



Criminal E-Disclosure Service

## **DEFENCE USER GUIDE**

February 2026

**v6.5**

## 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
6.4	November 2024	Content update with Download Limit and MFA changes.
6.5	February 19, 2026	Content update with Disclosure Conditions.

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## Accessing E-Disclosure

E-Disclosure is compatible with:

- **Google Chrome**
- **Microsoft Edge**
- **Mozilla Firefox**

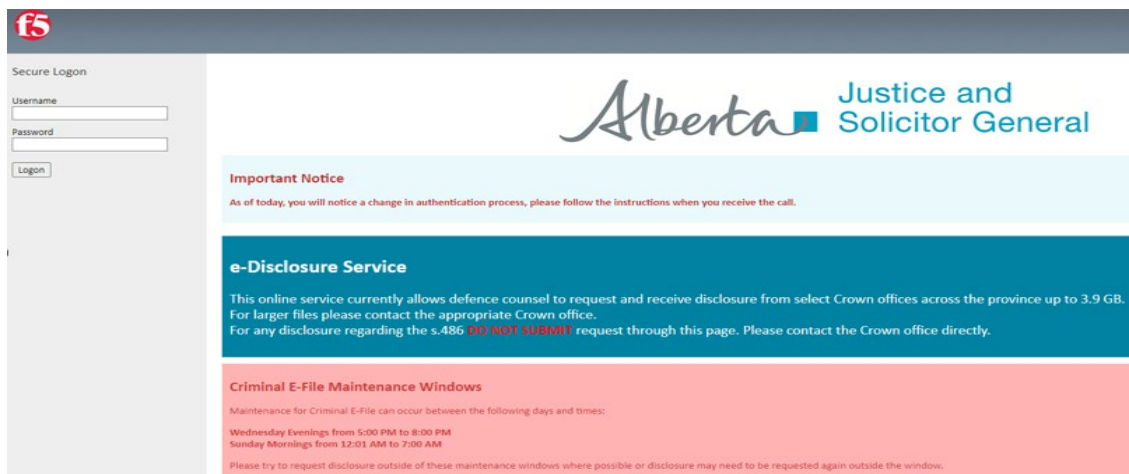
**Note:** macOS and Safari users can access the site, but **GOA IMT Support Desk does not support troubleshooting on Mac systems.**

You can access the system through:

- Alberta.ca disclosure site:  
<https://www.alberta.ca/electronic-disclosure.aspx>
- Direct URL:  
<https://efile.albertaccm.ca>

### Login Process

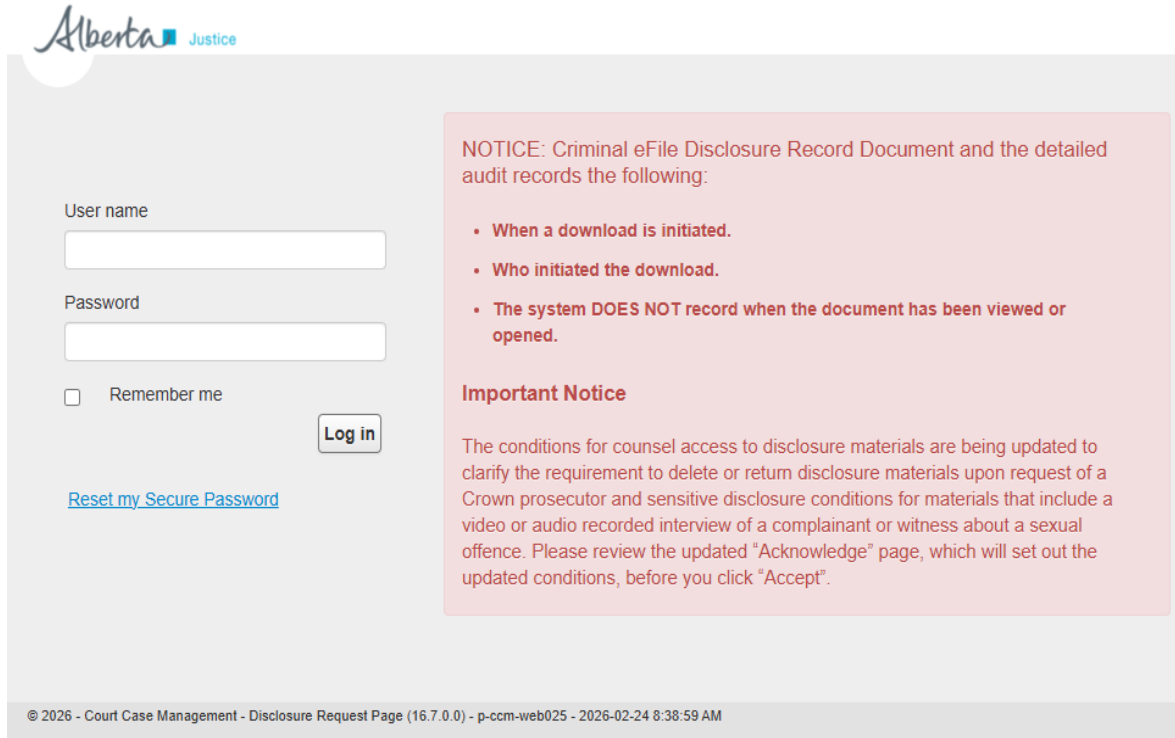
1. Enter your username and password.

