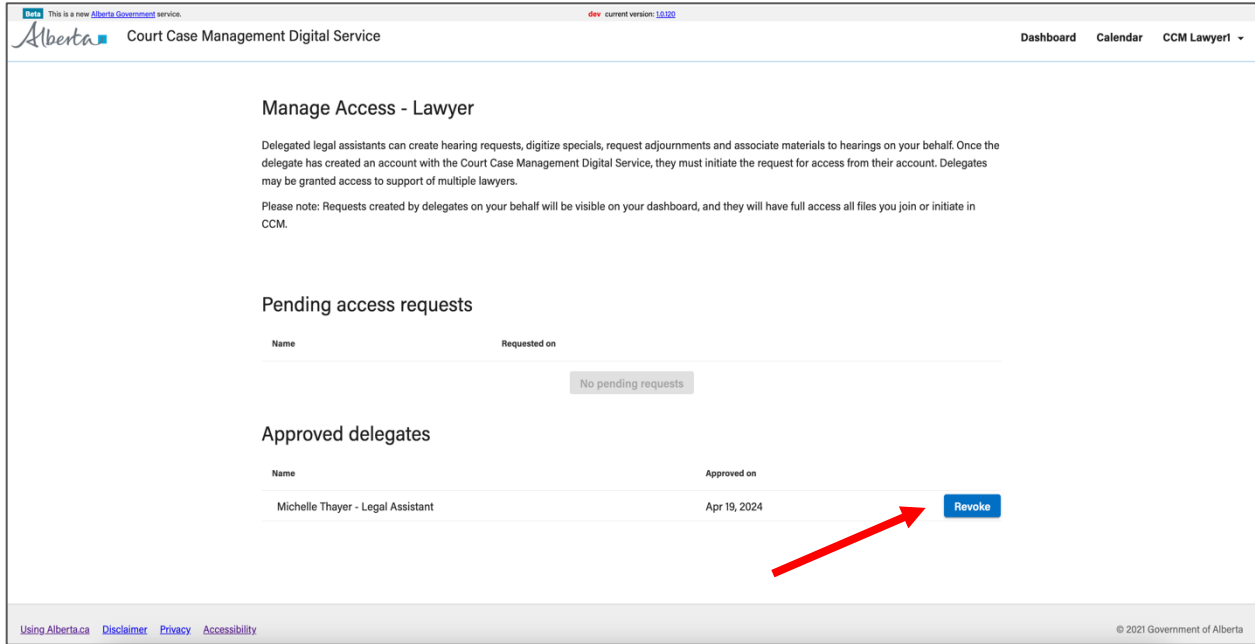
Once the legal assistant’s lawyer(s) approve their requests to access CCM, those legal assistants will be able to perform work on behalf of their approved lawyer(s). Legal assistants will have visibility into the matters that their lawyer(s) are a part of, as well as those hearings and materials within CCM that their lawyers can view.

# Managing Access to CCM

Both lawyers and their legal assistants can manage their access to CCM. However, only legal assistants can “**request access**” to use CCM on behalf of lawyers.

## For Lawyers managing legal assistants:

- Lawyers can view pending legal assistant access requests as well as their approved delegates within CCM
  - Note: this is not for all the other Justice Digital services, only CCM.
- Lawyers can revoke their approved delegates access to CCM at any time
- Revoking access from a delegate removes them from viewing what the lawyer sees and completing work on behalf of the lawyer. If the delegate requires access again to CCM, they will need to request access again from their manage access page.



## For Legal Assistants managing access to CCM:

- Legal assistants can request access to one(1) or more lawyers in CCM
  - Note: this is not for all the other Justice Digital services, only CCM.
- Legal assistants can remove their own access from a lawyer they have been granted access to
- Removing access from a lawyer removes them from viewing what that lawyer sees and they can no longer complete work on behalf of that lawyer. If the legal assistant requires access again to CCM for that lawyer, they will need to request access again and gain approval from that lawyer

This is a new [Alberta Government](#) service. dev current version: 1.0.20

Alberta Court Case Management Digital Service Dashboard Calendar John Legal Assistant 3 ▾

### Manage access - Legal assistant, paralegal or student at law

Legal assistants can gain access to support one or more lawyers in Court Case Management (CCM). To gain access, you must initiate the request below. Lawyers will be notified by email regarding your request, and must sign in to their accounts to approve your request.

Please note: Any requests you create on behalf of a lawyer will be visible by the lawyer on their dashboard. You will have access to view requests created or submitted by lawyers. However, you cannot join or leave actions on behalf of lawyers.

[Request access](#)

#### Pending access requests

Name	Requested on
No pending requests	

#### Granted access

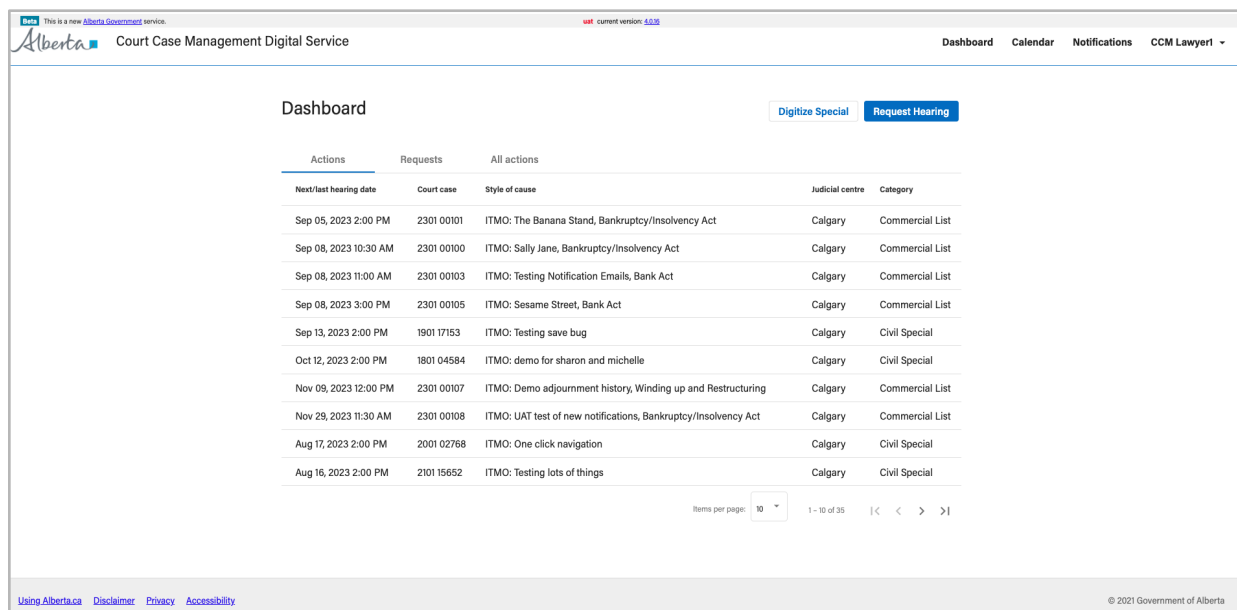
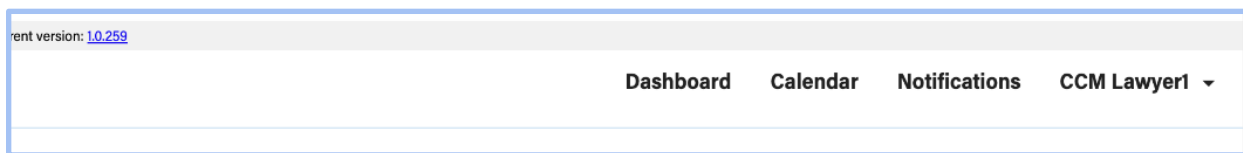
Name	Approved on	
Susan Lawyer4	May 8, 2024	<a href="#">Remove</a>
Patrick Lawyer 5	May 15, 2024	<a href="#">Remove</a>

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# Your Dashboard

Navigate through Court Case Management (CCM) using the top navigation to view the following:

1. **Your Dashboard** - View and manage your court cases and active actions, as well as your hearing requests.
2. **Judicial Calendar** - View the Commercial list calendar.
3. **Notifications** - Stay up to date with activity on your actions and hearing requests.
4. **Your Account (Your Name)** - View your account details.



**Note:** The primary navigation menu can be found at the top of the screen.

There are **three(3) tabs** on the dashboard to manage your court cases:

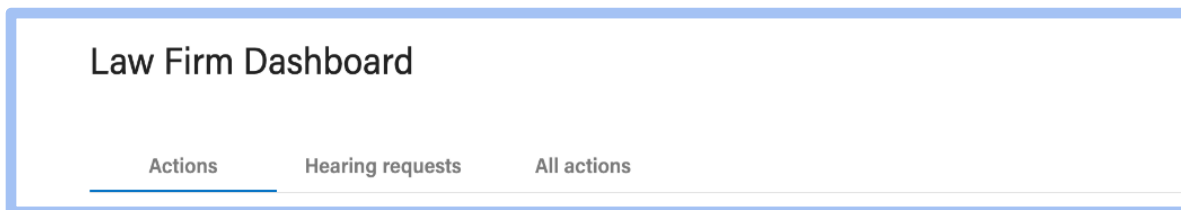
1. **Actions** - Actions you have joined as counsel within the CCM system.
2. **Requests (hearing requests)** - These are your pending hearing requests that have been submitted for approval to the Court Coordinator.
3. **All Actions** - All actions initiated in the CCM system are available to other CCM users within the CCM system.

Dashboard

Digitize Special Request Hearing

Actions		Requests	All actions		
Next/last hearing date	Court case	Style of case	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



**Note:** Your dashboard tabs are displayed as shown in the image above. The blue line underneath the tab (i.e. as seen below the word “Actions”), indicates which tab you are currently viewing.

- Navigate and adjust the view of your dashboard to manage your work.

ITMO: 22222222222222222222222222222222 Bank Act

Calgary Commercial List

Items per page: 5 1 - 5 of 30



## Your actions tab

Actions you have joined as counsel within the CCM system.

1. **Next/last hearing date** - Your hearings will either be listed displaying the upcoming hearing date, or most recently passed date.
2. **Court case** - actions are listed with either an action number or a reference number. (i.e. COM1234567)
3. **Style of cause** - the style of cause listed are formatted as either applicant vs. respondent or as an “In the matter of” (ITMO).
4. **Judicial centre** - the judicial centre is the jurisdiction where the action was created.

The screenshot shows the 'Dashboard' page of the Court Case Management Digital Service. It features a table with the following columns: Next/last hearing date, Court case, Style of cause, Judicial centre, and Category. The table contains 12 rows of data. Below the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 35'.

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

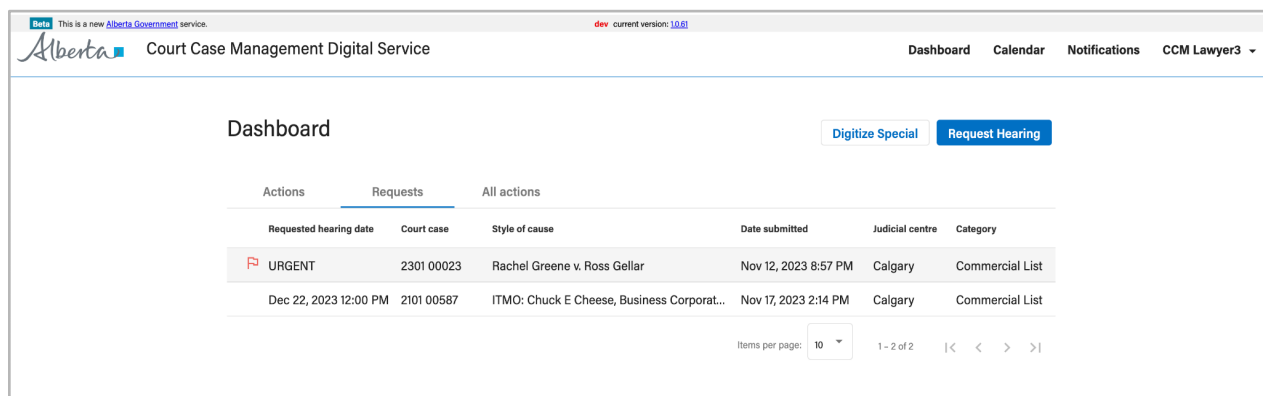
  

Next/last hearing date	Court case	Style of cause	Judicial centre	Category
Sep 05, 2023 2:00 PM	2301 00101	ITMO: The Banana Stand, Bankruptcy/Insolvency Act	Calgary	Commercial List

## Your hearing requests tab

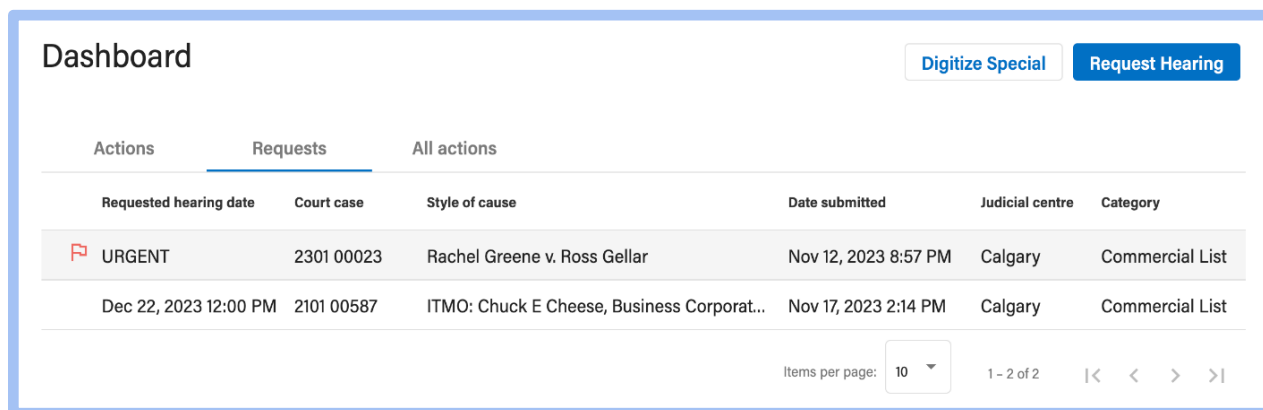
Your pending hearing requests that have been submitted for approval to the Court Coordinator.

