



\* **Legal Representation for Children and Youth (LRCY)**

Provided by the *Office of the Child and Youth Advocate* for children and youth in child intervention matters.

\*\* **Children's Services (CS)**

In Calgary and Edmonton, court coordinators may be present instead of Children's Services workers

## TIPS FOR CHILD, FAMILY AND YOUTH ENHANCEMENT ACT HEARINGS

- Come early and bring all the documentation and evidence you have, including your sworn statement. Bring copies for the Clerk to pass to the Judge/Justice and for the Crown, just in case.
- If you are early, tell the Clerk you are there and take a seat in the Benches.
- Stand when the Judge/Justice enters the Courtroom as directed by the Clerk.
- Matters are addressed in the order they are found on the Clerk's list.
- If you are late, bow slightly upon entry and quietly find a seat. You can notify the Court of your presence once your matter is called. Advise the Court at the end if you have not been called. When called, take a seat on the left side of Court as shown in the diagram.
- The Crown will begin to speak first. Do not interrupt, roll your eyes or make noise during the Crown's submissions.
- When it is your turn to speak, introduce yourself. Judges (who work in Provincial Court) should be addressed as "your honour". Justices (who work in the Court of King's Bench) should be referred to as "my Lord" or "my Lady".
- Speak loudly, slowly and clearly.
- Once your matter is addressed, you may leave the Court. Bow before you exit.
- There might be slight regional differences.