The screenshot shows the login interface for the Alberta.ca e-File system. On the left, there is a 'Secure Logon' section with input fields for 'Username' and 'Password', and a 'Logon' button. On the right, the page features the 'Alberta Justice and Solicitor General' logo. Below the logo, there are three informational banners: an 'Important Notice' in light blue, an 'e-Disclosure Service' banner in teal, and a 'Criminal E-File Maintenance Windows' banner in pink. The maintenance windows banner lists specific times: Wednesday Evenings from 5:00 PM to 8:00 PM and Sunday Mornings from 12:01 AM to 7:00 AM.

2. Your primary designated phone will ring within 15 seconds—press # to authenticate.
  - If the call is not answered, the system immediately calls your backup number.
3. If authentication is not completed within 2 minutes, the login session expires. To re-enter your credentials, clear your page and start a new login session.

Only # is accepted as the authentication confirmation.

Once authenticated, you will proceed to the Second Login Page, where you can also select Reset my Secure Password.



Alberta Justice

User name

Password

Remember me

[Reset my Secure Password](#)

**NOTICE:** Criminal eFile Disclosure Record Document and the detailed audit records the following:

- When a download is initiated.
- Who initiated the download.
- The system DOES NOT record when the document has been viewed or opened.

**Important Notice**

The conditions for counsel access to disclosure materials are being updated to clarify the requirement to delete or return disclosure materials upon request of a Crown prosecutor and sensitive disclosure conditions for materials that include a video or audio recorded interview of a complainant or witness about a sexual offence. Please review the updated "Acknowledge" page, which will set out the updated conditions, before you click "Accept".

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**Important:** Log out after completing your session.

**Do NOT submit s.486-related disclosure requests online — contact the Crown office directly.**

# Requesting Disclosure

After logging in, you must first accept the **Disclosure Conditions**.

**Acknowledge**

The defence material is provided to counsel, for the sole purpose of making full answer and defence in the prosecution of this particular criminal [or regulatory] proceeding.

The attached materials are provided in accordance with the Crown's disclosure obligations on the following conditions:

- a) The materials, their contents and any copies must be dealt with in light of the professional and ethical obligation on defence counsel as officers of the court to act responsibly with respect to disclosure, as held by the Supreme Court in *Stinchcombe*, the Martin Report and *R v. Little 2001 ABPC 13*, and as described in the Law Society of Alberta's Code of Conduct (including the requirement to return or delete any disclosure material upon request of a Crown prosecutor). All future disclosure provided on this file is subject to this same condition.
- b) For clarity, if the materials include a video or audio recorded interview of a complainant or witness about a sexual offence, then:
  - i. The recorded interview must not be allowed to leave counsel's office in the possession of anyone other than counsel or someone acting under the supervision of counsel, such as retained experts, except with the prior written permission of the assigned Crown prosecutor; and
  - ii. Counsel shall not leave or provide the recorded interview in any manner with a client (the accused) unsupervised, and no copy shall be made available to the client/accused to copy or reproduce in any manner other than with the prior written permission of the assigned Crown prosecutor.

If counsel is unable or unwilling to comply with these conditions, counsel will not be provided access to disclosure through this electronic process nor through a traditional paper process, rather, the Crown will provide private access to disclosure materials in controlled conditions.

ccmtrn.defence1

Do you want to continue?

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Selecting **Accept** opens the **Disclosure Request Page (DRP)**.

2 Hello, CCMTRN.DEFENCE1 (REG) [Log off](#)

**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.
- **ATTENTION :**
  - **Files larger than 4GB (4000 MB) CANNOT be downloaded from the Disclosure Request Page.**
  - **Work is underway to develop a solution to increase the maximum size of downloads, but in the meantime, continue to contact the relevant Crown Office for copies of files exceeding 4GB (4000 MB).**

**Docket Number**

070006325P1  3

Accused	Link
TESTING REPORT 4	<input type="button" value="Request"/> 5

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## DRP Components

1. **Instruction Section** – Provides guidance on using the page and definitions of key links.
2. **User Indicator** – Shows your name and registered status.
3. **Docket Number Search** – Enter a docket number to view the associated accused and current disclosure status.
4. **Accused Section** – Displays all accused linked to the docket number.
5. **Hyperlinks (Disclosure Status):**
  - **Request** – Disclosure has not yet been requested.
  - **In Progress** – Disclosure is being prepared; documents may already be available.
  - **Ready** – Disclosure is complete and ready for download.

