



Criminal E-Disclosure Service

DEFENCE USER GUIDE

June 9, 2020

v6.3

Revision Summary

Version Number	Issue Date	Reason for Revision
1	May 4, 2015	
2	January 14, 2016	Criminal eFile Release 3.
3	February 22, 2016	Edits.
4	November 4, 2016	Criminal eFile Release 9. Disclosure Request Page Messages are updated.
5	August 14, 2017	Instructions added for Media Download.
6.1	December 4, 2019	Content update; format changes.
6.2	March 24, 2020	Content update with 16.2 Upgrade changes.
6.3	June 9, 2020	Content update with Download Limit

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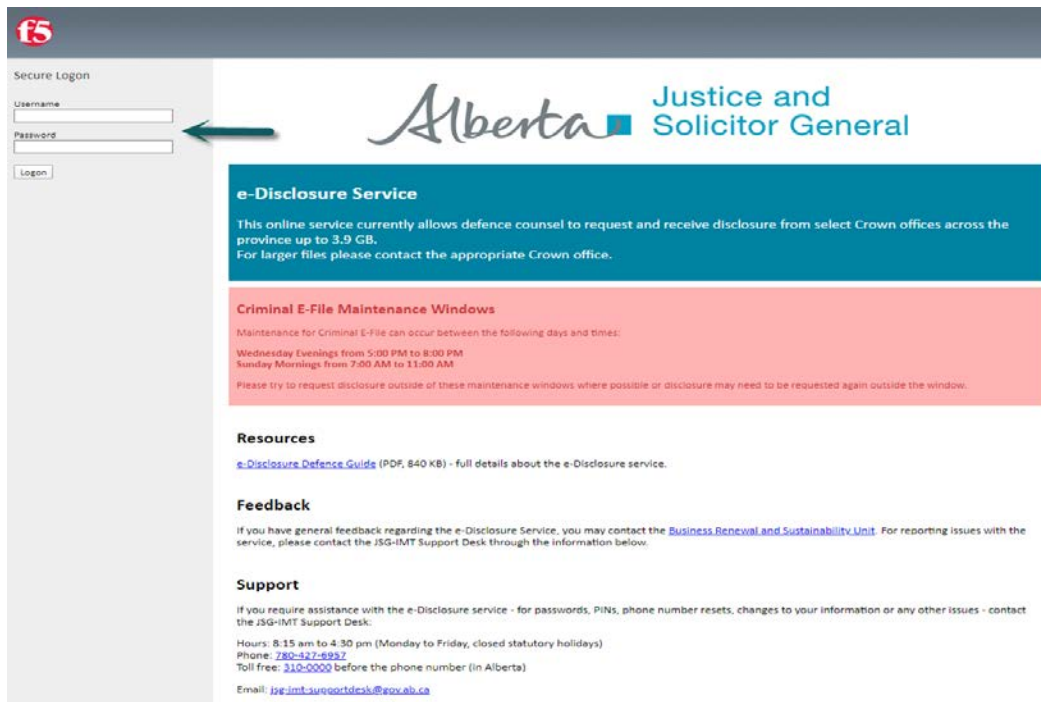
Accessing E-Disclosure

Supported browsers are Internet Explorer, Firefox, and Google Chrome.

E-Disclosure can be accessed from the Alberta Justice ACPS site for E-Disclosure <https://www.alberta.ca/electronic-disclosure.aspx> or by clicking on this URL: <https://efile.albertaccm.ca>

Logging in is a two-step process that uses a secure two-factor authentication process:

Enter your user name and password.



Secure Logon

Username

Password

Logon

Alberta Justice and Solicitor General

e-Disclosure Service

This online service currently allows defence counsel to request and receive disclosure from select Crown offices across the province up to 3.9 GB. For larger files please contact the appropriate Crown office.

Criminal E-File Maintenance Windows

Maintenance for Criminal E-File can occur between the following days and times:

Wednesday Evenings from 5:00 PM to 8:00 PM
Sunday Mornings from 7:00 AM to 11:00 AM

Please try to request disclosure outside of these maintenance windows where possible or disclosure may need to be requested again outside the window.

Resources

[e-Disclosure Defence Guide](#) (PDF, 840 KB) - full details about the e-Disclosure service.

