



Application Date 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	

2. Select a 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. If Single Judge (Chambers) Application selected, select an Application Type.

Note: The Registry will update the Application Type in CAMS when then application materials are filed.

Miscellaneous

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

Application Date*

5. Search and select hearing date

Location*

Appeal/Application Date to to

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.
Wednesday, July 10, 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	

Select date range and click Search

Click date to make selection

Under the Restrictions column, look to see if date not available for booking

6. Click on Proceed to submit the request

July, 10 2024 10:00 AM

7. You will be redirected to the My Appeals page and will 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 application date has been set or notifying you that the request was not approved

8. After submitting the request, you will need to upload your application materials using the File Application Materials screen in the action menu for the applicable appeal.

All materials must be filed in accordance with the applicable Alberta Rules of Court:

- Single Judge Chambers - 14.40(2) ARC – 10 days before the application is scheduled to be heard

- Panel Applications – 14.42(2) ARC – 20 days before the application is scheduled to be heard

If the materials are not filed on time, the application date will be cancelled.