



TIPS TO EXPEDITE COURT FILE PROCESSING

At a recent meeting between Justices of the Court of Queen's Bench and the CBA Alberta Executive committee, the following practical suggestions were shared on how members of the profession can assist in ensuring that court processes progress as expeditiously as possible in the circumstances surrounding pandemic restrictions.



Follow the naming conventions

On December 11, RCAS provided detailed naming convention guidelines for e-mailing files for the Court of Queen's Bench at <https://albertacourts.ca/qb/resources/announcements/new-email-filing-procedure>.

The naming conventions allow files to be properly allocated, so accurately naming your files will therefore assist them to be processed more quickly.



Follow the Rules of Court

While the pandemic conditions have changed some processes and procedures, they do not nullify the Rules of Court, nor the rules of civility. Following both will help keep matters moving forward smoothly.



Ensure your matters are ready for trial

To avoid late adjournments that make it difficult to re-schedule the Court's time, please have your files ready to go by the trial date. This is especially important at this time as in some cases the Court may already need to adjourn for valid COVID-related reasons.

The Courts are well aware of the challenges facing members of the profession and their clients as a result of the abnormal delays in filing arising from changes in procedures needed to address pandemic restrictions. They continue to respond as best they can to concerns, and also to press Resolution and Court Administration Services (RCAS) to respond. They have also begun consideration of necessary long-term transformations to improve processes as well as access to justice.

In the meantime, the more members of the profession can do their bit to help, the better the system can continue to function at its best despite the current circumstances.

Visit www.albertacourts.ca for the latest announcements from the Courts on COVID procedures and changes.