Feedback

If you have general feedback regarding the e-Disclosure Service, you may contact the [Business Renewal and Sustainability Unit](#). For reporting issues with the service, please contact the JSG-IMT Support Desk through the information below.

Support

If you require assistance with the e-Disclosure service - for passwords, PINs, phone number resets, changes to your information or any other issues - contact the JSG-IMT Support Desk:

Hours: 8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)
Phone: 780-427-6937
Toll free: 310-0000 before the phone number (in Alberta)
Email: jsg-imt-supportdesk@gov.ab.ca

2. Your primary designated phone rings within 15 seconds requesting you enter your PIN followed by the pound (#) key. If the first call is unanswered the service will promptly call your second designated phone number.

A login session times out after two minutes when a PIN is not entered. To re-enter your credentials, clear your page and access <https://efile.albertaccm.ca> to start a new login session.

Telephone PIN is the only supported form of second factor authentication.

Once authenticated, you are presented with the second Login page:

On this page you can use links provided to reset your password and phone PIN:

- *Reset my Secure Password*
- *Reset my Secure Phone PIN*

For security reasons, always log out when you finish your transaction on the site.

Requesting Disclosure

After you log in with your user name and password you are presented with the **Acknowledge**

By clicking **Accept** you will be presented with the Disclosure Request Page (DRP) interface

Instruction

1

- Select a Docket Number from the dropdown list on the left. A list of Accused names for the selected Docket Number will be displayed.
- For each Accused name, a hyperlink will be displayed on its right side. The hyperlinks can be :
 - **REQUEST** : Initiates a Disclosure Request workflow in your behalf for the respective Accused.
 - **READY** : Provides access to Disclosure Material (or related information) that has been requested for this Accused and is already available.
 - **IN PROGRESS** : Provides information about Disclosure Material that has been requested for this Accused
- Follow additional instructions that will appear in the Messages box. A confirmation for the Disclosure Request will appear after you submit it.

Docket Number

090002940P1

Search

3

Accused

MOUNTAIN MAN

4

Link

Request

5

© 2020 - Court Case Management - Disclosure Request Page (16.1.0.1) - u-ccm-web011 - 2020-03-20 2:27:10 PM

1

The **Instruction** section contains instructions on the use of the page as well as the various links and a definition of each.

2

The **User Indicator** shows the name of the current user and whether or not they are a registered user of the system.

3

The **Docket Number Search** bar is used to search the system by docket number in order to return the associated accused with disclosure status.

4

The **Accused** section shows the list of accused for the docket number entered.

5

The **Hyperlinks** section contains a link beside each accused:

- **Request** means disclosure for that accused has yet to be requested by you.
- **In Progress** means disclosure is currently being completed for that accused. If there are any documents/media currently available clicking the link will open a window to the materials.
- **Ready** means all materials for disclosure are available for download. Click the link to open a window to the materials.

Unsupported disclosure requests

When a request is being made for files handled by Public Prosecution Service of Canada (PPSC) or Specialized Prosecution offices a message appears advising you of the unsupported Crown office:

Public Prosecution Service of Canada (PPSC)

UNSUPPORTED CROWN OFFICE ✕

This is a Federal Prosecution that is currently not supported by Criminal eFile. Please contact Federal Crown Office for disclosure requests

Specialized Prosecutions

UNSUPPORTED CROWN OFFICE ✕

This docket is not supported by Criminal eFile, please contact Specialized Prosecutions

Docket not available (e.g. homicide)

UNSUPPORTED CROWN OFFICE ✕

Although the docket 150007623P1 is valid, it is not available for the Electronic Disclosure, please contact the Edmonton Crown Office Disclosure Unit

Replacement docket number

When a request is being made for files that have been replaced, a message appears advising you of the replacement docket number to be used:

UNSUPPORTED CROWN OFFICE ✕

Docket 160007795P1 has been replaced with Docket 160007787P1, please try again with the 160007787P1

Confirm as replacement counsel

When a request is made for an accused, and disclosure has already been provided to another counsel, a confirmation message appears advising you of the counsel you are replacing and asks you to **Confirm** your submission.

Request Information ✕

Please confirm using the Confirm Request link below that you would like to request for Joe Jones.