1. **Requested hearing date** - the date you requested the hearing for.
  - a. Urgent requests will display a **red flag** and will be marked as **URGENT**.
2. **Date submitted** - the day in which the hearing request submission was submitted to the system for the Court Coordinator to review.



The screenshot shows the 'Dashboard' page of the 'Court Case Management Digital Service'. At the top, there is a navigation bar with 'Dashboard', 'Calendar', 'Notifications', and 'CCM Lawyer3'. Below the navigation bar, there are two buttons: 'Digitize Special' and 'Request Hearing'. The main content area features a table with the following columns: 'Requested hearing date', 'Court case', 'Style of cause', 'Date submitted', 'Judicial centre', and 'Category'. The table contains two rows of data. The first row is marked with a red flag and the word 'URGENT'. The second row is a standard entry. At the bottom of the table, there is a pagination control showing 'Items per page: 10' and '1 - 2 of 2'.

Requested hearing date	Court case	Style of cause	Date submitted	Judicial centre	Category
URGENT	2301 00023	Rachel Greene v. Ross Gellar	Nov 12, 2023 8:57 PM	Calgary	Commercial List
Dec 22, 2023 12:00 PM	2101 00587	ITMO: Chuck E Cheese, Business Corporat...	Nov 17, 2023 2:14 PM	Calgary	Commercial List



This is an identical copy of the screenshot above, showing the 'Dashboard' page with the same table of hearing requests and navigation elements.

Requested hearing date	Court case	Style of cause	Date submitted	Judicial centre	Category
URGENT	2301 00023	Rachel Greene v. Ross Gellar	Nov 12, 2023 8:57 PM	Calgary	Commercial List
Dec 22, 2023 12:00 PM	2101 00587	ITMO: Chuck E Cheese, Business Corporat...	Nov 17, 2023 2:14 PM	Calgary	Commercial List

## Your all actions tab

Actions listed in the all actions tab are public for all users with access to the CCM system to view. **If you are not part of an action, you have limited access to it.** Listed are actions within the CCM digital service that have received an official action number.

The screenshot shows the 'Dashboard' for the 'Court Case Management Digital Service'. It includes navigation links for 'Dashboard', 'Calendar', 'Notifications', and 'CCM Lawyer'. There are buttons for 'Digitize Special' and 'Request Hearing'. The 'All actions' tab is selected, displaying a table with the following data:

Court case	Style of cause	Judicial centre	Category
0801 14092	Michael Bluth, et al v. Lindsay Bluth Funke	Calgary	Civil Special
1001 11697	Jane Jansen v. Paul Paulson, et al	Calgary	Civil Special
1301 11131	ITMO: Testing Justice emails	Calgary	Civil Special
1401 05016	Jack Jackson v. Robert Robertson	Calgary	Civil Special
1501 14092	ITMO: 123456 Alberta Company	Calgary	Civil Special
1601 02288	ITMO: Sticky Notes Inc	Calgary	Civil Special
1801 04584	ITMO: demo for sharon and michelle	Calgary	Civil Special
1801 06362	Friday July 7 v. Saturday July 8	Calgary	Civil Special
1801 17241	James Halpert v. Dwight Schrute	Calgary	Civil Special
1801 18182	ITMO: Testing to make sure this thing works	Calgary	Civil Special

At the bottom of the table, it shows 'Items per page: 10' and '1 - 10 of 37' with navigation arrows.

The screenshot shows the 'Law Firm Dashboard' with a 'Request Hearing' button. The 'All actions' tab is selected, displaying a table with the following data:

Court case	Style of cause	Judicial centre	Cat
2201 00058	asdfa asd	Calgary	Co
2201 00059	ITMO: Dunder Mifflin Paper Co. Bank Act	Calgary	Co

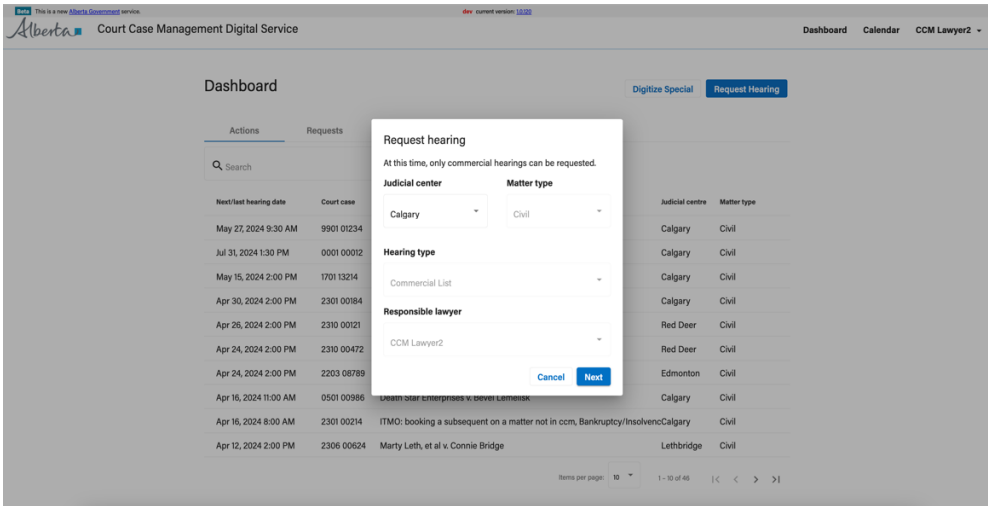
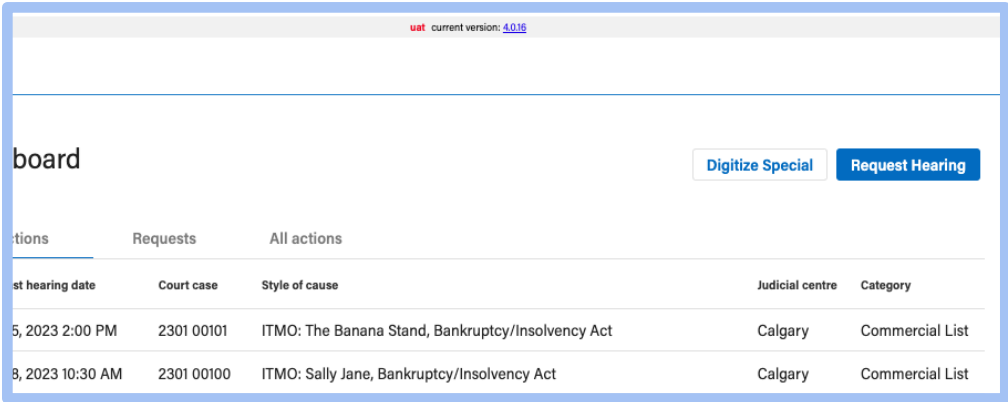
**Note:** The court case number may also be referred to as action number within the courts.

# Commercial Hearing Requests

## Booking an originating hearing request

To request a hearing, simply click the “Request Hearing” button to begin. To begin you will be prompted to define the following:

- The judicial centre from which the matter is originated from
- A legal assistant **must** select the responsible lawyer that they are submitting a hearing on behalf of, while lawyers are defaulted as the responsible lawyer submitting the request

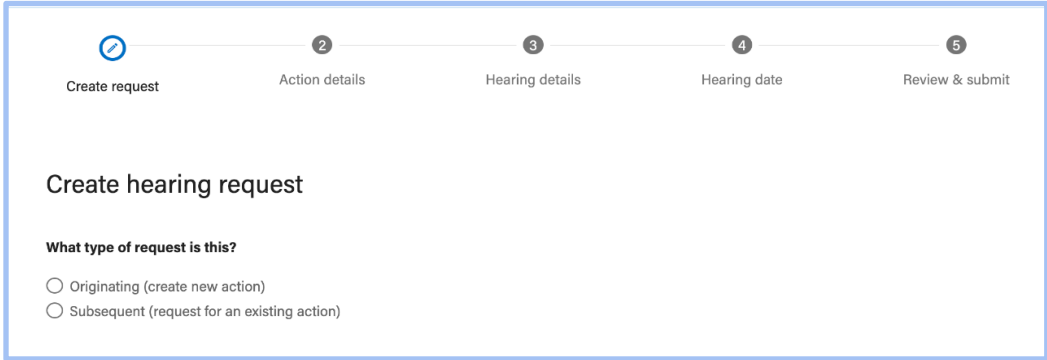
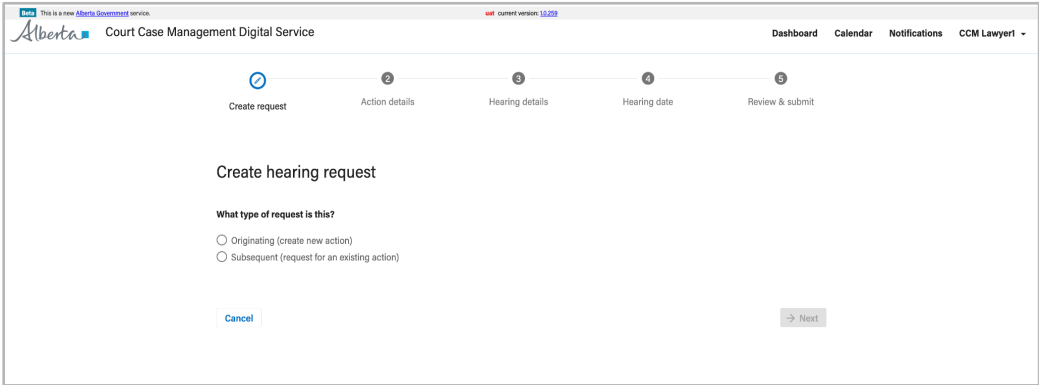


**Note:** Matter type and hearing type are non-selectable fields as CCM only intakes Commercial List hearings under the civil. Similarly, submitting requests to digitize an existing civil specials behaves in the same way.

# 1. Create hearing request

Select the type of hearing request that you are submitting:

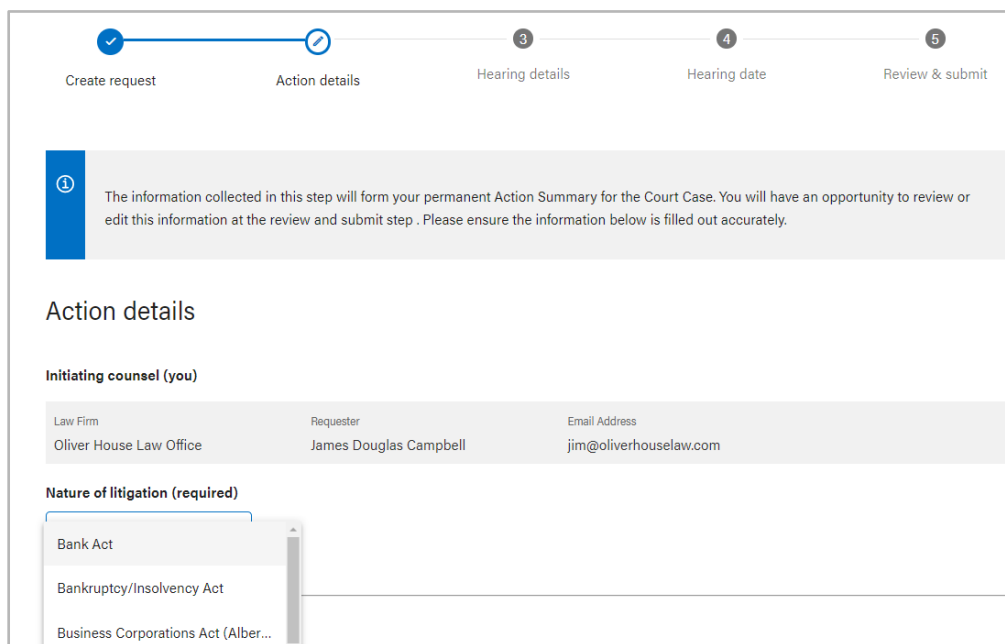
- 1. **Originating request** - Request a new hearing with no action number existing. This will generate a 'new' court case.
- 2. **Subsequent request** - Request a hearing for an existing action with an action number. This will add another hearing to an existing court case.



## 2. Action details

Visibility of your **initiating counsel** details is automated so that the Court Coordinator will know who and where this request is coming from.

The **nature of litigation** will further aid the Court Coordinator in clarifying the nature of your hearing request that is to be reviewed. For the nature of litigation, you should enter the most relevant nature of litigation if there are multiple.



1 2 3 4 5

Create request Action details Hearing details Hearing date Review & submit

1 The information collected in this step will form your permanent Action Summary for the Court Case. You will have an opportunity to review or edit this information at the review and submit step. Please ensure the information below is filled out accurately.

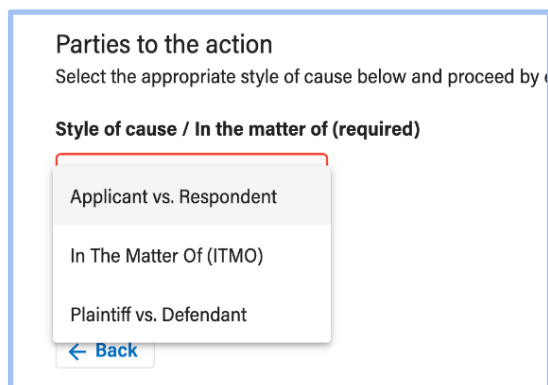
### Action details

**Initiating counsel (you)**

Law Firm	Requester	Email Address
Oliver House Law Office	James Douglas Campbell	jim@oliverhouselaw.com

**Nature of litigation (required)**

- Bank Act
- Bankruptcy/Insolvency Act
- Business Corporations Act (Alber...