## Unsupported Disclosure Requests

If the file belongs to **Public Prosecution Service of Canada (PPSC)** or **Specialized Prosecutions**, the system will advise that disclosure cannot be requested through E-Disclosure.

**UNSUPPORTED CROWN OFFICE** x

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

---

Cancel

**UNSUPPORTED CROWN OFFICE** x

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

---

Cancel

You may also receive a message indicating that the docket does not exist in the system.

### Docket Number

Docket not found, please confirm the docket number in RCS and try again. If the docket number is correct, disclosure may not yet be available. Please try again later or contact the Crown office handling this file.

## Replacement disclosure requests

If the docket number has been replaced, a notification will appear advising you to use the updated docket number instead.

**UNSUPPORTED CROWN OFFICE** ✕

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

## Change of counsel disclosure requests

If disclosure was already provided to a previous counsel, the system will display the name of that counsel and ask you to **Confirm** your request.

Upon confirmation:

- The system automatically notifies previous counsel via email that counsel of record has changed

**Request Information** ✕

CCMTRN.Defence2 (coulod15@gmail.com) has already requested disclosure for JOHN DOE. Please confirm using the Confirm Request link below that you would like to replace this person as requesting Counsel for JOHN DOE.

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

061007902P1  
JOHN DOE

Please do not reply to this message.

Alberta Justice

**Print Confirmation** ✕

### Print Confirmation

You have requested the following accused

<b>Request Date and Time</b>	2024-11-01 09:23:26
<b>Request Docket Number</b>	061007902P1
<b>Request Accused Name</b>	JOHN DOE
<b>Requested By</b>	ccmtrn.defence1

## Downloading Disclosure Material

When disclosure is ready, an email notification with a link to the Disclosure Request Page will be sent.

**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**

To download:

1. Log in at <https://efile.albertaccm.ca>.
2. Enter the relevant docket number. If disclosure is available, the **Ready** link will appear.
3. Select **Ready** to open the **Download Window**.


Hello, CCMTRN.DEFENCE1 (REG) [Log off](#)

### Instruction

- Select a Docket Number from the dropdown list on the left. A list of Accused names for the selected Docket Number will be displayed.
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### Docket Number

Accused	Link
ADAM LEEWAY	<input type="button" value="Ready"/>

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4. Authenticate again by entering your username and password.



### Download Options Available

### Documents

- Full Disclosure Packages (PDF)
- **Disclosure Record (Word Document)**, including:

## Criminal eFile

- Disclosure History
- Inventory of all materials
- Download History

## Documents – New Files Only

- Shows only materials added after the initial download.
- If unsure whether you downloaded all materials, use the full **Documents** option.

## Media

- Available as **Media** or **Media – New Files Only**.

Large files (over **4GB**) cannot be downloaded; you will be instructed to contact the Crown office.

**Download Window** ✕

Media ▼

Item Name	Item Size(MB)	Download Link
2.03GB1.zip	2083.954	<a href="#">Download</a>
3.95GB.zip	4049.226	<a href="#">Message</a>
4.11 GB.zip	4209.771	<a href="#">Message</a>
5.78 GB.zip	5928.69	<a href="#">Message</a>

**Message Information** ✕

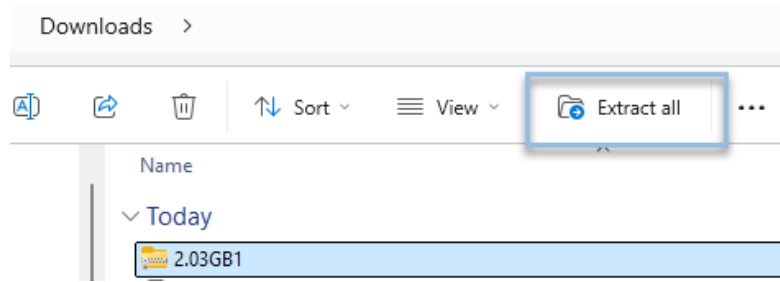
The file size is too big to download. Please contact Crown Office to receive the file.