Print Confirmation ✕

Print Confirmation

You have requested the following accused

Request Date and Time	2016/04/04 09:51:56
Request Docket Number	160001301P1
Request Accused Name	YOUARE SORRY
Requested By	brankica.micevic

Downloading Disclosure Material

You will receive an email notification when your disclosure is ready. The email notification includes a link to access the Defence portal.

Requested disclosure is ready for:
ACCUSED NAME
006053870P1

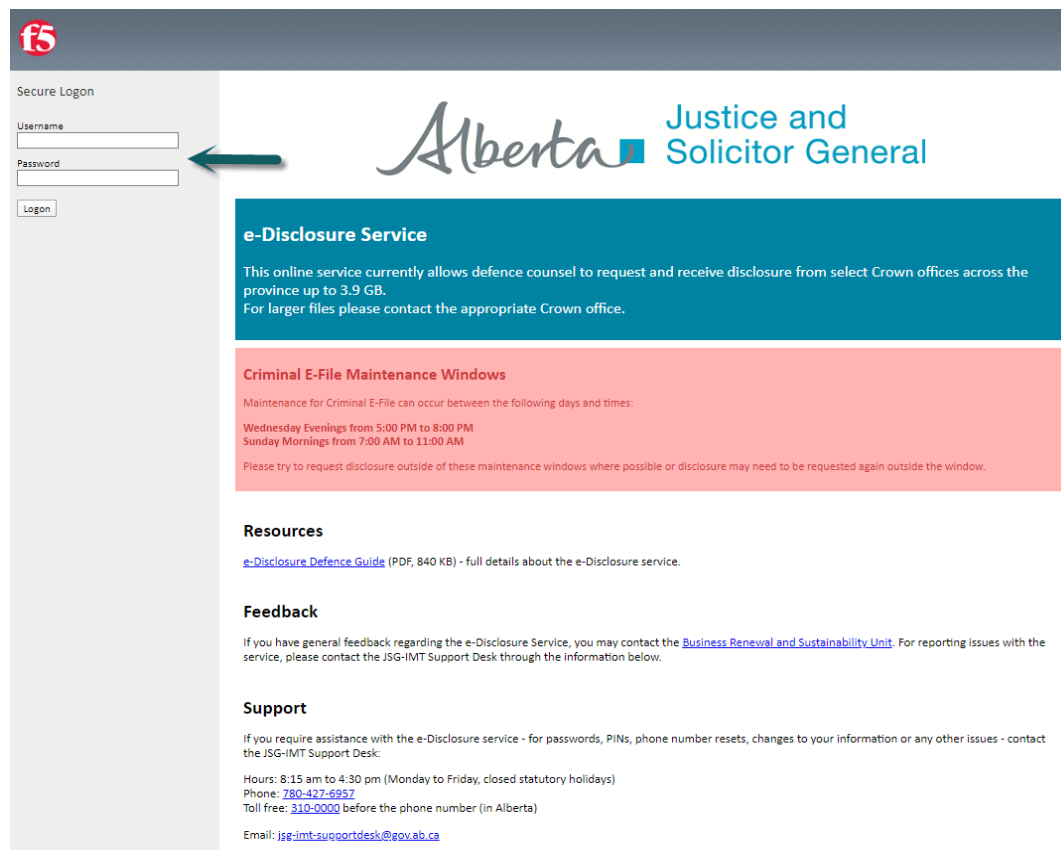
Please use the link below to access and download the disclosed material:

<https://efile.albertaccm.ca>

Please do not reply to this as no responses will be received in this inbox.

Alberta Justice

Log in at <https://efile.albertaccm.ca>:



The screenshot shows the login page for the e-Disclosure Service. On the left, there is a 'Secure Logon' section with fields for 'Username' and 'Password', and a 'Logon' button. A green arrow points from the 'Username' field towards the right. The main content area features the 'Alberta Justice and Solicitor General' logo. Below the logo, there are three informational boxes: a blue box for 'e-Disclosure Service' explaining the service's capacity (up to 3.9 GB), a pink box for 'Criminal E-File Maintenance Windows' listing specific times, and a white box for 'Resources' with a link to an 'e-Disclosure Defence Guide'. Further down, there are sections for 'Feedback' and 'Support' with contact information for the JSG-IMT Support Desk, including hours, phone numbers, and an email address.