**Parties to the action**  
Select the appropriate style of cause below and proceed by clicking on the next button.

**Style of cause / In the matter of (required)**

- Applicant vs. Respondent
- In The Matter Of (ITMO)
- Plaintiff vs. Defendant

[← Back](#)

### Defining the style of cause

First, define the **style of cause** as either:

- Applicant vs. Respondent
- In The Matter Of (ITMO)
- Or Plaintiff vs. Defendant

## Defining the style of cause (parties to the action)

- If you list individuals, you can enter the first and last of the person being listed, their role within the application, and the name of any counsel representing them (if known)
- If you list organizations, you can enter name of the organization being listed, their role within the application, and the name of any counsel representing them (if known)
- You can keep adding more parties by clicking **“Add another party.”** You can remove parties entered in error by clicking on the **“Remove”** button.
- A **counsel name** must be provided for **at least one(1) applicant.**


### Parties to the action

Select the appropriate style of cause below and proceed by entering one party at a time

**Style of cause / In the matter of (required)**

Applicant vs. Respondent ▾

Party Type	First name	Last name	Role	Counsel
Individual ▾	<input type="text"/>	<input type="text"/>	Applicant ▾	<input type="text"/> <small>Separate names of counsel representing the parties using (,)</small>
Individual ▾	<input type="text"/>	<input type="text"/>	Respondent ▾	<input type="text"/> <small>Separate names of counsel representing the parties using (,)</small>

[+ Add another party](#) 

**Note:** As the requester, you must fill out all the required fields to proceed to the next step.

## Defining style of cause - Applicant v. Respondent

If you select an Applicant v. Respondent style of cause, you will be required to enter at least **one(1) applicant and one(1) respondent**. You can add and remove party lines as needed. Parties do not need to be entered in order of applicants and respondents.

**Style of cause / In the matter of (required)**

Applicant vs. Respondent ▾

Party Type	First name	Last name	Role	Counsel
Individual ▾	<input type="text"/>	<input type="text"/>	Applicant ▾	<input type="text"/> <small>Separate names of counsel representing the parties using (,)</small>
Individual ▾	<input type="text"/>	<input type="text"/>	Respondent ▾	<input type="text"/> <small>Separate names of counsel representing the parties using (,)</small>

[+ Add another party](#)

## Defining style of cause - In The Matter Of (ITMO)

If you select an **In The Matter Of (ITMO)** style of cause, you will be required to enter at least **one(1) applicant**. You can add and remove party lines as needed. Parties do not need to be entered in order of applicants and respondents.

**Style of cause / In the matter of (required)**

In The Matter Of (ITMO) ▾

Party Type	Party name	Role	Counsel
Organization ▾	<input type="text"/>	Applicant ▾	<input type="text"/> <small>Separate names of counsel representing the parties using (,)</small>

[+ Add another party](#)

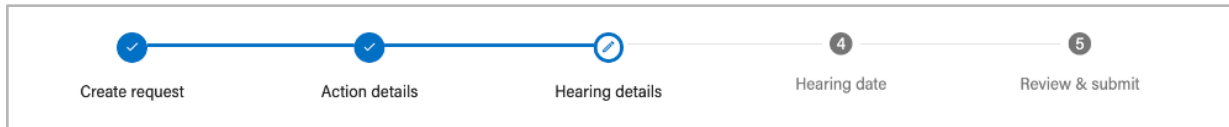


### 3. Hearing details

Stating the **remedy sought for your hearing request is required** and will help the Court Coordinator schedule your hearing request appropriately.

If known, please state whether the hearing is contested, not contested or unknown.

Also, state the preferred hearing method for the Court Coordinator to review so that they can schedule your hearing accordingly.



#### Hearing details

##### Remedy sought (required)

preservation order, freeze assets.

125 characters max

##### Contested (required)

Select

##### Preferred hearing method (required)

Select

To be approved by court coordinator

##### Special requirements (required)

- Yes  
 No

##### Special requirements (required)

- Yes  
 No

Please select all that apply to your hearing

- Ban on Publication  
 French Matter  
 Hearing Assist Equipment  
 In Camera Hearing  
 Large Courtroom  
 Smudging  
 Other

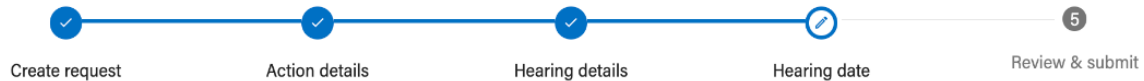
Please specify below (Required)

List any **special hearing requirements** necessary for your requested hearing. If what your hearing requires is not listed, please select other to specify what those requirements are.

#### 4. Select hearing date

Request your desired hearing date and time of hearing from what is available:

1. **Commercial Calendar** - Visibility to Commercial court schedule and assigned Justices for each commercial week.
2. **Request Date & Time** - Select an available time block and drag the box to expand the time slot.



#### Hearing date

Commercial list calendar (Calgary)

Booking details

Urgent request that requires a closer date

**Date** Wednesday, January 4, 2023

**Time** 11:30 AM - 12:30 PM MST

**Duration** 60 minutes

Justice on duty  
JUSTICE NIXON (D.B.)

	Sun, 1/1	Mon, 1/2	Tue, 1/3	Wed, 1/4	Thu, 1/5	Fri, 1/6	Sat, 1/7
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							

← Back

→ Next

**Selecting a date using the interactive calendar (right side)** will automatically populate the requested hearing time, date and duration from your selection.

Click **'Next'** to proceed with your hearing request.

## Hearing date

### Booking details

Urgent request that requires a closer date

**i** Provide details about the reason for urgency, at least three (3) proposed dates, times, and the time required for the hearing.

**Reason for urgency** (Required)

Type here

125 characters max.

**Specify dates desired** (Required)

Specify three (3) dates and times for the Court Coordinator to review.

125 characters max.

**Time required** (Required)

Select

## Urgent hearing requests

Urgent hearing dates are for when your matter is urgent, and you need to see a justice before there is calendar availability.

When you submit an urgent hearing request, **the court coordinator will choose a date for your hearing.**

**Fill out three(3) text boxes** to help the coordinator to identify an appropriate time for your hearing.

Once the coordinator has made a decision, **you will receive an in-app notification** with the date and time of your hearing.

### Reason for Urgency

Provide a brief description of the nature of the urgency of the request.

### Specify dates desired

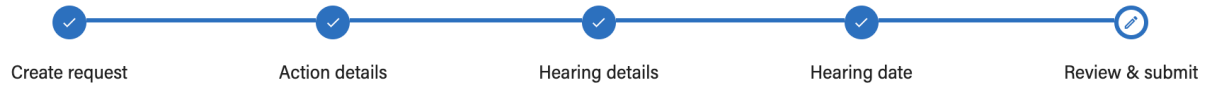
Please list three proposed dates and times for your hearing for the coordinator to review.

### Select time required

Please indicate the time required for your hearing.

## 5. Review and submit

**Before submitting** your request, you will have the opportunity to review the details that you've included in your submission request so that you can complete your submission with confidence.



### Review & submit

#### Request Type [Edit](#)

Civil matter type	Judicial center
Commercial List	Calgary

#### Action details [Edit](#)

##### Initiating counsel

Law Firm	Requester	Email Address
Alldritt Land Corporation Limited Partnership	David Irvin Benjestorf	dbenjestorf@alldrittgroup.com

##### Parties to and nature of litigation

Style of cause
ITMO: Testing Corp. Bank Act

If you see something that appears incorrect, you can go back and edit that section before submitting your request.

Click the **'Edit'** button beside each section title to quickly navigate back to that section.

#### Action details [Edit](#)

##### Initiating counsel

Law Firm	Requester	Email Address
----------	-----------	---------------

## 6. Confirmation summary

Upon submitting your hearing request, you will receive a Court Case Management (CCM) Digital Service **reference number for originating requests** so that you can easily refer back to your hearing requests while your court cases are being prepared.

[Back to Dashboard](#)

✓

Application submitted. Your reference number is COM2212018.

Your action number will become official once the court coordinator has approved your action request

[Back to Dashboard](#)

✓

Application submitted. Your reference number is COM2212018.

Your action number will become official once the court coordinator has approved your action request

### Summary

#### Request Type

<small>Civil matter type</small> Commercial List	<small>Judicial center</small> Calgary
---	---

#### Action details

##### Initiating counsel

<small>Law Firm</small> Aldritt Land Corporation Limited Partnership	<small>Requester</small> David Irvin Benjestorf	<small>Email Address</small> dbenjestorf@aldrittgroup.com
---	--	--

#### Parties to and nature of litigation

<small>Style of cause</small> ITMO: Testing Corp. Bank Act		
<small>Nature of litigation</small> Bank Act		
<small>Role</small>		
Applicant	<small>Party name</small> Testing Corp.	<small>Counsel</small> A. Lawyer

#### Hearing details

<small>Remedy sought</small> Testing remedy sought description here	
<small>Contested</small> Yes	<small>Preferred hearing method</small> Video Conference
<small>Special requirements</small> In Camera Hearing Large Courtroom	<small>Other</small> Something special required here

#### Hearing date

<small>Hearing date</small> Jan 06, 2023	<small>Justice on duty</small> Justice NIXON (D.B.)	<small>Hearing time (duration)</small> 10:30 AM - 11:30 AM (60 minutes)
---	--	--

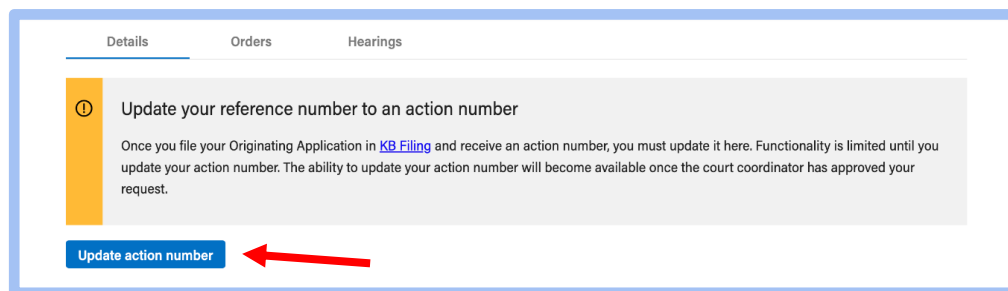
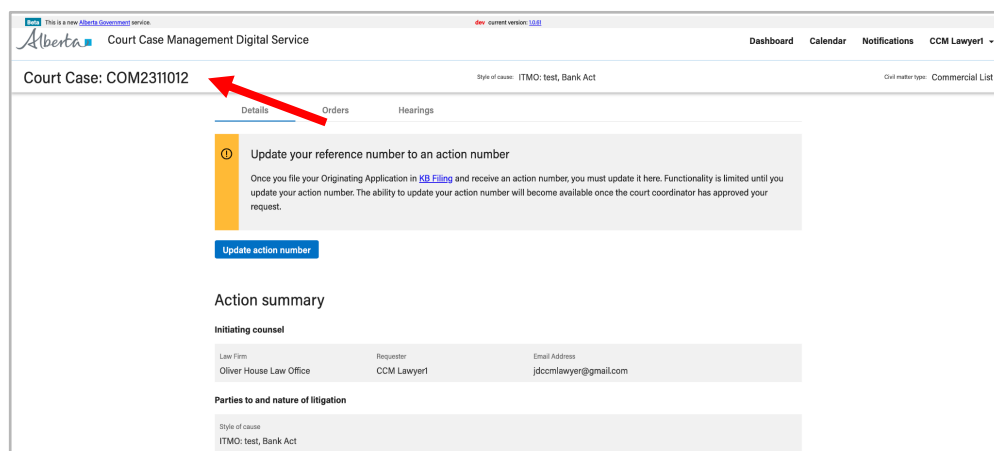
Your hearing request summary is kept in the system while it is pending, **for your reference**, so that you can contact support or the Commercial Court Coordinator in regard to your request at any time.

## Update your reference number to an action number

Once your hearing request has been approved by the Court Coordinator in CCM, you will notice that the hearing will appear on your dashboard underneath the **Actions tab**. You will also see that the **court case number** listed displays the **reference number** (i.e. COM123456) that was initially provided to you upon submitting the hearing request in CCM.

To **update this reference number in CCM to appropriately reflect the action number** of your court case, please follow these steps:

- **Begin your filing in KB Filing Digital Service** for your matter: <https://qb-filing.alberta.ca/>
- Start filing your documents in KB filing and reference your action details from Court Case Management (CCM) Digital Service
- Once you've successfully filed to KB Filing, **you will receive an action number**
- **Come back into CCM**, locate the action on your dashboard and click to view it
- On the action **details** screen you will see a prompt to update your action number
- Click the **'Update action number'** button



If you have successfully filed in the **KB filing Digital Service** for your action, you would have received an action number for your filed materials.

The action number provided by KB Filing is what you will be entering in the **update action number** screen (as shown below).

In the **action number** field, enter the action number from your filing and click **search**.

Government service. dev current version: 1.0.0

Court Case Management Digital Service Dashboard Calendar Notifications

COM2311012 Style of cause: ITMO: test, Bank Act Civil matter ty

### Update action number

Please enter the action number you were provided when your originating application was filed. This can be found on the top of your originating application.

**Action number**

(Example: 1234 12345)

I verify that the action number above is related to the same action as the reference number I was provided and that my KB action number will replace my CCM reference number.

If the **action number** you entered matches the original jurisdiction of the hearing in CCM and the action details match **check off** the verification acknowledgement and click the **confirm** button. This will then return you to the action details screen, and you will see that the court case number now reflects your action number

beta This is a new Alberta Government service. dev current version: 1.0.0

Alberta Court Case Management Digital Service Dashboard Calendar Notifications CCM Lawyer1

Court Case: 2001 08954 Style of cause: ITMO: Second Cup, Bankruptcy/Insolvency Act Civil matter type: Commercial List

[Details](#) [Orders](#) [Hearings](#)

### Action summary

**Initiating counsel**

Law Firm	Requester	Email Address
Oliver House Law Office	CCM Lawyer1	jdcclawyer@gmail.com

## Booking a subsequent hearing

To request a subsequent hearing for an existing action, simply click **request hearing** on your Court Case Management dashboard to begin.

Dashboard				
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

- On the following screen, select the **subsequent** option, below originating, when creating your hearing request.
- **Enter the appropriate action number** of the desired action in which you wish to schedule a subsequent hearing for. (Example: Action number 2301 00101 as shown below)

Once you have entered the action number, click **Search**. The system will then display the style of cause as well as a list of parties to the action for you to confirm that this action is the one you are seeking to book a subsequent hearing for. If the details are correct, proceed by clicking **Next**.



## Create hearing request

**What type of request is this?**

Originating (create new action)  
 Subsequent (request for an existing action)

**Action number**

(Example: 1234 12345)

**Action found**

Please ensure the style of cause reflects your desired action before proceeding with your hearing request. If this is not your action or does not match the details of the action you are looking for, please check your action number and try again or contact the responsible lawyer for this action.

