

# Quick Reference Card

## Hearing List – Defence

Request and download a bail package online

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You need an [Electronic Disclosure \(E-Disclosure\) account](#) to use the Bail Request Page.

### 1. Electronic Disclosure account

If you have an E-Disclosure account, go to step 2.

If not, first register for an [Electronic Disclosure \(E-Disclosure\) account](#) to use this service.

If you need password reset for your Electronic Disclosure account call 780-427-6957.

### 2. Before you log in: get the JOIN docket number

Hours: 8 am-midnight, 365 days a year

Email the Prosecution Service Bail Office to inform them you are counsel of record and ask for the file's JOIN docket number.

[JSG-ACPS-Bail@gov.ab.ca](mailto:JSG-ACPS-Bail@gov.ab.ca)

### 3. Log in

Officially supported browsers are **Microsoft Edge**, **Firefox**, and **Google Chrome**.

Use your E-Disclosure username and password:

- The system uses two-factor authentication – make sure you can answer the phone you designated when you set up your E-Disclosure account and press the pound (#) key on your keypad.
- Log in at <https://brp.sgsecure.alberta.ca>

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Download a bail package at <https://brp.sgsecure.alberta.ca>

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**Secure Logon**

Username

Password

Logon

**Alberta Justice and Solicitor General**

**Important Notice**  
As of today, you will notice a change in authentication process, please follow the instructions when you receive the call.

**e-Disclosure Service**  
This online service currently allows defence counsel to request and receive disclosure from select Crown offices across the province up to For larger files please contact the appropriate Crown office.  
For any disclosure regarding the s.486 DD NOT SUBMIT request through this page. Please contact the Crown office directly.

**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 12:01 AM to 7:00 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](#) - full details about the e-Disclosure service.

#### 4. After logging in

Click **Bail**.

**f5**

Search

Applications and Links ▾

Bail

Reset my Phone ID

Reset my password

Log in, again.

**Alberta Justice and Solicitor General**

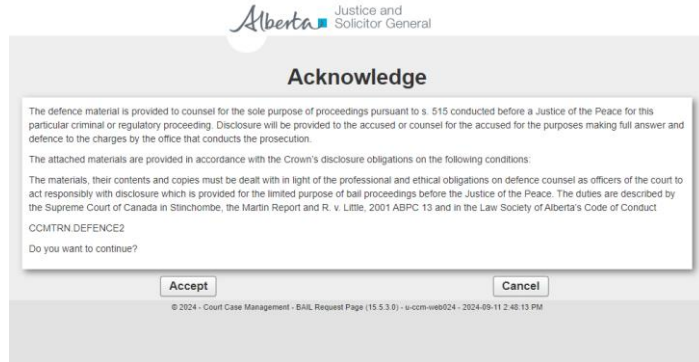
User name

Password

Log In

© 2024 - Court Case Management - BAIL Request Page (15.5.3.0) - p-ccm-web030 - 2024-09-10 9:41:05 PM

Click **Accept** on the Acknowledgement message to proceed.



Enter the JOIN docket number.



## 5. Bail request page (BRP)

You will see the docket details.

170007728P1

Docket Number    Accused    Link  
170007728P1    DAMION HORNE    Request

Courtroom	Hearing Status	Priority	Name	Youth	SVO	Jurisdiction	Arrest Time	Bail Comments	More Bail Comments	Defence Counsel	Prosecutor	Final Prosecutor's Position	Prosecutor Ready	Current Status
Unassigned		01	DAMION HORNE	No	No	EDMONTON POLICE SERVICE	Sep 11 2024 5:30PM		20 hours @ 13:30	CCMTRN.Defence2	John.Jackie		Sep 11 2024 9:00AM	2 - Pending Crown Review

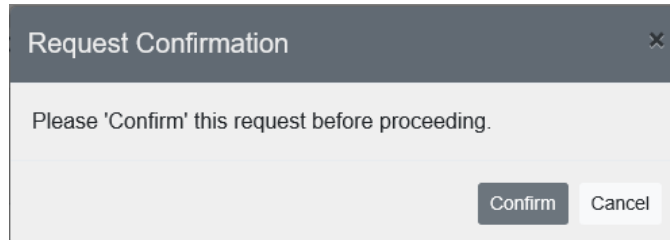
The Hearing List shows the names of the accused for the specified docket number.

The hyperlink displayed to the right of each name can be:

- **Request** – initiates a request for the bail package on your behalf for the respective accused. You will be listed on the hearing list as defense counsel on the file.
- **Download** – get the accused's bail package.

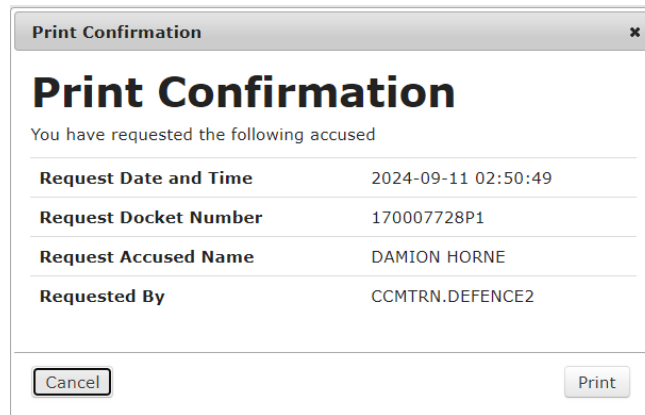
## 6. Bail package request confirmation

Click **confirm**:



If you do not get the confirmation screen, please check your browser settings to ensure pop-up windows are allowed.

- If needed, print a record of the request.
- Click **Cancel** or the **x** in the top-right corner to continue.



## 7. Download the bail package

You can now download the bail package.



Note: The browser used for the download in this example was Microsoft Edge.