Criminal eFile

Log in for the **Disclosure Request Page**:

Accept the disclosure acknowledgment:

Enter the docket number. When disclosure is available, the **Ready** link displays:

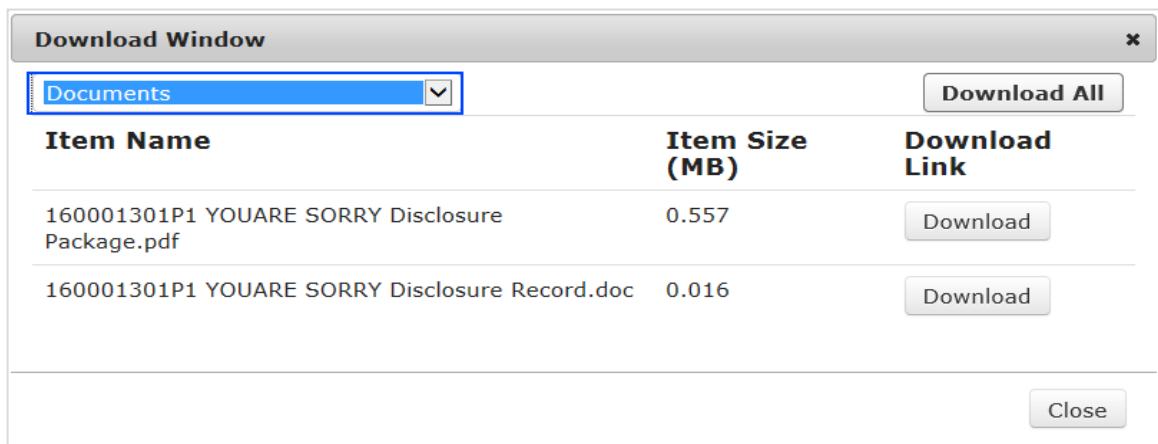
Click on the **Ready** link to access the **Download Window**. Select an option:

In the authentication window enter your user name and password:



The following options are available to you:

- **Documents** – all documents available for download on the file:
 - Disclosure Package(s) in Portable Document Format (PDF).



- The Disclosure Record in Word format contains the Disclosure History, Inventory, and Download History:
 - The **Disclosure History** provides a record of the date disclosure was requested, date when supplemental disclosure started, name of counsel(s) requesting, date disclosure was completed, email address of counsel requesting, date and time when disclosure ready notification was sent and the workflow identifier.

- The **Inventory** provides the list of Disclosure Packages and media, date available and the number of pages.
- The **Download History** provides the list of files and media downloaded, the date downloaded and by whom.

Disclosure Record					
Docket	061007902P1				
Accused	JOHN DOE				
Disclosure History					
Date Requested	Counsel Requesting	Date Completed	Email	Notification Sent	Workflow Identifier
2017/05/09 <i>initial disclosure requested</i>	CCMTRN.Defence1	2017/05/09	defence1@shaw.ca	2017/05/09 08:57:58	13767948
2017/05/10 <i>supplement received</i>	CCMTRN.Defence1	2017/05/10	defence1@shaw.ca	2017/05/10 11:10:34	13770086
2017/05/11 <i>media recieved</i>	CCMTRN.Defence1	2017/05/11	defence1@shaw.ca	2017/05/11 09:18:58	13769015
2017/05/11 <i>change of counsel</i>	CCMTRN.Defence2	2017/05/11	defence2@gmail.com	2017/05/11 09:41:15	13770163
Inventory					
File	Date Available	Number of Pages			
061007902P1 JOHN DOE Disclosure Package.pdf <i>initial disclosure available - notification sent to defence</i>	2017/05/09	1			
061007902P1 JOHN DOE Disclosure Package 20170510110712.pdf <i>supplement available - notification sent to defence</i>	2017/05/10	1			
100013382p1 CCTV less than 2GB.zip <i>media available - notification sent to defence</i>	2017/05/11	Media			
Download History					
File	Date Downloaded	Downloaded By			
061007902P1 JOHN DOE Disclosure Package.pdf	2017/05/11	CCMTRN.Defence2			
061007902P1 JOHN DOE Disclosure Package 20170510110712.pdf	2017/05/11	CCMTRN.Defence2			
100013382p1 CCTV less than 2GB.zip	2017/05/11	CCMTRN.Defence2			

• New Documents

New Documents are documents received after the initial downloaded disclosure. When using this feature, it is your responsibility to ensure that you have all the disclosure previously provided. If uncertain, use the **Documents** options.

