# Release Notes

RCS – Remote Court Scheduling System

Release 4.31

Wednesday September 2nd, 2020

Opt Out of PTC's in RCS for EDMP
CR21977

For bookings done in RCS for Edmonton matters that that also require a PTC to be booked, the user will see the below Notice on RCS and will be able to by-pass the requirement to book a PTC. The Notice states that the user will be contacted at a later date to schedule a PTC for their matter.
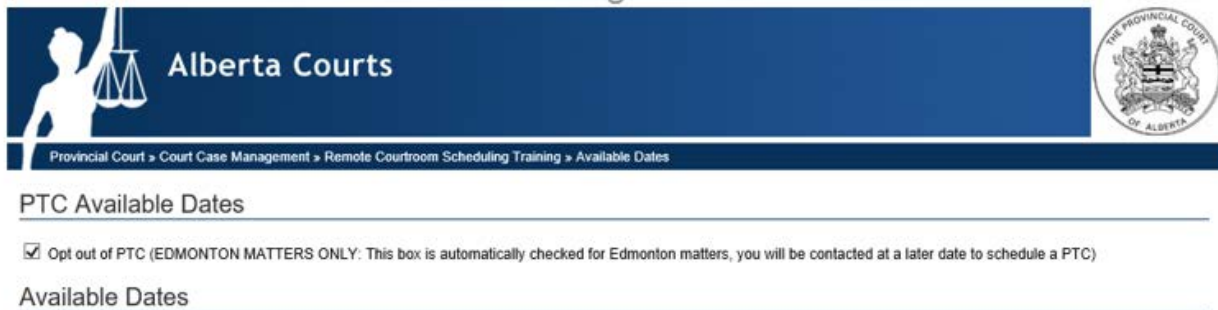
Any other locations who require PTC's to be booked will remain as is in RCS. *This change to RCS is ONLY for Edmonton Provincial Court Criminal bookings.*

Add Adjournment Function to RCS for files scheduled at CMO
CR22012

A new function has been implemented in RCS, called ADJOURNMENT. **This new function will allow a RCS User to adjourn their client's matter from one CMO date to another CMO date**. This new RCS Function has rules identified below under the title RCS INSTRUCTIONS & Screen shots for Reference. The court locations in RCS that are participating in this new function are listed below.

List of Court Locations/CMO Locations that can use this new Adjournment Function are:

1. Airdrie
2. Calgary
3. Canmore
4. Cochrane
5. Didsbury
6. Drumheller
7. Edmonton
8. Fort McMurray
9. Grande Prairie
10. Lethbridge
11. Medicine Hat
12. Okotoks
13. Red Deer
14. Sherwood Park
15. Siksika
16. Stony Plain
17. St. Albert
18. Strathmore
19. Turner Valley
20. Wetaskiwin

RCS INSTRUCTIONS & Screen shots for Reference:

- Files that are scheduled for a CMO appearance at any of the court locations listed above can use this new Function.

- Both left side searches and right side searches in RCS can be used for Adjournments, in the Drop Down Menu for Search Purpose you will select Adjournment to use this function, screen shot below:

- Select Adjournment in the Search Purpose drop down menu to use this Function in RCS, this selection can be made from either drop down menu's below:

- Once Adjournment is selected from the Search Purpose Menu you can search by docket number (right side) or you can do a search using the Court Location and CMO Courtroom for that location (left side) to find the file you wish to Adjourn from one CMO appearance date to another CMO appearance date. **We recommend that if you know the docket number or are able to find it using the left side search that you use the right side (Docket Numbers) to complete this adjournment booking.**

- If the file is scheduled for the current date at CMO **you will only have until 1:00 pm** to use this Function otherwise you will receive the below error:

- RCS will allow you to use the Adjournment function if the file is assigned but no assigned Crown name appears, it will also allow you to use this function if some or all of the charges on the file still show as Hybrid.

- You will be required to put the name of the Defence Counsel in the Confirmation Page in order to continue to the next page.

- If you are selecting a co-accused file, **ALL CO-ACCUSED ON THE FILE MUST BE SCHEDULED FOR THE SAME NEXT APPEARANCE DATE AT CMO AND YOU MUST BE IN A POSITION TO ADJOURN ALL CO-ACCUSED ON THE FILE TO THE SAME DATE. If all co-accused do not meet the first criteria of all being currently scheduled for the same date and for CMO then you will not be able to select the file from the Right Side (Docket Number) Search Results screen.**

- **Note about Co-Accused Files: If you use the Left Side Search for the Adjournment Booking**: as noted above we recommend you use the right side to complete an Adjournment Booking in RCS. If you do an adjournment booking from the left side search results and not all accused on the file are set for the same appearance date at CMO your adjournment booking may not be confirmed. If you see your client on the left side search and only your clients name appears and you check the box and then you hit continue and more then your client appears on the Confirmation page then this is a co-accused file that does not meet the criteria for booking an adjournment through RCS.   The information from each side is filtered through RCS differently which is why they are not exactly the same and why we recommend you do Adjournment bookings using the Right Side Docket Number search if you are not sure if your file is a co-accused on a file or not.