Style of cause

ITMO: The Banana Stand, Bankruptcy/Insolvency Act

Role	Party name	Counsel
Applicant	The Banana Stand	B. Loblaw

**Court appointed officer(s)**

Role	Firm Name	Counsel
Monitor	The Firm	David I. Benjestorf

To request a subsequent hearing for an existing action, **an action number must exist for that action and a prior hearing must be already initiated within the CCM system.**

⚠

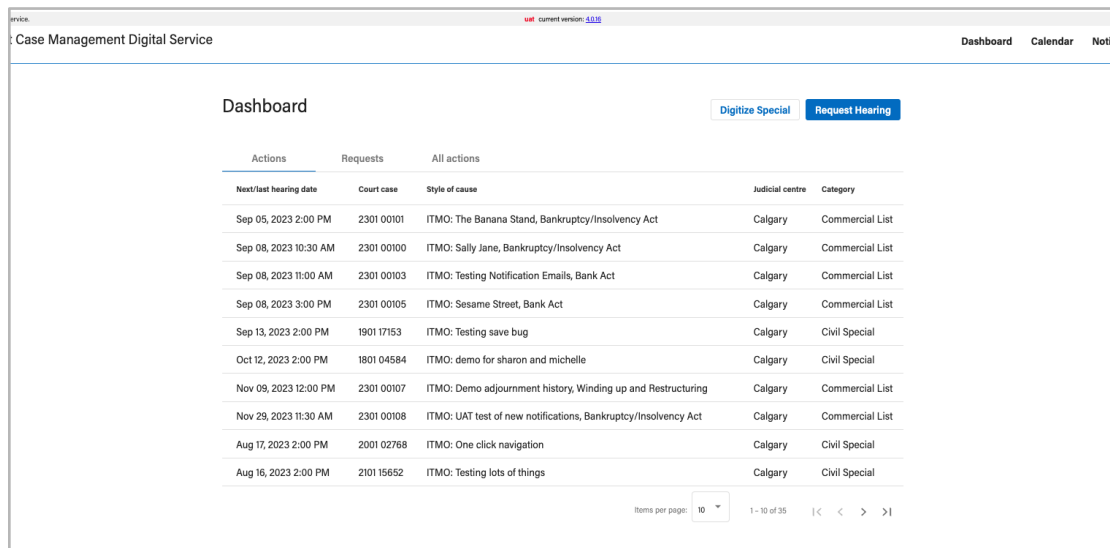
**Court hearing request pending**

There is currently another court hearing request that is being reviewed by the Court Coordinator under action number 2201 00003. Please try again later to book a subsequent hearing or contact the court coordinator for more details.

**Note:** An error message will appear if there is a conflicting subsequent hearing request in process.

# Submitting Orders

To **submit orders to the official court record**, you will need to go to your **Actions tab** first and find the case in which you wish to submit orders to.



The screenshot shows the 'Case Management Digital Service' dashboard. At the top, there are navigation tabs for 'Dashboard', 'Calendar', and 'Notifications'. Below the navigation, there are two buttons: 'Digitize Special' and 'Request Hearing'. The main content area is titled 'Dashboard' and contains a table with columns for 'Next/last hearing date', 'Court case', 'Style of cause', 'Judicial centre', and 'Category'. The table lists 12 actions, each with a unique court case number and a specific style of cause. At the bottom of the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 35'.

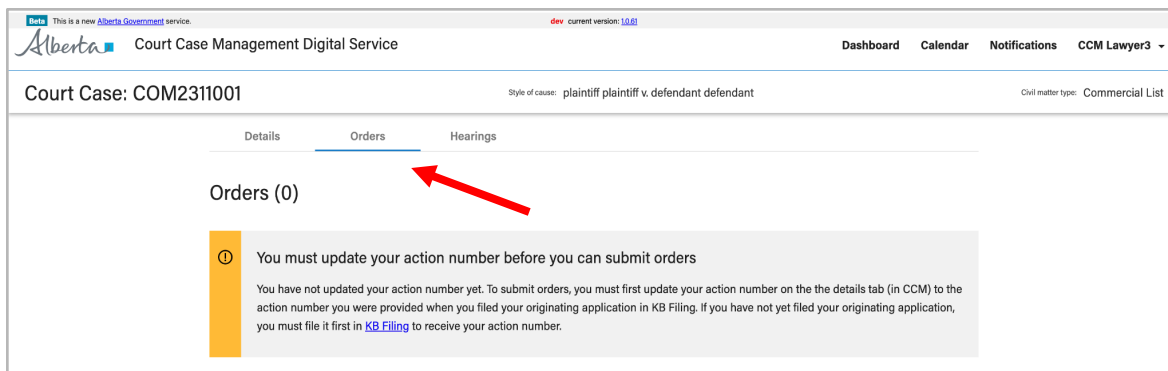
Next/last hearing date	Court case	Style of cause	Judicial centre	Category
Sep 05, 2023 2:00 PM	2301 00101	ITMO: The Banana Stand, Bankruptcy/Insolvency Act	Calgary	Commercial List
Sep 08, 2023 10:30 AM	2301 00100	ITMO: Sally Jane, Bankruptcy/Insolvency Act	Calgary	Commercial List
Sep 08, 2023 11:00 AM	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

**Note:** Your action must have an action number in order for you to submit orders to the action.

## The orders tab

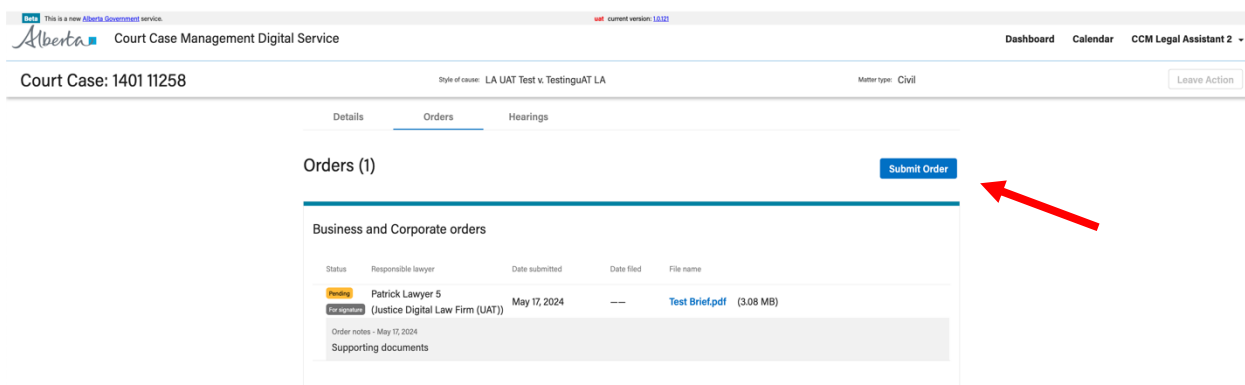
Upon entering your court case, you will first land on the action details summary and will need to navigate to your **orders tab**. Your action **must have an action number** (provided by KB Filing upon filing documents):

1. **View orders filed** to the official court record and
2. **File new orders** to the official court record



If your action has an action number but orders have yet to be filed to your action, then there would be no orders listed and a **submit orders** button will be visible. **If the action only has a reference number, this button will be unavailable to counsel.**

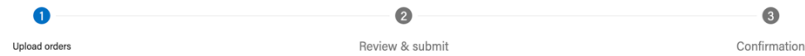
Click **Submit Order** to submit your own orders to the action.



## Defining the order to be filed

When you click submit order, you will be first taken to a file uploader where you will:

1. Define the **order type** you wish to submit
2. **Upload** your pdf file (current version of the App only supports PDF documents)



### Upload Order

**Attach order file**

**Document Type**  
Foreclosure orders

**Responsible lawyer**  
Patrick Lawyer 5

**Proposed / Signed orders**  
Signed order

TEST\_DOC.PDF 34.55 KB (1 pages)  
Uploaded - May 21, 2024, 9:40 AM Remove

This order has supporting documents

**Note:** If you are a legal assistant, you will need to select the responsible lawyer you wish to submit this order on behalf of. For lawyers, this will default to your name if you are submitting the order.

You must **define the order type you wish to upload first**, before uploading your pdf file from your device. There is also a second selection to define whether this order being submitted is an:

- Order for signature (submitted post-hearing),
- a proposed order (submitted pre-hearing),
- or is a signed order.

**Document Type**

- Order for Foreclosure
- Order to Reduce List Price
- Order to Seal Bids
- Preservation Order
- Substitutional Service Order

**Proposed / Signed orders**

- Order for signature (post-hearing)
- Proposed Order (pre-hearing)
- Signed order (fees apply)

# Uploading orders

You can upload your orders (PDF files) by:

- 1. **Clicking the uploader** - Click the uploader to open a dialogue box that allows you to select a file to upload from your computer
- 2. **Drag & drop** - Drag files directly from your computer into the uploader to upload a file

Proposed / Signed orders

Signed order

Drag and drop or click to upload PDF

This order has supporting documents

In this current version, you are only able to submit **one order (PDF) at a time** during this process. Once you upload a file, you may also remove it if you accidentally uploaded an incorrect file. You may also describe to the Justice as to whether the order has any supporting documents to reference as necessary.



## Upload Order

Attach order file

Document Type: Foreclosure orders

Responsible lawyer: Patrick Lawyer 5

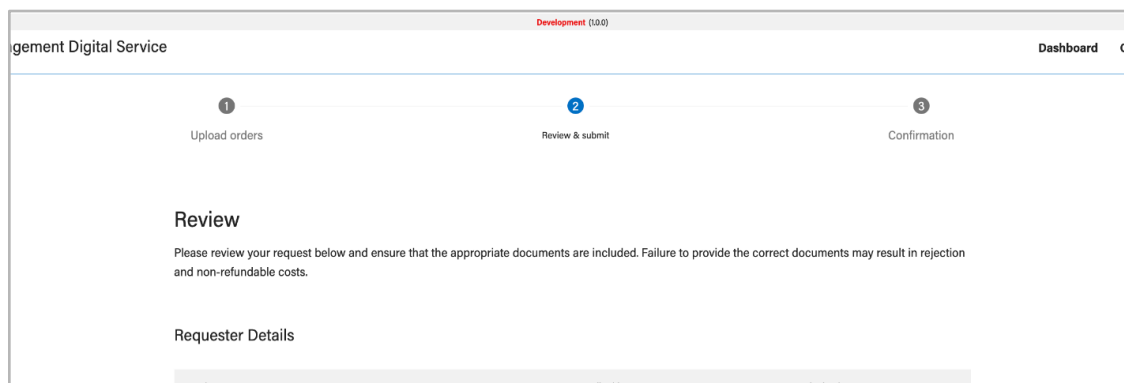
Proposed / Signed orders: Signed order

TEST\_DOC.PDF 34.55 KB (1 pages) Remove

This order has supporting documents

## Review and submit

Once you have uploaded your order file and have noted any supporting documents that have been filed that may accompany the order within your order notes, you will move forward onto your **review page** before you submit your order to the Courts to process.



**Note:** Orders are free of charge and require no payment. Please ensure that all your order documents and order notes are all in order so that they may be processed in an efficient and timely manner

## Viewing Orders for an Action

Once your orders have been **successfully submitted** for review and filing, they will appear in a list under your documents tab within your action.

Each order successfully granted and filed to the Courts will display a **status tag** as they are pending review by the Justice or a Clerk.

You can continue to submit orders to the courts regarding your action as necessary for your upcoming hearings.

Orders (2)					Submit Order
<b>Business and Corporate orders</b>					
Status	Submitted by	Date submitted	Date filed	File name	
<span style="background-color: yellow; border: 1px solid black; padding: 2px;">Pending</span>	CCM Lawyer1 (Oliver House Law Office)	Sep 13, 2022	---	<a href="#">Show and Share - CCM - June 22, 2022.pdf</a>	(1.99 MB)
<span style="background-color: green; color: white; border: 1px solid black; padding: 2px;">Signed</span>					
<b>Business and Corporate orders</b>					
Status	Submitted by	Date submitted	Date filed	File name	
<span style="background-color: yellow; border: 1px solid black; padding: 2px;">Pending</span>	CCM Lawyer1 (Oliver House Law Office)	Sep 13, 2022	---	<a href="#">Show and Share - CCM - June 22, 2022.pdf</a>	(1.99 MB)
<span style="background-color: grey; border: 1px solid black; padding: 2px;">For signature</span>					

- **Green status** means that the order is filed.
- **Yellow status** means that the order is pending.
- **Red status** (not pictured) means that the order has been rejected and will be accompanied with notes.
- **Grey status** is informational and requires no action by you within the CCM system.

## Status tags for orders

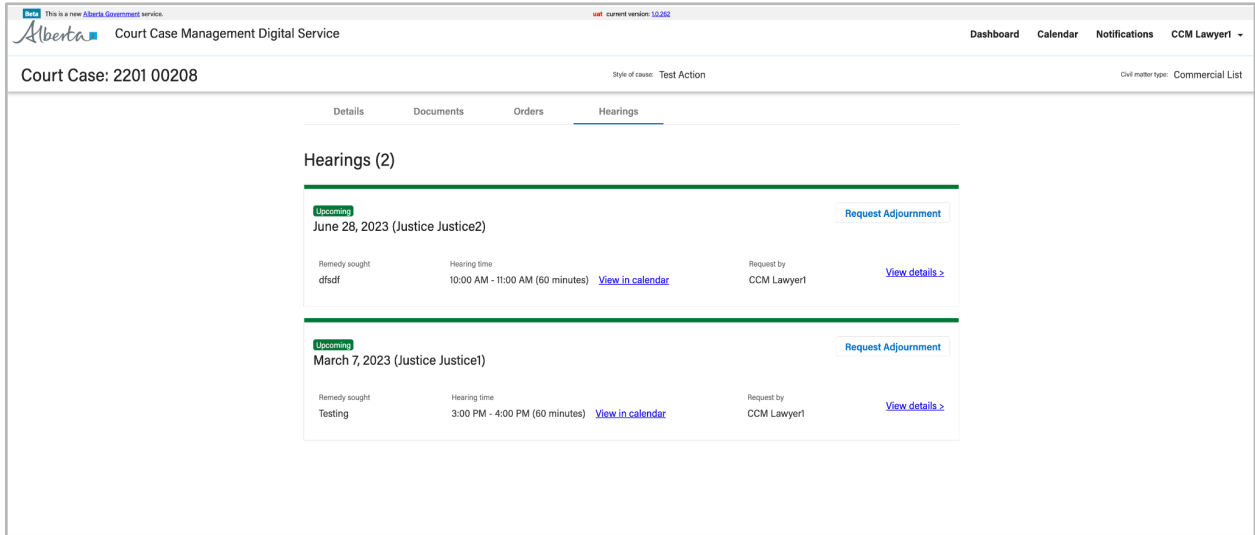
You may see a combination of tags depending on its current status:

1. **Pending** - Orders submitted that are pending Justice to review.
2. **Filed** - Orders granted and successfully filed to the Courts.
3. **Granted** - Orders granted by the Justice but have yet to be filed.
4. **Signed** - Orders that are signed but are still processing to be filed by a clerk.
5. **Revised & Granted** - Orders revised by the Justice and sent directly to the clerk to file.
6. **Clerk to file** - Files granted by the Justice but pending Clerk to file.
7. **Clerk to sign** - Orders that have been granted and approved by the Justice which are directed to the Clerk to sign on behalf of the Justice.
8. **For signature** - Orders requiring to be signed and pending a signature.
9. **Revised** - Filed orders that are noted as revised.
10. **Rejected** - Orders that have been rejected by the Justice or the Clerk.