Download Window ✕

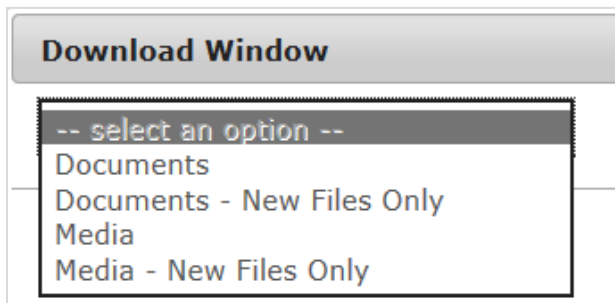
Documents - New Files Only Download All

Item Name	Item Size(MB)	Download Link

Close

- Media:

Click **Ready** for a Download Window. Pick **Media** or **Media – New Files Only**:

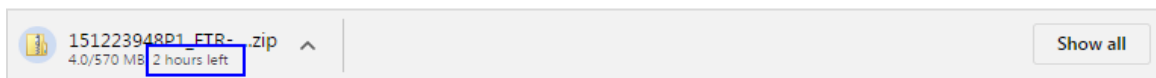


Click **Download**:

Download Window		
Media		
Item Name	Item Size(MB)	Download Link
151223948P1_FTR-01-DS20151130.zip	570.086	Download

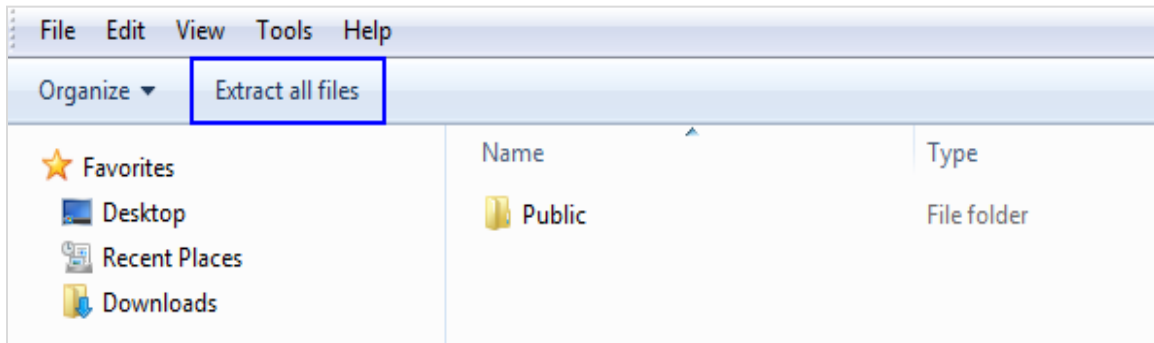
Media files are often large and considerable download time may be required – a minimum of 10Mbps (Mbps) download capability is recommended. Media is usually available in a zip folder format; check the item size to estimate the length of time you require.

Download progress can be monitored at the bottom of the web browser window:

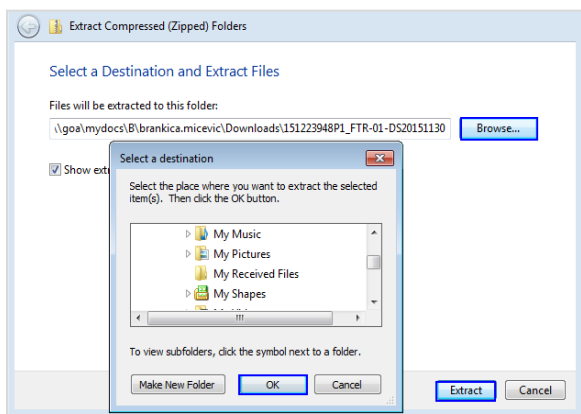


For files 3900MB or higher, please contact the Crown office and they will provide a disc with disclosure.

