

Quick reference card

Hearing list – defence

Request and download a bail package online

You need an [Electronic Disclosure \(E-Disclosure\) account](#) to use this service.

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.

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

Hours: 8 am-midnight, 365 days a year

Email the Crown 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

3. Log in – note the extra instructions for a first-time log in

Officially supported browsers are: **Microsoft Internet Explorer 11 (IE11)**, **Firefox ESR**, 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 so you can enter your PIN
- log in at <https://brp.sgsecure.alberta.ca>

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

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Login

Please enter your username and password.

USERNAME:

PASSWORD:

Login

If you've logged in before, go to step 4.

The first time you log in and use your PIN:

- the service will say your PIN has expired
- follow the instructions to set a new PIN
- don't hang up until you've set the new PIN – once set, the new PIN never expires

4. After logging in

Click **Bail**.



Log in, again.

Alberta Justice and Solicitor General

User name

Password

Remember me

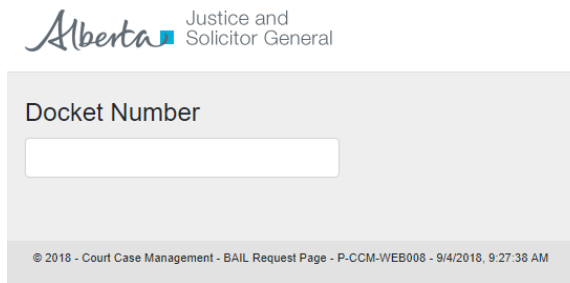
Log in

© 2015 - Court Case Management - Disclosure Request Page

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

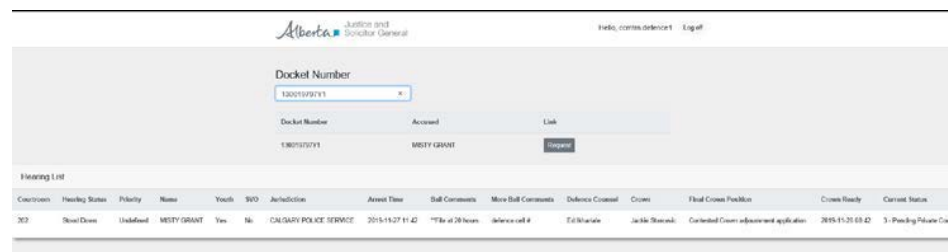


Enter the JOIN docket number.



5. Bail request page (BRP)

You'll see the docket details.



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'll be listed on the hearing list as defence counsel on the file.
- **Download** – get the accused's bail package.

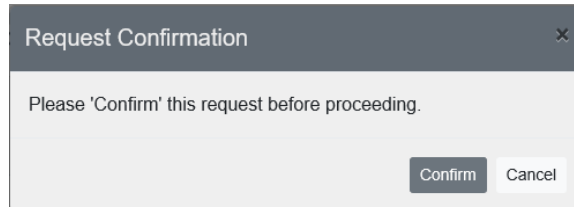
Download a bail package at <https://brp.sgsecure.alberta.ca>

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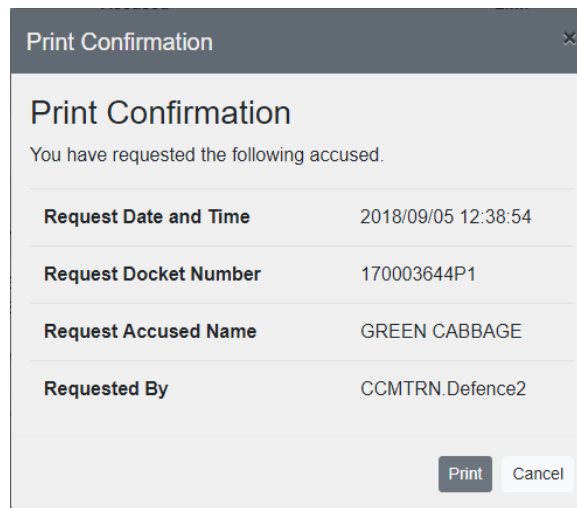


6. Bail package request confirmation

Click **confirm**:



- 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.

