



## Submitting Form of Address Information Prior to Hearing in the CAMS Public Portal

This Quick Reference Guide provides instructions on how to submit form of address information for yourself or a party you are representing prior to a hearing before a judge or panel of the Court of Appeal of Alberta.

**This information will only be used during hearings.  
Providing form of address information is optional.**

- a. Log in to [CAMS](#)
- b. Locate the appeal with an upcoming hearing for which you want to provide form of address information.

If you provide form of address information for an appeal, you only need to submit it once unless something has changed (i.e. you do not need to provide it for every hearing in relation to the same appeal).

- c. Select *Provide Forms of Address at Hearing (Optional)* from the **Select Action** drop-down menu

Appeal Number	Style of Cause	Date Filed	Appeal Status	Action
2403-0501AC	Julie Antunes (A) v. Jed Natividad (R)	06/03/2024	ACTIVE	Select Action Select Action View Summary File Document File Application Materials Restore Appeal <b>Add Forms of Address at Hearing (Optional)</b>

- d. You will be taken to an online form. At the top will be a box containing your appeal information and underneath will be where you can provide form of address at hearing information.

**Appeal Information**

Julie Antunes (A) v. Jed Natividad (R)

Case Number: 2403-0501AC  
 Filing Date: 2024-06-03 00:00:00  
 Case Type: Civil  
 Case Status: ACTIVE

[Add Forms of Address at Hearing](#)

- e. Select your role in the appeal from the **Form of Address for** drop-down menu.

▼ Add Forms of Address at Hearing

Form of Address for:

- Appellant's Counsel
- Applicant's Counsel
- Intervenor's Counsel
- Other Counsel
- Respondent's Counsel
- Self Represented Appellant/Applicant
- Self Represented Respondent

- f. You may indicate your title by selecting it from the **Title** drop-down menu.

Title

- Dr.
- Miss
- Mr.
- Mrs.
- Mx
- Counsel

- g. Enter your name in the text box next to **Name**.

Name

- h. You may provide any special instructions on how to pronounce your name in the text box next to **Pronunciation**.

Please provide any special instructions on how to pronounce your name.

Pronunciation:

- i. Counsel will have the option to provide their client's form of address and pronunciation information.

Client's Form of Address (1) ⊖ ⊕

Party Type:  ▾

Title:  ▾

Client Name:

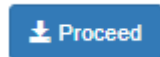
Please provide any special instructions on how to pronounce your client's name.

Client's Name Pronunciation:

- j. To provide form of address information for multiple clients, click the blue button with plus sign marked Client's Form of Address.

⊕ Client's Form of Address

- k. Once you have selected or entered any form of address information you wish to provide, click on **Proceed** to submit the information to the Registry.



- l. A notice will appear on the page that the submission has been sent to the Registry.

*The form of address information you submit will be provided to the judge or panel prior to the hearing.*