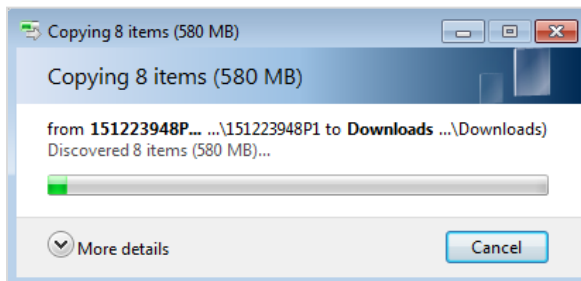
After download completes, select **Extract all files...**



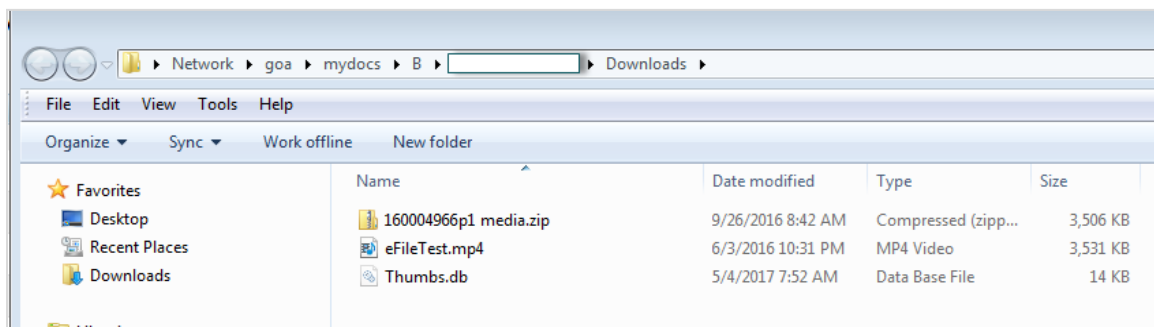
Select a destination and extract files:



Window appears displaying progress on file extraction from the zip folder:



Once extraction (unzipping) completes, the destination folder should open:



Due to different media formats, we can't provide instructions for all scenarios. In some cases, it maybe as simple as opening the video files (AVI, MP4) or may require a player to be installed. Ensure all files associated with the case (Docket) have been downloaded and extracted as the player may be in a zip file.

If you have issues please contact the JSG IMT Support Desk:

Phone: [780-427-6957](tel:780-427-6957)

Email: mjsg-imt-supportdesk@gov.ab.ca

Change of Counsel

New counsel can request disclosure directly from the E-Disclosure service. Upon confirmation by counsel, the service automatically notifies previous counsel by email of the change of status:

To: Brankica Micevic
Subject: MARTIN FORSTER **Change of Counsel** DO NOT REPLY

Please note that our system shows that you will no longer be receiving disclosure for:

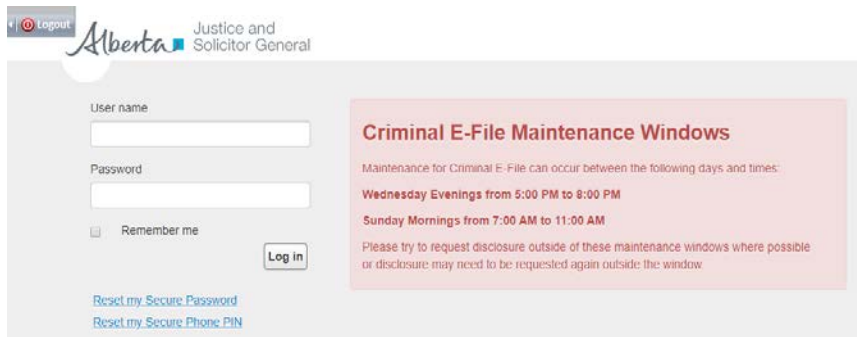
141205740P1
MARTIN FORSTER

Please do reply to this message.