# Pre-Court Adjournments

## Moving a scheduled hearing date

Scheduled hearing dates can be **adjourned pre-hearing by counsel** if the scheduled hearing date needs to be changed to a new date or adjourned sine die (put on hold with no set date).



## Request an adjournment

To request an adjournment for a hearing, the hearing must be:

1. An **upcoming hearing** in the Commercial Calendar that has already been scheduled by the Court Coordinator.
2. Is **not a pending** hearing or pending adjournment request.
3. is **not a rejected** hearing request.



Go to the hearings tab within an action and click **request adjournment** to begin your request to adjourn to a new hearing date or to adjourn a hearing sine die.

### Hearings (2)

Upcoming
Request Adjournment

**June 28, 2023 (Justice Justice2)**

Remedy sought dfsdf	Hearing time 10:00 AM - 11:00 AM (60 minutes) <a href="#">View in calendar</a>	Request by CCM Lawyer1 <a href="#">View details &gt;</a>
------------------------	---	---

Request Adjournment

[View details >](#)

You may also click **view details** to view the hearing details before choosing to adjourn.

Alberta Court Case Management Digital Service
Dashboard Calendar Notifications CCM Lawyer1

Court Case: 2301 00101
ITMO: The Banana Stand, Bankruptcy/Insolvency Act
Commercial List

← Action summary
Request Adjournment

**September 5, 2023 (Justice Justice2)** Upcoming

testing

**Hearing Requestor**

Law Firm	Requestor	Email Address
Oliver House Law Office	CCM Lawyer1	jdccmlawyer@gmail.com

**Hearing Details**

**ITMO: The Banana Stand, Bankruptcy/Insolvency Act**

Justice	Hearing time (duration)	Contested
Justice Justice2	2:00 PM - 3:00 PM (60 minutes) <a href="#">View in calendar</a>	No

---

Hearing method

Phone	Conference call number
	867-5309

---

Hearing requirements

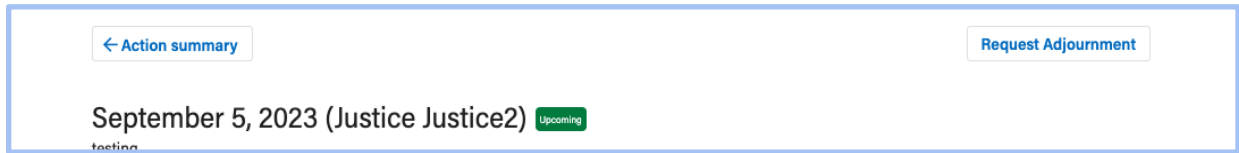
Other	
---	---

**Associated materials (0 total documents, 0 total pages)**

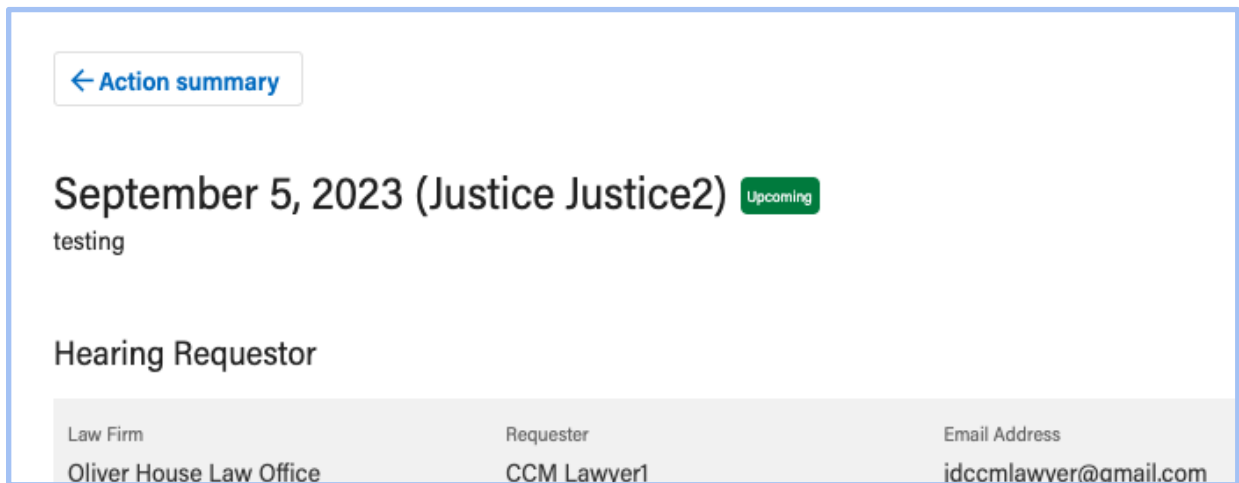
This is where you are associating material, not filing material. Associating means you are directing the Justice's attention to the materials provided. Once you associate the materials, they cannot be removed. Please do not associate any confidential material as other parties can view the material you...

## Adjourning from the hearing details view

You can also **request adjournments** from within the hearing details view as well to review the hearing details before you choose to adjourn.



Click the **action summary** button to return to the hearings tab to navigate back to other hearings within this action.



## Adjourn to a set date

Select a **new date and time** using the interactive Commercial list calendar (see right side image) in which you would like to adjourn your upcoming hearing to.

The screenshot shows a web interface for 'Case Management Digital Service'. At the top right, there are links for 'Dashboard', 'Calendar', and 'Not'. The main content area is titled 'Adjourn 2201 00208'. On the left is a form titled 'Select adjournment date' with the following fields: 'Court case' (2201 00208), 'Style of cause / ITMO' (Test Action), 'Adjourn to' (Wednesday, January 4, 2023), 'Time' (11:30 AM - 12:00 PM MST), 'Duration' (30 minutes), and 'Reason for adjournment (Required)'. The reason text is: 'Reason for adjournment is because I need a new date and the matter is not ready to be heard'. There are 'Cancel' and 'Submit' buttons. On the right is a 'Commercial list calendar (Calgary)' for 'JAN 01, 2023 - JAN 07, 2023'. The calendar shows a grid of days from Sunday, 1/1 to Saturday, 1/7, with time slots from 10:00 AM to 2:00 PM. A blue highlight is visible on Wednesday, 1/4, at 11:30 AM.

**Note:** Your adjournment request must adhere to the rules and request deadlines of the Commercial calendar. To see the current guidelines to the Commercial practice, please visit: <https://www.albertacourts.ca/qb/areas-of-law/commercial>

This is a close-up of the 'Select adjournment date' form. It includes a checkbox for 'Adjourn matter sine die', the 'Court case' number '2201 00208', 'Style of cause / ITMO' 'Test Action', 'Adjourn to' 'Wednesday, January 4, 2023', 'Time' '11:30 AM - 12:00 PM MST', 'Duration' '30 minutes', and a text area for 'Reason for adjournment (Required)' containing the text: 'Reason for adjournment is because I need a new date and the matter is not ready to be heard'. There are 'Cancel' and 'Submit' buttons.

## Adjournment details

On the display to the left of the calendar, **enter your reason for adjournment** to communicate the reason for submitting the desired adjournment request to the court coordinator.

You may also request a hearing to be **adjourned sine die** if the adjournment you are requesting has **no set date defined**

## Adjourn hearing sine die

When you **adjourn a matter sine die**, you are not required to select a date on the interactive calendar (to the right of the screen), as the **adjournment request is for those adjournments with an undefined date**.

The **calendar itself will no longer be interactive** (as shown below) when adjourn matter sine die is selected on the left-hand display.

A **reason for your adjournment is required** in order to complete the adjournment request.

Service current version: 1.0.262

Dashboard Calendar Notific

### Adjourn 2201 00208

Commercial list calendar (Calgary)

Select adjournment date

Adjourn matter sine die

Court case 2201 00208

Style of cause / ITMO Test Action

Adjourn to --

Time --

Duration --

Reason for adjournment (Required)

Reason for adjournment is because I need a new date and the matter is not ready to be heard

Cancel Submit

TODAY < > JAN 01, 2023 - JAN 07, 2023 Justice on duty JUSTICE NIXON (D.B.)

	Sun, 1/1	Mon, 1/2	Tue, 1/3	Wed, 1/4	Thu, 1/5	Fri, 1/6	Sat, 1/7
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							

### Adjourn 2201 00208

Commercial list calendar (Calgary)

Select adjournment date

Adjourn matter sine die

Court case 2201 00208

Style of cause / ITMO Test Action

Reason for adjournment (Required)

Reason for adjournment is because I need a new date and the matter is not ready to be heard

TODAY < > JAN 01, 2023 - JAN 07, 2023 Justice on duty JUSTICE NIXON (D.B.)

	Sun, 1/1	Mon, 1/2	Tue, 1/3	Wed, 1/4	Thu, 1/5	Fri, 1/6	Sat, 1/7
10:00 AM							
10:30 AM							

## Adjournment statuses

Once your adjournment request has been **successfully submitted** for review, it will update the hearing under your **hearings tab** within the action. Each adjournment approved by the court coordinator will update the status tag as they are pending review by the Justice or a Clerk

Adjournment statuses that the system will display may include:

- **Green** status means that the hearing date is approved and scheduled (i.e. upcoming).
- **Yellow** status means that the adjournment is pending.
- **Red** status (not pictured) means that the adjournment requested has been rejected and will be accompanied with rejection notes from the coordinator.
- **Grey** status is informational and requires no action by you within the CCM system

# Digitize Existing Civil Specials

## Matter eligibility

This service allows you to **input previously booked half-day, civil specials and SafeRoads applications** onto Court Case Management so you can submit your filed materials to the Justice assigned to your matter (your matter exists in the court's record, but you are digitizing it to have visibility and to associate your hearing materials).

## Other eligibility criteria:

- Your matter **must** have a previously civil special or SafeRoads half-day special booked.
- The matter **must have** a civil action number
- Applications **must** originate from Calgary, Edmonton, Lethbridge and Red Deer.
- The matter **must not** be confidential
- There **must not** be a self-represented litigant involved in the special
- There **must not** be an ineligible lawyer. Lawyers not in Alberta (or without a valid Alberta Bar ID) and Government Lawyers are ineligible.
- SafeRoads full day and stay applications **cannot be** accepted into CCM.

If you have received this communication and your matter is ineligible for one of the reasons listed above, please advise the civil court coordinator via email at:

- [CivilCoordinator.QBCalgary@albertacourts.ca](mailto:CivilCoordinator.QBCalgary@albertacourts.ca)
- [CivilCoordinator.QBEdmonton@albertacourts.ca](mailto:CivilCoordinator.QBEdmonton@albertacourts.ca)
- [LethbridgeCourtCoordinator.KBJ@albertacourts.ca](mailto:LethbridgeCourtCoordinator.KBJ@albertacourts.ca)
- [RedDeerCourtCoordinator.KBJ@albertacourts.ca](mailto:RedDeerCourtCoordinator.KBJ@albertacourts.ca)

## Signing in

If you have an existing Justice Digital account for any other service, you can use your existing account to log into the Court Case Management (CCM) digital service.

If you do not have an account, please click [here](#) for instructions on how to set up a Justice Digital account.

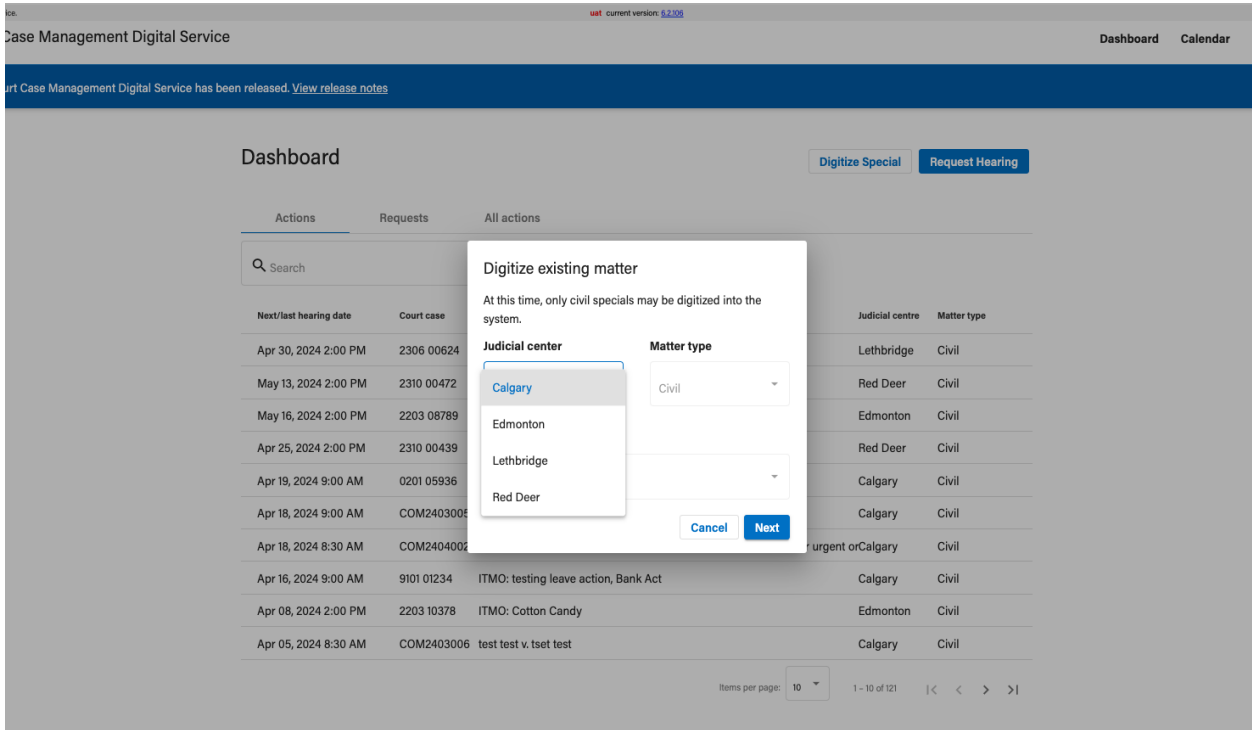
# Getting ready to digitize your matter

The first thing you need to do is to digitize your matter.