- You will be required to read and check the box for Reading of Charge(s) Waived in order to conintue, see below for wording and how this appears in RCS:

- If the file you are adjourning has at least one Hybrid charge on it then RCS will automatically indicate the Booking Type as "CROWN ELECTION REQUIRED" and you will still have to select the Adjournment Reason from the menu. If the file includes other types of charges such as Indciatable or Summary you may have to also select Reserved in either the Accused Election menu or the Accused plea menu, the menu which requires this selection will be active (screen shot below):

- Each adjournment (file) is considered to be 1 Case, your only selction for this area in the Requirements page will be for 1 – Case – AM Only, as shown below:

- If you know that any of the charges on the file you are adourning are in relation to a domestic violence charge please check the Domestic Violence Check box as show below:

- A file in RCS can be adjourned for up to 5 weeks from the current date. For example if file/docket # 200000200P10100-002 is scheduled for Edmonton CMO on September 4th, 2020, Counsel has until 1:00 pm on that date to use this function. If the RCS user goes into RCS to adjourn this file on September 2nd, 2020 they will be give a date range starting on September 5th, 2020 up until 5 weeks from the current date (date range must be selected from the calendar on the Requirements page in RCS, see below for screen shot):

- Select the first From Date (or whatever date you would like your adjourn date to start, the first available date will be one day after the currently scheduled CMO appearance date):

- Select a date for To (you can select up the last date available if you would like or an earlier date if you know that the date you want falls into the date range selected):

- This is how the Date Range will look after you've made your date range selections:

- **NOTE: The date range that can be selected includes weekends but when you go to select your new CMO date you will not see weekend dates come up in available dates to select from.**

- If counsel indicates in RCS on the Requirements page that their client is in custody they will not be able to continue with the adjournment booking and they receive the error below on at the top of the Requirements page:

  - **Accused in custody, unable to proceed.**

- There is still a section in the Requirements page for Special Requirements, please review carefully if there would be any special requirmeents required at the CMO counter for the next appearance, please select from the list provided or indicated what the special requirement is under "Other".

- Once the Requirements page is completed hit Continue to get available dates for selection, the dates that appear are set up as per the CMO counter schedule for the Court Location of the file, select a date from the list and hit continue.

- Review the booking summary to ensure it is correct before Confiming the booking. The booking summary, booking confirmation and the e-mail notice from RCS includes a new column at the top under Docket Files called 'Previous Appearance Date', this indicates the date in which the file being adjourned is currently set for at CMO, see example below:

Booking Summary

Docket Files

Docket Number	Previous Appearance Date
200002194P1	2020-09-22

- At the bottom of the booking summary page, the User will e-mail the Adjournment Booking notice from RCS to the Crown Location that is associated with the Court Loction. Please use the Low Complexity E-mail address **UNLESS** there is an Assigned Crown Name listed, in that case the RCS adjournment booking notice will be e-mailed to that specific assigned Crown. If the file shows as Assigned with no Crown name attached the RCS notice will be e-mailed to the corresponding Crown Offices Low Complexity e-mail address. The list of Court Locations and corresponding Low Complexitiy e-mail addresses is provided below:

Court Location	Crown Office Response for Court Location	Low Complexity E-mail for the Crown Office
Airdrie	CARRRO	LOW COMPLEXITY *CaRRRO
Calgary	CALGARY	LOW COMPLEXITY *CALGARY or FEDERAL LOW COMPLEXITY *CALGARY
Canmore	CARRRO	LOW COMPLEXITY *CaRRRO
Cochrane	CARRRO	LOW COMPLEXITY *CaRRRO
Didsbury	CARRRO	LOW COMPLEXITY *CaRRRO
Drumheller	CARRRO	LOW COMPLEXITY *CaRRRO
Edmonton	EDMONTON	LOW COMPLEXITY & SHORT TRIAL DOMESTIC *EDMONTON or FEDERAL LOW COMPLEXITY *EDMONTON
Fort McMurray	FORT MCMURRAY	LOW COMPLEXITY *FORT MCMURRAY
Grande Prairie	GRANDE PRAIRIE	LOW COMPLEXITY GRANDE PRAIRIE
Lethbridge	LETHBRIDGE	LOW COMPLEXITY *LETHBRIDGE*
Medicine Hat	MEDICINE HAT	LOW COMPLEXITY *MEDICINE HAT
Okotoks	CARRRO	LOW COMPLEXITY *CaRRRO
Red Deer	RED DEER	LOW COMPLEXITY *RED DDER

Sherwood Park	ERRRO	LOW COMPLEXITY *ERRRO
Siksika	CARRRO	LOW COMPLEXITY *CaRRRO
Stony Plain	ERRRO	LOW COMPLEXITY *ERRRO
St. Albert	ERRRO	LOW COMPLEXITY *ERRRO
Strathmore	CARRRO	LOW COMPLEXITY *CaRRRO
Turner Valley	CARRRO	LOW COMPLEXITY *CaRRRO
Wetaskiwin	WETASKIWIN	LOW COMPLEXITY *WETASKIWIN

- It will be up to the Court/CMO Location to confirm any Adjournment Bookings from RCS, if your RCS Adjournment booking is not confirmed you will be contacted, as the normal CMO adjournment/time rules will apply to these matters as set up by each CMO Location.