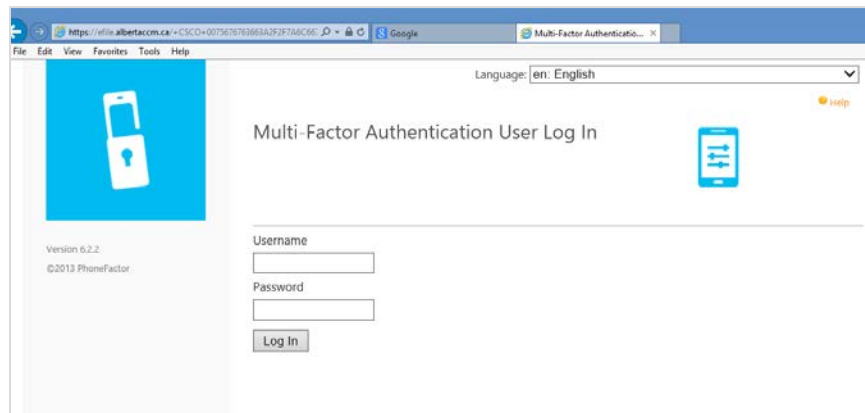
Alberta Justice

Reset PIN or Phone Number

1. Log in the Disclosure Request Page, then select **Reset my Secure Phone PIN**:

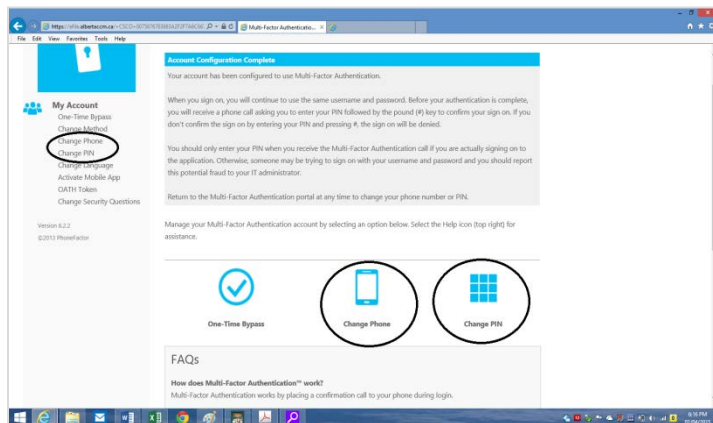


2. Log in to Multi-Factor Authentication User Log In.



3. Options supported in E-Disclosure:

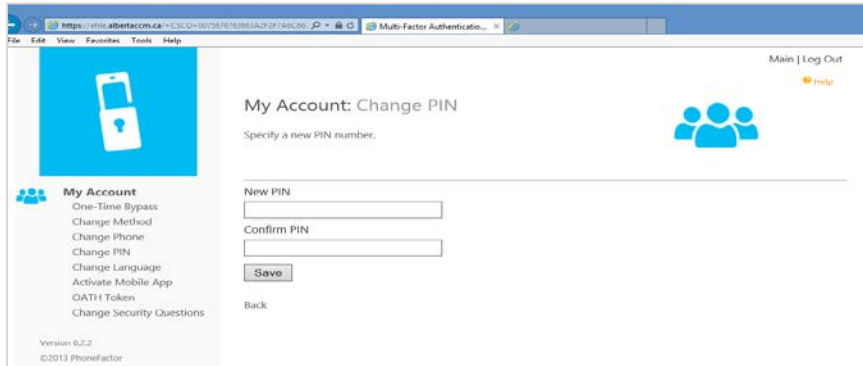
- change phone number
- change PIN



Other options available in Multi-Factor Authentication are not supported within E-Disclosure.

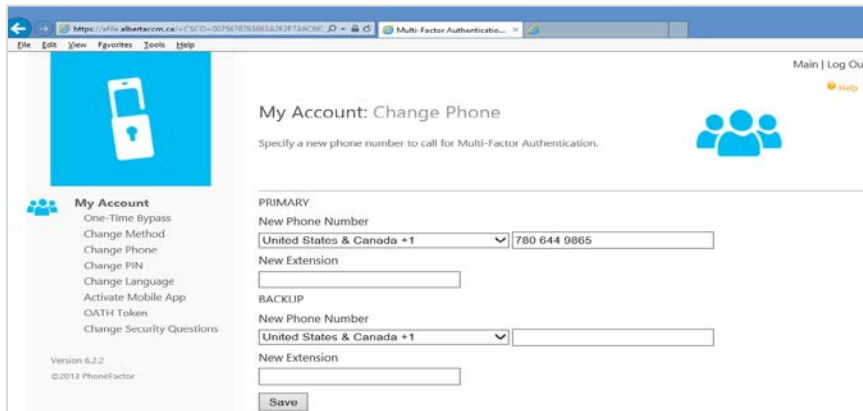
Choosing options other than phone number and PIN may not work to access E-Disclosure.