Digitizing your matter means that you need to enter the details from the document that originated your matter so a digital record of the matter can be made in CCM.

To digitize your matter, click [here](#) and **sign into** the CCM digital service.

When you access the service, you will see the following informational pop-up (see next page). Please ensure that you have gathered the required materials before beginning your submission, as **you cannot save any work-in-progress.**



**Note:** If you are a legal assistant, you will need to select the responsible lawyer you wish to submit this request on behalf of. For lawyers, this will default to your name if you are submitting the hearing request.

## Step 1 - Confirm your action

- Once you have signed into CCM, type the action number for your matter into the search box and click **Search**.
- If you have entered a valid action number, you will see the details of the action found:

Confirm action

This service allows you to input previously booked half-day, civil specials and SafeRoads applications onto Court Case Management so you can submit your filed materials to the Justice assigned to your matter (your matter exists in the court's record, but you are digitizing it to have visibility and to associate your hearing materials).

**What you need before you get started:**

1. Your action number
2. The document that initiated this matter so you can enter the style of cause (e.g. Statement of Claim, Originating Application)
3. Your confirming letter
4. Any orders to vary deadlines (if applicable)

**Limitations:**

- This system only supports previously booked half-day civil specials and SafeRoads applications originating from Calgary, Edmonton, Lethbridge and Red Deer at this time.
- Your matter has to have a previously booked civil special or SafeRoads half-day special
- SafeRoads full day and stay applications cannot be accepted into CCM

**Search for action number**

Type here  
(Example: 1234 12345)

Search

Cancel

Next

- Once you have entered a valid action number (which must match your jurisdiction), confirm that the action is the correct action you wish to digitize, and click **“Next”**.

### Search for action number

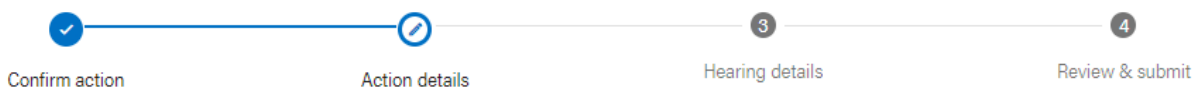
  
(Example: 1234 12345)  

## Step 2 - Action details

**Important note:** You are entering the style of cause details that **commenced** the matter, not the parties participating in the half day civil special. Even if not all parties are participating in the half day civil special, the full style of cause must be entered into CCM.



- Referring to the document that commenced this matter, please select the most appropriate style of cause type (i.e. for a Statement of Claim, Plaintiff v. Defendant is most appropriate). If there has been an amended commencing document, please use the **latest filed** commencing document.
- Depending on the style of cause type you choose, you will have to enter both a Plaintiff(s) and Defendant(s) or an Applicant(s) and Respondent(s) or an ITMO party(ies)
- If you need to add more parties, click **“Add another party”**.



## Action details

Please enter **the style of cause details as reflected on the document or pleading that initiated this action.**

Style of cause / In the matter of (required)

A dropdown menu with the following options: 'Applicant vs. Respondent', 'In The Matter Of (ITMO)', and 'Plaintiff vs. Defendant'. Below the options is a blue button with a left-pointing arrow and the text 'Back'.

→ Next

## Party types

If the party you are entering is an organization or company, you can change it by clicking on the **‘Party type’** dropdown menu:

Party Type

A dropdown menu with the following options: 'Individual' and 'Organization'.

Remove

Once you have **entered all of the parties** as reflected in the commencing document, click **Next**.

## Step 3 - Hearing details



1. **Upload** the **confirming letter** as provided to you by the court coordinator when your matter was originally booked.

2. Use the calendar picker to select your **confirmed hearing date** as noted on your confirming letter.

3. Enter the **most relevant remedy sought**.

## Hearing details



Please ensure you input the details of your **previously booked civil special**. coordinators, clerks and other parties can see the hearings tab.

### Upload confirming letter *(required)*



[Special Application - Confirmation Letter.pdf](#)

235.87 KB (2 pages)

Uploaded - April 26, 2023, 7:16 PM

### Confirmed hearing date *(required)*

6/13/2023

Use mm/dd/yyyy format e.g. 09/15/2022

### Remedy sought *(required)*

Appeal Applications Judge

125 characters max

4. Indicate any **special requirements** for the hearing, such as a large courtroom. If there are no special requirements, select **“No”**.

**Special requirements** *(required)*

Yes

No

**Have the deadlines been varied for this special?** *(required)*

Yes

No

5. Indicate **if the deadlines have been varied** for this special. If they have, please upload a copy of the order to vary deadlines. If you have more than one order, please upload the most relevant one. If there is no order to vary deadlines, select **“No”**.

**Order for varying deadlines** *(required)*

If applicable, please upload your most relevant order to vary deadlines.



[Order to Vary Deadlines.pdf](#)

369.68 KB (2 pages)

Uploaded - April 26, 2023, 7:17 PM

6. Enter any comments you may have for the Court Coordinator to read and review. **Please note that comments are visible to all parties involved in the action.**

**Comments** *(optional)*

My comments here

250 characters max

[← Back](#)

Once you have entered all the required information to digitize your hearing, click **“Next”**.

**Important note:** The details entered here are visible to other parties, including justices, other lawyers, coordinators and clerks.

## Step 4 - Review & Submit



### Final edits before submission

Check to ensure that all details were correctly entered.

- If you need to edit a section, click the **“Edit”** button beside each section header and you will be brought back to that section.
- Once you are satisfied that you have entered all of the details correctly, click **“Submit”** to complete your hearing request submission

### Review & submit

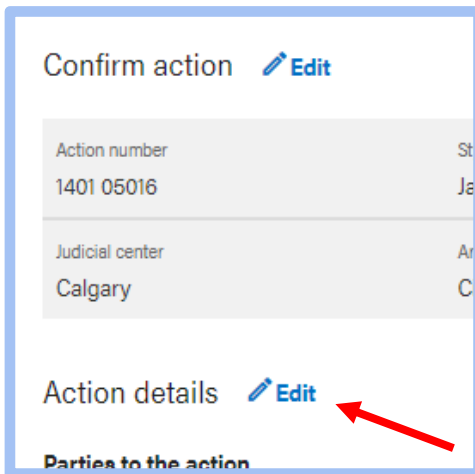
Confirm action [Edit](#)

Action number 1401 05016	Style of cause Jack Jackson v. Robert Robertson
Judicial center Calgary	Area of law Civil

Action details [Edit](#)

#### Parties to the action

Role	Party name	Counsel
Plaintiff	Jack Jackson	A. Lawyer
Defendant	Robert Robertson	



Hearing details [Edit](#)

Confirmed hearing date June 13, 2023	Hearing time (default) 2:00PM - 4:30PM
Remedy sought Appeal Applications Judge	
Special requirements ---	Other ---
Varied deadlines Yes	
Document(s)	File name
Confirming letter	<a href="#">Special Application - Confirmation Letter.pdf</a>
Order to vary deadlines	<a href="#">Order to Vary Deadlines.pdf</a>
Comments My comments here	

[← Back](#) [→ Submit](#)

## Successful submission

Once your digitization request has been successfully submitted, you will see the following confirmation message:

---

[Back to Dashboard](#)

✔

Your request to digitize your previously booked special has been submitted.

You will be required to associate your special hearing materials after the coordinator processes your request. Once your matter has been processed by the court coordinator, it will move to your "Actions" tab. Please check your "Actions" tab to begin associating your material(s). Processing times are generally 24-48 business hours.

### Summary

#### Confirm action

Action number	Style of cause
1401 05016	Jack Jackson v. Robert Robertson
Judicial center	Area of law
Calgary	Civil

**Note:** You can choose to take a screenshot of this page during this time for your reference.

## The Requests Tab

You should now see your request to digitize your previously booked civil special under your **Requests tab** on your **dashboard**. The matter will remain on your Requests tab until the court coordinator has processed it.

Dashboard Digitize Special Request Hearing

Actions		Requests	All actions		
Requested hearing date	Court case	Style of cause	Date submitted	Judicial centre	Category
Jun 13, 2023 2:00 PM	1401 05016	Jack Jackson v. Robert Robertson	Apr 25, 2023 7:28 PM	Calgary	Civil Special

Items per page: 10 1 - 1 of 1 |< < > >|

## The Actions Tab

Once your matter is confirmed and digitized by the court coordinator, it will move from your **Requests tab** to your Actions tab on your **dashboard**. Processing times for the court coordinator are **generally 24-48 business hours**.

Dashboard Digitize Special Request Hearing

Actions		Requests	All actions		
Next/last hearing date	Court case	Style of cause	Judicial centre	Category	
Apr 27, 2023 3:00 AM	COM2304005	Hala's Test v. The respondent	Edmonton	Commercial List	
May 02, 2023 10:00 AM	2301 00048	The Party Supply Store v. The Other Party Supply Store	Calgary	Commercial List	
Jun 06, 2023 2:00 PM	2101 10124	ITMO: Big Box Company Ltd.	Calgary	Civil Special	
Jun 07, 2023 10:30 AM	COM2304004	ITMO: The Bank of Kingston, et al, Winding up or liquidation of credit u...	Edmonton	Commercial List	
Jun 09, 2023 2:00 PM	2201 06022	Mindy Jones v. Michael Smith	Calgary	Civil Special	
Jun 09, 2023 2:00 PM	1401 05016	Jack Jackson v. Robert Robertson	Calgary	Civil Special	
Jun 15, 2023 2:00 PM	1001 11697	Jane Jansen v. Paul Paulson, et al	Calgary	Civil Special	
Jun 30, 2023 3:00 PM	2301 00046	Mike McAdams, et al v. Josh Marscapone, et al	Calgary	Commercial List	

Items per page: 10 1 - 8 of 8 |< < > >|

Congratulations!

Your Civil Special has now been successfully digitized into the CCM digital service!

# Email Notifications

## Types of notifications

Court Case Management provides email notifications. Different types of notifications you will see provided by CCM include:

1. **Hearing request updates** - Confirmation that the Court Coordinator has accepted and booked your hearing requests into the Commercial Calendar. This includes originating requests, subsequent hearings, and adjournments.
2. **Document filing updates** - You will get notified when documents and orders have been successfully approved and filed in the system.
3. **Hearing and document rejection** - You will be notified of hearings, documents, and orders that have been rejected by the courts.
4. **Activity on your actions** - You will have visibility of others joining your action (i.e. opposing counsel joining your action).
5. **Email notifications** - You will receive email notifications for certain activities within CCM (i.e. submitting a hearing request, your hearing request has been approved, etc.)

**Important note:** Please make sure to check your spam, junk mail, and promotions folders for CCM email notifications as your inbox may flag these emails initially as such.

# Joining an Action (Counsel)

## Requirements

1. You **must** be a lawyer. Legal assistants cannot join an action on a lawyers behalf.
2. You **must** join an action as a lawyer for you and your legal assistant(s) to be able to associate materials to a hearing.
3. And you **must** represent a party or be a court appointed officer in that action to join it.

## Step 1 - Locate the matter you need to join

Locate the matter in your “**All Actions**” tab.

Actions	Requests	All actions	
Court case	Style of cause	Judicial centre	Category
1001 11697	Jane Jansen v. Paul Paulson, et al	Calgary	Civil Special
1401 05016	Jack Jackson v. Robert Robertson	Calgary	Civil Special
2101 10124	ITMO: Big Box Company Ltd.	Calgary	Civil Special
2201 06022	Mindy Jones v. Michael Smith	Calgary	Civil Special
2301 00046	Mike McAdams, et al v. Josh Marscapone, et al	Calgary	Commercial List

## Step 2 - Confirm this is the action you need to join

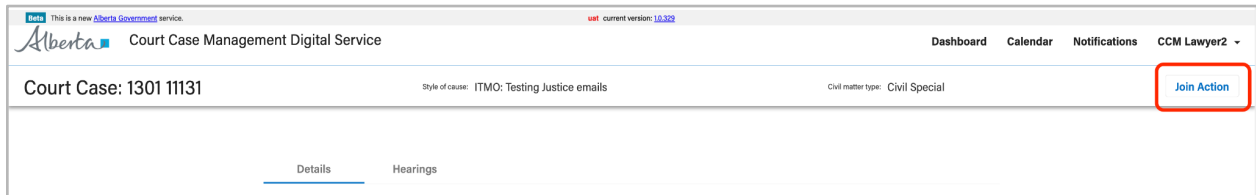
Review the **action summary** and ensure that this is the correct action you need to join.

