



Appeal Hearing Request Quick Reference Guide

1. In the My Appeals screen, select Schedule Appeal/Application from the drop-down Action menu items

Date Filed	Appeal Status	Action
06/03/2024	ACTIVE	Select Action
06/03/2024		Select Action View Summary File Document File Application Materials Restore Appeal Schedule Appeal/Application Request to Adjourn Hearing Date
06/03/2024		
06/03/2024	ACTIVE	Select Action

2. Select the applicable Hearing Type

View or Schedule Appeal/Application

Use this form to request a hearing date for an Appeal or an Application.

Hearing Type*

Single Judge (Chambers) Application
 Civil Panel Application
 Fast Track Appeal Hearing
 Standard Appeal Hearing

3. Answer the mandatory questions

Hearing Type*

Has a timetable been submitted or have all parties' factums been filed?* Yes No

Have the parties agreed to the requested hearing date?* Yes No

4. Under the scheduling questions, click on the Magnifying Glass

Hearing Date*

5. Search and select hearing date

Search

Search Appeal/Application Date - Civil Edmonton

Hearing Type* Standard Appeal Hearing

Location* Edmonton

Appeal/Application Date to 05/27/2024 to 10/12/2024

Search Clear Refine

Results 1 - 13 of 13

Appeal/Application Date	Hearing Type	Restrictions
Tuesday, June 4, 2024 10:00 AM	Standard Appeal Hearing	
Wednesday, June 5, 2024 10:00 AM	Standard Appeal Hearing	
Thursday, June 6, 2024 10:00 AM	Standard Appeal Hearing	Date not available.
Friday, June 7, 2024 10:00 AM	Standard Appeal Hearing	Date not available.
Tuesday, July 16, 2024 10:00 AM	Standard Appeal Hearing	
Tuesday, September 3, 2024 10:00 AM	Standard Appeal Hearing	
Wednesday, September 4, 2024 10:00 AM	Standard Appeal Hearing	

6. Click on Proceed to submit the request

JULY, 10 2024 10:00 AM

Proceed

7. You will be redirected to the My Appeals page and receive a system generated email acknowledging that the request has been received. Once your request has been processed, you will receive another email either confirming the hearing date has been set or notifying you that the request was not approved.