Change PIN



Change phone numbers

Primary and backup phone numbers can be changed by the user at any time. Law firms can designate one PIN and phone number for the firm by designating the same number for each lawyer's primary or backup phone number.



Reset Password

1. Log in the Disclosure Request Page, then select **Reset my Secure Password**:

2. Log in, again.

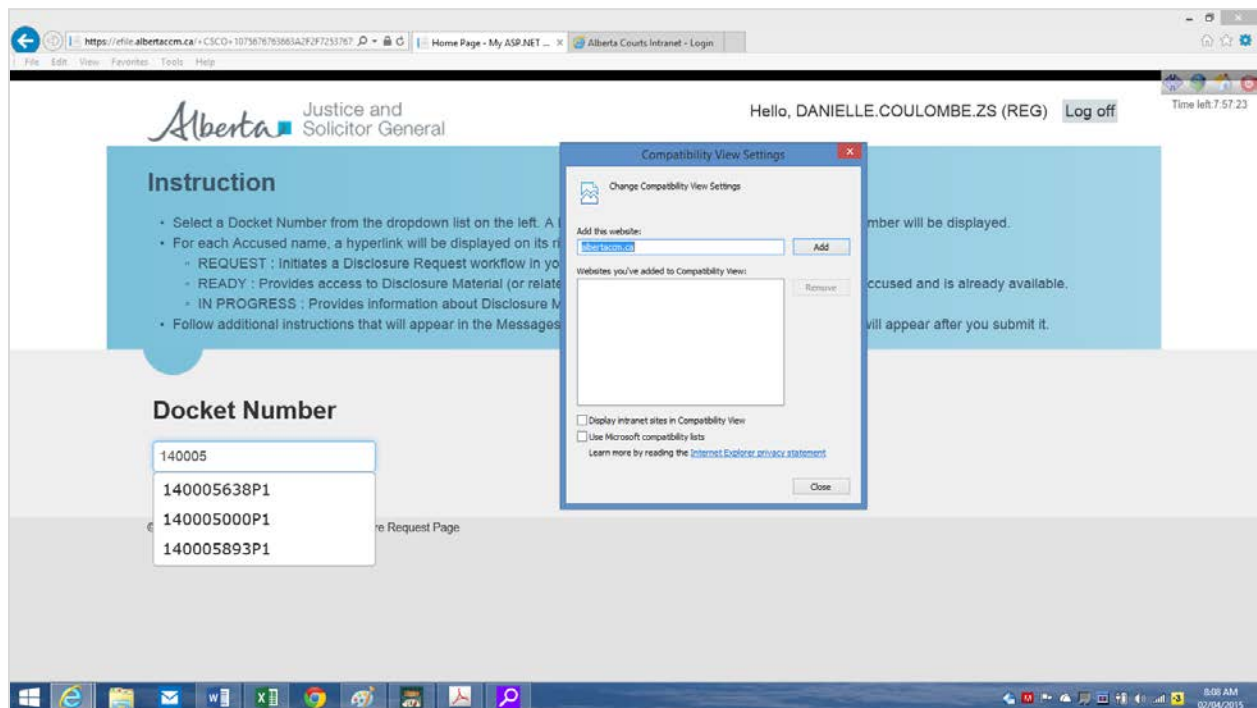
3. When changing your password please note the password policies:

Browser Settings

E-Disclosure is only compatible with Google Chrome, Firefox, and Internet Explorer.

Microsoft Internet Explorer (IE)

Using Internet Explorer (IE), when entering your docket number if there is no return for your search, check your compatibility settings. Compatibility view mode should be turned off. Different IE versions display differently, but essentially it should be off. As in the screen shot below, the Display intranet sites in Compatibility View should be blank.



Technical Support

Contact the JSG Service Desk at:

JSG IMT Support Desk

Phone: 780-427-6957

Email: jsg-imt-supportdesk@gov.ab.ca