Role	Party name	Counsel
Plaintiff	Jack Jackson	A. Lawyer
Defendant	Robert Robertson	



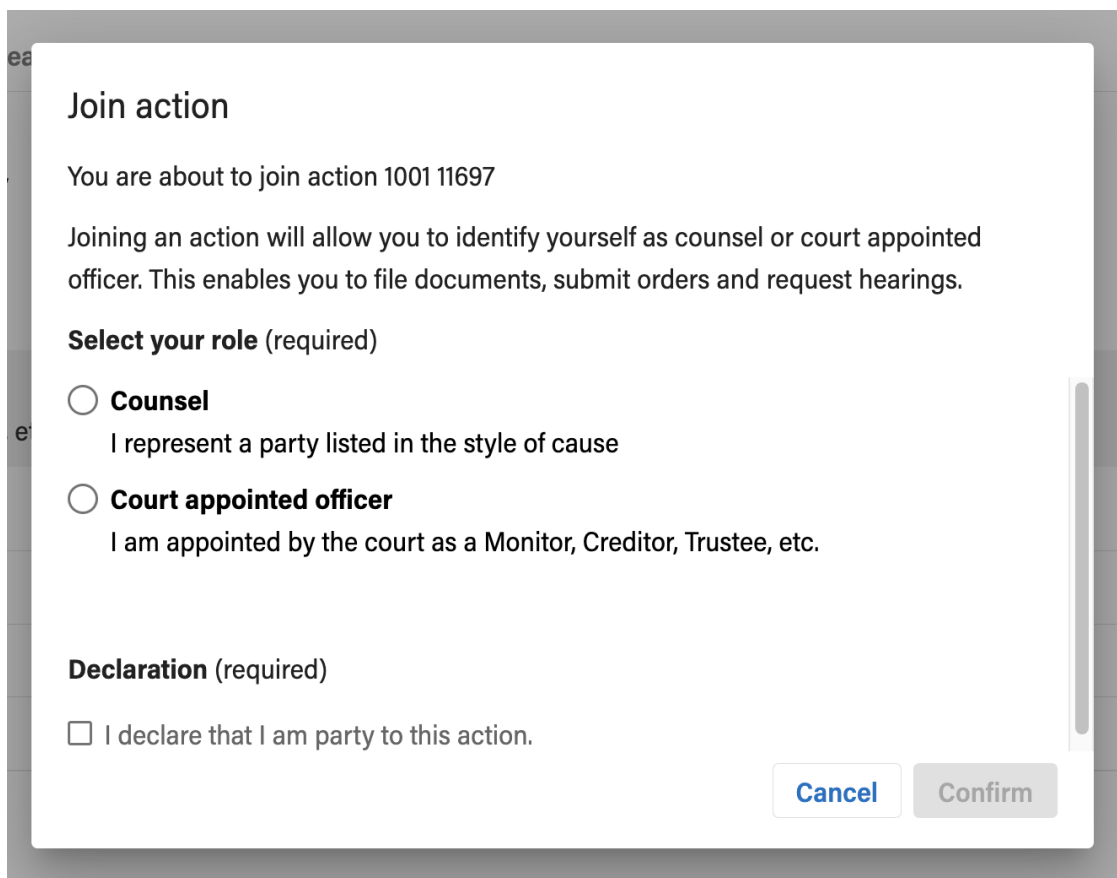
### Step 3 - Click Join action button

In the top right of the Action summary, click the “Join action” button.



### Step 4 - Joining an action

Upon clicking join action, you will be presented with a prompt that allows you to identify your role within the matter—those roles being counsel or a court appointed officer.



## Step 5 - Joining as counsel to a named party

- If you are joining as counsel to a party of the action, select “**Counsel**” as your role.
- Select the party(ies) you represent.
- You can represent more than one party.
- More than one lawyer can represent any party listed.
- Once you have selected the party(ies) you represent, you must check the box and declare you are party to this action and click “**Confirm**” (as shown below).

### Join action

You are about to join action 1401 05016

Joining an action will allow you to identify yourself as counsel or court appointed officer. This enables you to file documents, submit orders and request hearings.

**Select your role** (required)

**Counsel**  
I represent a party listed in the style of cause

**Court appointed officer**  
I am appointed by the court as a Monitor, Creditor, Trustee, etc.

**Parties Representing** (required)

Robert Robertson, Defendant

**Declaration** (required)

I declare that I am party to this action.

[Cancel](#) [Confirm](#)

## Step 6 - Review the action summary

- Review the updated action summary. Your name will now be associated with the party or parties you indicated.
- You will now have access to the hearing details of this action.
- You can now associate your materials to any hearing within this matter.

Details		Hearings
<h3>Action summary</h3>		
<b>Parties</b>		
Style of cause Jack Jackson v. Robert Robertson		
Role	Party name	Counsel
Plaintiff	Jack Jackson	A. Lawyer
Defendant	Robert Robertson	James D. Campbell

## Step 7 - Joining as a court appointed officer

- To join as a court appointed officer, select “**Court appointed officer**” as your role.
- Indicate the **firm you represent**.
- Select the role you have been **appointed to by the Court**.
- Once you have selected the role you have been appointed to, you must check the box and declare you are party to this action and click “**Confirm**” (as shown below).

Style of cause: Jane Jansen v. Paul Paulson, et al. Civil mat

### Join action

You are about to join action 1001 11697

Joining an action will allow you to identify yourself as counsel or court appointed officer. This enables you to file documents, submit orders and request hearings.

**Select your role** (required)

**Counsel**  
I represent a party listed in the style of cause

**Court appointed officer**  
I am appointed by the court as a Monitor, Creditor, Trustee, etc.

**Representing Firm** (required)

Firm you represent

**Your role or title** (required)

Lender

**Declaration** (required)

I declare that I am party to this action.

Cancel Confirm

## Step 8 - Review the action summary

- Review the updated action summary. Your name will now be associated with the party(ies) you indicated.
- You now have access to hearing details.
- You can now associate your material(s) to any hearings within this action.

Details

Hearings

### Action summary

#### Parties

Style of cause		
Jack Jackson v. Robert Robertson		
Role	Party name	Counsel
Plaintiff	Jack Jackson	A. Lawyer
Defendant	Robert Robertson	James D. Campbell

#### Court appointed officer(s)

Role	Firm Name	Counsel
Lender	Firm you represent	David I. Benjestorf

If you **see your name listed beside the appropriate party(ies)** you've associated yourself with, you have now successfully joined the action (as shown above).

# Associating Materials to Hearings

## Requirements

Starting **March 6, 2023** it will be **mandatory to associate materials**. All materials **must** be associated to the hearing **no later than the Tuesday of the week prior to the hearing date**.


- You **must** have joined an action in order to be able to associate materials to a hearing.
- If you have not joined an action, please refer to the instructions to **join an action first**.
- **Confidential materials must not be associated** to a hearing in CCM. If you have confidential material, please advise the court coordinator.
- All documents associated must **follow a naming convention** (see document naming convention table below).
- Once associated, documents **cannot be removed**.

## Getting started

### Step 1 - Locate the matter

**Once you are a party to an action** (you have joined the action or were the one who initiated it), you will be able to **associate material directly to that hearing so that a Justice has visibility of those material(s) in preparation for the upcoming hearing**.

- Locate the matter in your **“Actions”** tab.
- You must have first joined an action to be able to see the matter in your actions tab. If you have not yet joined the action, please refer to the **“Join an action”** instructions so you can join the action and associate your materials.



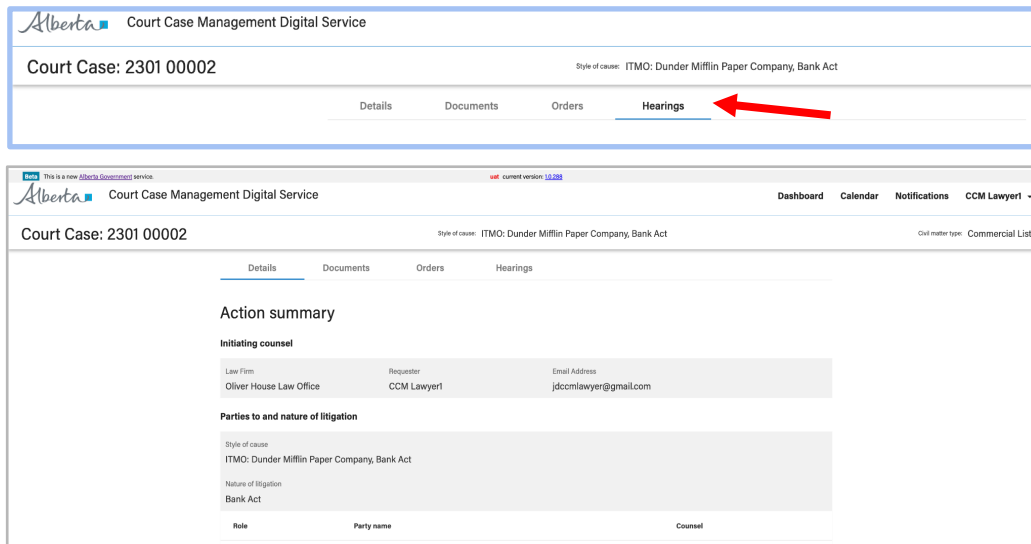
Dashboard

Digitize Special Request Hearing

Actions	Requests	All actions		
Next/last hearing date	Court case	Style of cause	Judicial centre	Category
Jun 06, 2023 2:00 PM	2101 10124	ITMO: Big Box Company Ltd.	Calgary	Civil Special
Jun 09, 2023 2:00 PM	2201 06022	Mindy Jones v. Michael Smith	Calgary	Civil Special

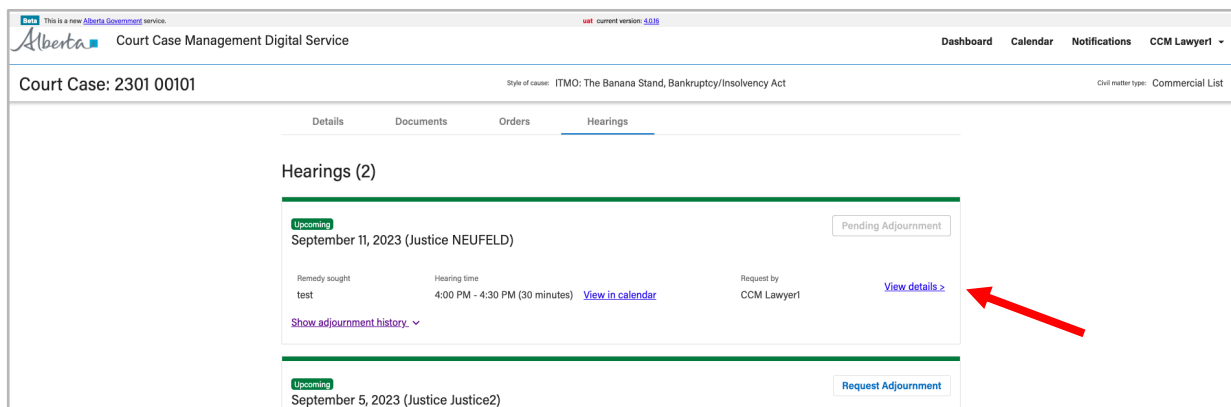
Upon entering your court case, you will first land on the action details summary. From there you can **navigate to the hearings tab** to view a list of hearings pertaining to this matter.

Here, you can view the specific hearing(s) you wish to associate materials to.



## Step 2 - Locate the hearing you wish to associate materials to

In the **“Hearings”** tab locate the hearing you wish to associate materials to and click **“View details”** to view the hearing details.



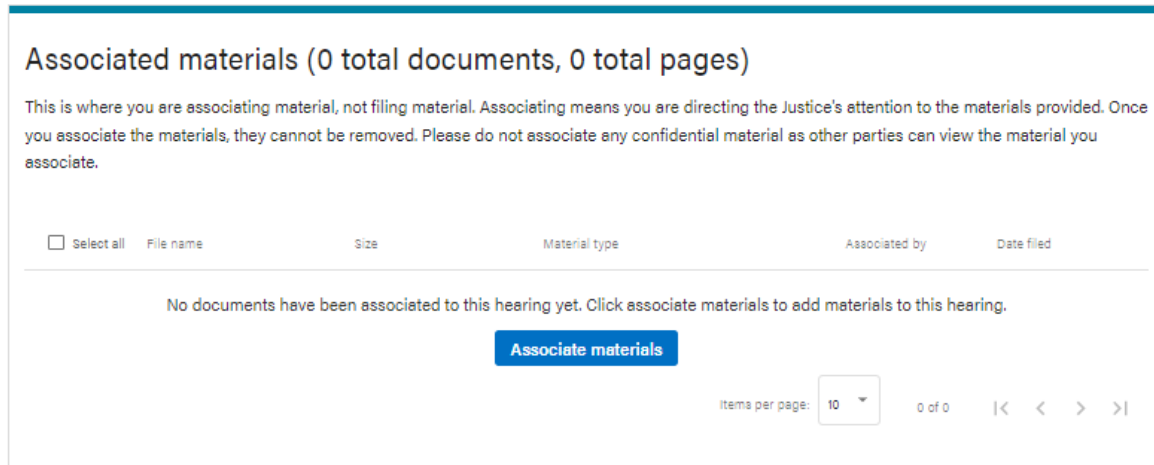
### Step 3 - Find the associate materials table in that hearing

Once you are in the hearing details view of an upcoming hearing pertaining to your court case, scroll to the bottom of the page to view the **associated materials**.

You can associate materials to that specific hearing from within the '**Associated materials**' table.

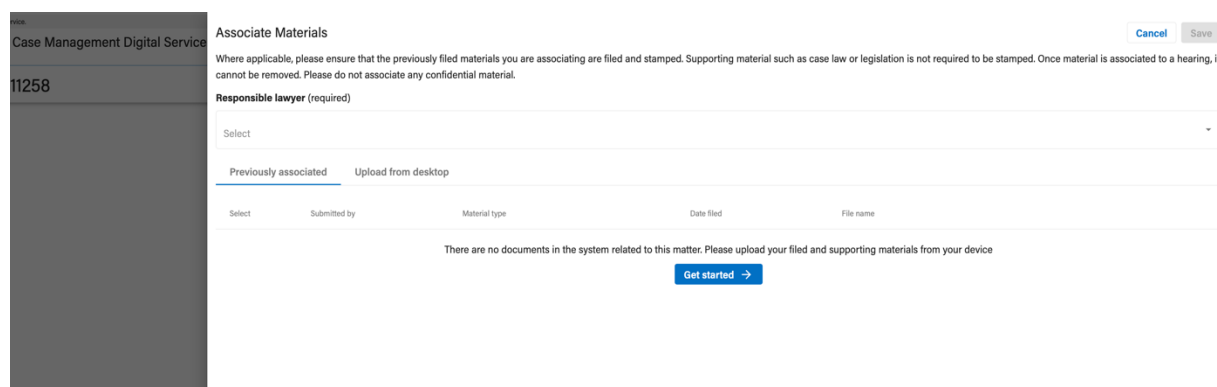
The screenshot displays a web interface for a hearing. At the top, it shows the case name: "ITMO: Dunder Mifflin Paper Company, Bank Act". Below this, there are navigation buttons: "Back" and "Request Adjournment". The hearing date is "March 10, 2023 (Justice Justice1)" with a green "Upcoming" status. A "Down sizing" option is also present. The "Hearing Requestor" section includes a table with columns for Law Firm, Requester, and Email Address. The "Hearing Details" section provides information about the justice, hearing time, and method. At the bottom, the "Associated materials" section shows a table with columns for Select all, File name, Size, Material type, Associated by, and Date filed. A message states "No documents have been associated to this hearing yet. Click associate materials to add materials to this hearing." and a blue "Associate materials" button is visible. The page footer shows "Items per page: 10" and "0 of 0".

To begin to associate materials, click on "**Associate materials**" (see below).



## Step 4 - Start associating materials

If no materials have yet to be associated with the upcoming hearing, you can start associating materials by clicking the **associate materials** button. Once you click associate materials, a shelf will appear on the screen.



**Note:** If you are a legal assistant, you will need to select the responsible lawyer you wish to associate materials on behalf of. For lawyers, this will default to your name if you are associating materials.

There are **two(2)** tabs in which a user can associate materials to the hearing, those being:

- **Previously associated** - previously associated allows users to re-associate materials (documents and orders) that were associated to a previous hearing within the same action.



- **Upload from desktop** - uploading from your desktop allows users to add any previously filed materials or additional supporting materials that exist or have been downloaded to the user’s device so that they can upload those files directly to CCM.

**Associate Materials** C

Where applicable, please ensure that the previously filed materials you are associating are filed and stamped. Supporting material such as case law or legislation is not required to be stamped. Once material is associated cannot be removed. Please do not associate any confidential material.

**Responsible lawyer** (required)

Select

---

Previously associated    Upload from desktop

---

Select	Submitted by	Material type	Date filed	File name

**Important note:** Please note that associating materials to a hearing in this service is **not to be confused with digital filing**. Associating materials is to allow users to bring those materials that have already been filed and any additional supporting materials to the Justice’s attention.

### Associated material naming convention

Please ensure that all associated materials uploaded meet the document naming convention requirements. (See table below)

Document Type	Naming convention
<b>Affidavits</b>	Name of affiant - Date Sworn Ex: Jane Doe - Sworn January 10, 2023
<b>Briefs</b>	Party type - Type of brief Ex: Applicant - Reply Brief
<b>Transcripts</b>	Type of transcript - Name of deposed - Date deposed Ex: Cross Examination of Jane Doe - Deposed Dec 5, 2022
<b>All other documents</b>	Document name, party name Ex: Originating application, The Company I represent

## Confidential materials

Confidential material cannot be associated using the associated materials table. If you have confidential material that needs to be included, please advise the civil specials court coordinator.

## Associate materials (Previously associated)

When pulling from **previously associated materials** within an action to associate material that was previously associated to a hearing, a user can select each checkbox of the desired material(s) to associate as needed and click save when ready.

Materials that have already been associated to the hearing by you or another user will be marked as **“Assoc”** instead of displaying a checkbox. (See next page)



Pull from system		Upload from desktop		
Select	Submitted by	Material type	Date filed	File name
<input type="checkbox"/>	CCM Lawyer1	Agreed Statement of Facts	Jan 25, 2023	<a href="#">Test2Test.pdf</a>
<input type="checkbox"/>	CCM Lawyer1	Agreed Statement of Facts	Jan 25, 2023	<a href="#">Test2Test.pdf</a>
<input checked="" type="checkbox"/>	CCM Lawyer1	Foreclosure orders	Jan 24, 2023	<a href="#">Civil Practice Note.pdf</a>
<input type="checkbox"/>	CCM Lawyer1	Civil Contempt and Liberty orders	Jan 13, 2023	<a href="#">Order.pdf</a>
<input type="checkbox"/>	CCM Lawyer1	Originating Application	Jan 5, 2023	<a href="#">Originating Application.pdf</a>
<input type="checkbox"/>	CCM Lawyer1	Affidavit	Jan 5, 2023	<a href="#">Affidavit.pdf</a>
Assoc	CCM Lawyer1	Affidavit of Service	Feb 24, 2023	<a href="#">test_document_copy_reallylongnamereallylongnamereallylong</a>

**Note:** Once saved, a user cannot remove an associated document from the hearing. To do so you must contact support at [JSG.CourtCasemanagementsupport@gov.ab.ca](mailto:JSG.CourtCasemanagementsupport@gov.ab.ca)

## Associate materials (Upload from desktop)

When **uploading from your desktop** to associate previously filed materials or supporting materials, a user can upload files by either clicking the **choose file** button or clicking into the large drag and drop area. **Please note that the system only accepts .pdf files**

**Note:** drag PDF files directly from your desktop into the drag and drop area outlined above.

If a specific file encounters an error upon uploading, an error message will be displayed.

When uploading files, a user can **select up to 10 files at a time** to upload in bulk. Once the files have been loaded in the queue, the user can continue to upload more files until they are ready to proceed with saving the associated materials.

File name	Size	Material type	Filed date
2 of 2 item(s) uploaded. Please select material type after files have successfully uploaded.			
<a href="#">TEST_DOC.PDF</a>	34.55 KB (1 pages)	Select	
<a href="#">TEST_DOC.PDF</a>	34.55 KB (1 pages)	Select	

**Note:** Once saved, a user cannot remove an associated document from the hearing. To do so you must contact support at [JSG.Courtcasemanagementsupport@gov.ab.ca](mailto:JSG.Courtcasemanagementsupport@gov.ab.ca)

## Step 5 - Identify material type

- Identify the material type in the “**Material type**” drop down.
- Indicate the date that the document(s) was filed.

- You do **not** need to indicate a filed date for materials such as:
  - Correspondence
  - Or supporting material, such as case law
- If the document type is not available in the drop-down, please associate it as “Supporting material”, and email [JSG.CourtCasemanagementsupport@gov.ab.ca](mailto:JSG.CourtCasemanagementsupport@gov.ab.ca) to advise that your document type is unavailable.

Cancel Save

Associate Materials

Where applicable, please ensure that the previously filed materials you are associating are filed and stamped. Supporting material such as case law or legislation is not required to be stamped. Once material is associated to a hearing, it cannot be removed. Please do not associate any confidential material.

Pull from system    Upload from desktop

---

Upload previously filed and supporting material from your device. Please review the [court's guidelines for document upload](#).  
 A maximum of 10 files can be uploaded at a time.

Choose file

Accepts .pdf files only

File name	Size	Material type	Filed date		
3 of 3 item(s) uploaded. Please select material type after files have successfully uploaded.					
<a href="#">Originating Application - Jack Jackson.pdf</a>	46.35 KB (2 pages)	Originating Application	4/6/2022		
<a href="#">Applicant - Brief.pdf</a>	1.73 MB (24 pages)	Brief/Authorities	4/25/2023		
<a href="#">Jack Jackson - Sworn April 25, 2023.pdf</a>	289.77 KB (1 pages)	Affidavit	4/25/2023		

File name	Size	Material type	Filed date		
3 of 3 item(s) uploaded. Please select material type after files have successfully uploaded.					
<a href="#">test_document_copy_reallylongnamereallylong...</a>	34.3 KB (1 pages)	Select			
<a href="#">test_document.pdf</a>	34.3 KB (1 pages)				
<a href="#">TDS-QuickstartGuide-Transcriber.pptx.pdf</a>	1.72 MB (17 pages)				

Document types

- Affidavit
- Affidavit of Default
- Affidavit of Service
- Affidavit of Value

## Step 6 - Save materials, acknowledge, and confirm

**Acknowledge** that you would like to associate the materials to the hearing, that you **cannot remove** the materials, and you have not associated any confidential materials.

### Acknowledgment of associated materials

Please acknowledge that you would like to associate the uploaded materials to this hearing.

I acknowledge that the uploaded material(s) cannot be removed once associated and I acknowledge that there are no confidential materials associated.

Back

Confirm

**Note:** Once saved, a user cannot remove an associated document from the hearing. To do so you must contact support at [JSG.Courtcasemanagementsupport@gov.ab.ca](mailto:JSG.Courtcasemanagementsupport@gov.ab.ca)

## Step 7 - Reviewing the associated materials table

You can now view the materials you associated to your hearing. If associated materials have been added to a hearing, then those documents will be listed within the hearing details for users to view or download under the associated materials table.

1. To **view**, click the file name of a document, which will open the PDF in a new browser tab.
2. To **download** associated material, a user can select one(1) or multiple items using the checkboxes to the left of the file name.
3. A **select all** check box is also available if a user decides to download all the material associated to the matter.

**All parties have a shared view of associated materials**, increasing transparency between parties as well as judiciary and the courts. This includes judiciary, clerks, coordinators and any parties that have joined this action. **If counsel does not associate their materials**, the judiciary will not be able to properly prepare for the hearing.

If the judiciary is unable to prepare for the hearing, it may be adjourned.

## Associated materials (8 total documents, 34 total pages)

This is where you are associating material, not filing material. Associating means you are directing the Justice's attention to the materials provided. Once you associate the materials, they cannot be removed. Please do not associate any confidential material as other parties can view the material you associate.

[Download](#) [Associate materials](#)

Select all	File name	Size	Material type	Associated by	Date filed
<input type="checkbox"/>	<a href="#">Cross Exam of R. Robertson - Deposed D...</a>	41.6 KB (1 pages)	Transcript	CCM Lawyer3	Apr 25, 2023
<input type="checkbox"/>	<a href="#">Order.pdf</a>	41.78 KB (1 pages)	Civil Contempt and Liberty orders	CCM Lawyer3	Apr 25, 2023
<input checked="" type="checkbox"/>	<a href="#">Originating Application (4).pdf</a>	46.15 KB (2 pages)	Application	CCM Lawyer1	Apr 25, 2023
<input type="checkbox"/>	<a href="#">Affidavit.pdf</a>	289.58 KB (1 pages)	Affidavit	CCM Lawyer3	Apr 25, 2023
<input checked="" type="checkbox"/>	<a href="#">Originating Application.pdf</a>	45.95 KB (2 pages)	Originating Application	CCM Lawyer2	Apr 25, 2023
<input type="checkbox"/>	<a href="#">Respondent - Brief (2).pdf</a>	1.73 MB (24 pages)	Reply Brief	CCM Lawyer2	Apr 5, 2023
<input type="checkbox"/>	<a href="#">Robert Robertson - Sworn March 5, 2023...</a>	46.48 KB (2 pages)	Affidavit	CCM Lawyer3	Mar 7, 2023
<input type="checkbox"/>	<a href="#">Order.pdf</a>	41.6 KB (1 pages)	Judgment orders	CCM Lawyer1	Dec 20, 2022

Items per page: 10 1 - 8 of 8 < >

**Important note:** If you are finding that you are missing material for your upcoming hearing, please contact counsel directly or contact [JSG.Courtcasemanagementsupport@gov.ab.ca](mailto:JSG.Courtcasemanagementsupport@gov.ab.ca) if it is a system related issue.

## Step 8 - Transparency between parties

As other parties associate their materials to the hearing, it will become visible to you too.

**Important note:** All parties have a shared view of associated materials. This includes judiciary, clerks, coordinators and any parties that have joined this action. If you do not associate your materials, the judiciary will not be able to prepare for your hearing. If the judiciary is unable to prepare for your hearing, it may be adjourned. If you cannot associate your materials, please contact [JSG.Courtcasemanagementsupport@gov.ab.ca](mailto:JSG.Courtcasemanagementsupport@gov.ab.ca)

# Justice Requesting Materials in CCM

When preparing for an upcoming hearing, if the assigned Justice requires material that you or other counsel(s) did not or have not yet provided under the “Associated materials” table in CCM, a Justice can send a **request directly to counsel(s) for additional materials**.

1. After the Justice sends the request to counsel(s) from CCM, **you and all other counsel(s)** who have joined the matter will receive an **email notification** that summarizes the request for material(s) sent by that Justice
2. If the request for material(s) is addressed to you or your law firm, counsel **must** comply and upload the materials requested (if possible). When you associate material, you will notify the Justice that new material has been **associated to the hearing in CCM**
3. The Justice will receive a summary of the materials they requested from you and/or other counsel(s)

**Important note:** All parties who have **joined the action in CCM will be notified** when a Justice makes a request for material(s)

## Justice CCM Justice2 is requesting the following material(s) for an upcoming hearing on March 08, 2024

The following parties have been requested to provide additional material(s) by January 31, 2024:

- CCM Lawyer1 representing Dunder Mifflin

Please see the following message as sent by the justice:  
Type here the materials you would like counsel to provide.

“Please provide the Affidavit of XXXX, sworn on XX/XX/XXXX”

If you cannot provide the material by the deadline outlined above, please contact the Justice’s judicial assistant.

If you are not one of the parties who material is being requested from, no further action is required. This message is sent as a notification to all parties who have joined the action.

Note: Justice assignment is subject to change.

Please note, this is a notification service only. CCM will not receive any replied to this message.

If you have any questions or require assistance, please contact [jsg.courtcasemanagementsupport@gov.ab.ca](mailto:jsg.courtcasemanagementsupport@gov.ab.ca)

# Contact Us

We greatly appreciate your feedback as we release this version of the CCM service.

All questions and comments are welcome as they will help us improve the system. We thank you in advance for your feedback and cooperation.

**For general support & feedback:** [JSG.Courtcasemanagementsupport@gov.ab.ca](mailto:JSG.Courtcasemanagementsupport@gov.ab.ca)

Please include the following in your email:

- Screenshots of the issue
- The date and time you encountered the issue
- One of the following tags in the subject line:
  - Usability issue
  - Bug
  - Feature request
  - General feedback
  - Support Question

For more information about Court Case Management Digital Service, please contact:

**Michelle Thayer**

Product Owner

Justice Digital

Court & Justice Services

[michelle.thayer2@gov.ab.ca](mailto:michelle.thayer2@gov.ab.ca)