[Close](#)

## Media Download Notes

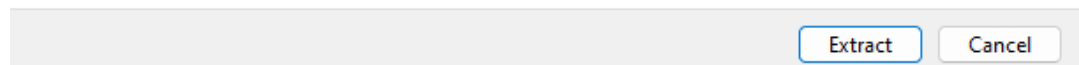
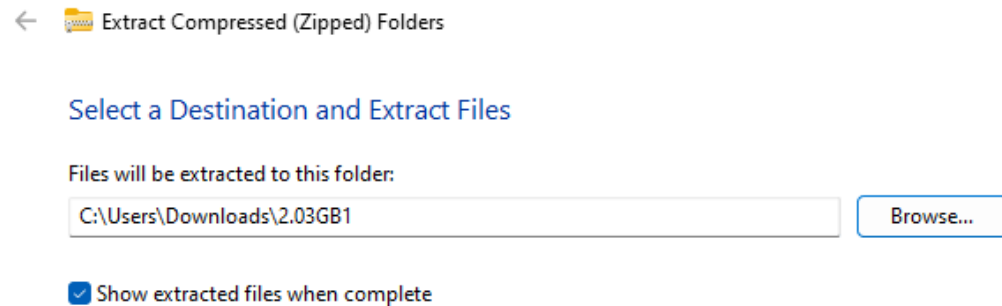
- Media files may take significant time to download. A minimum **10 Mbps** connection is recommended.
- Files are typically provided in **ZIP** format.

- After downloading:
  1. Select **Extract All Files**.

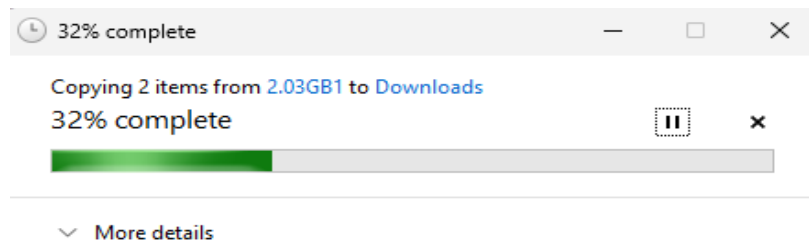


2. Choose a destination folder.

You should get a window to allow you to pick where the files are extracted to. Click on the Extract button to start the extract process.



3. Status window will appear providing you with a percentage of how long the extract will take.



- Wait for extraction to complete. After extract is complete a file explorer window will appear with the Media files ready for playing.

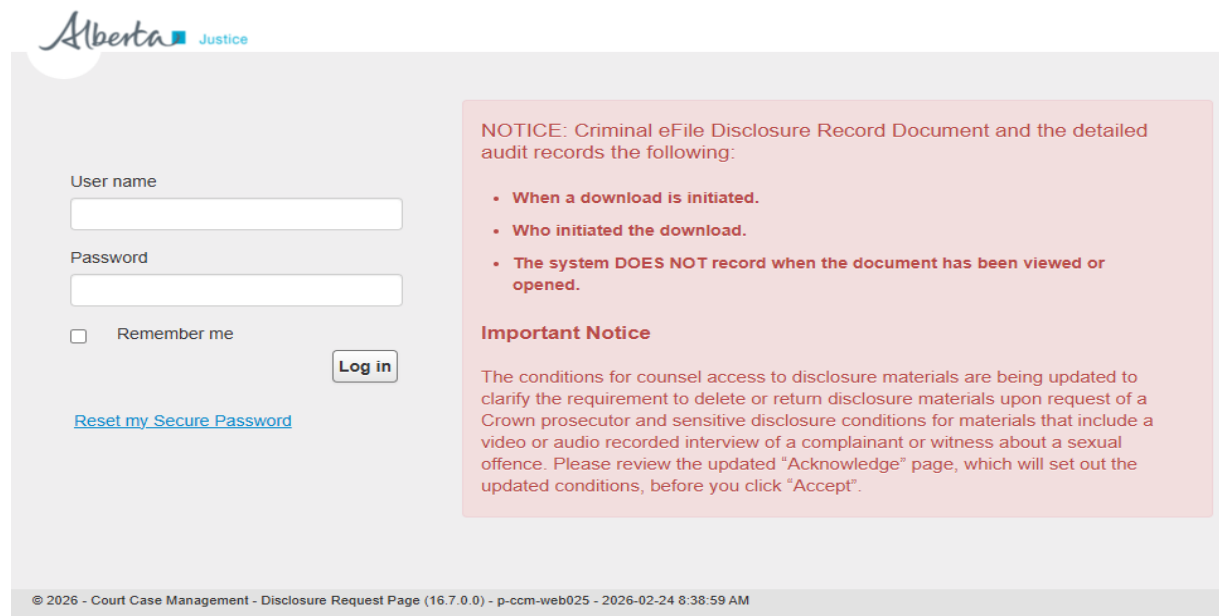


- Some file types may require specific media players.

Due to different media formats, we can't provide instructions for all scenarios. In some cases, it may be 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.

## Reset Password

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



Alberta Justice

User name

Password

Remember me

[Reset my Secure Password](#)

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- Log in, again.

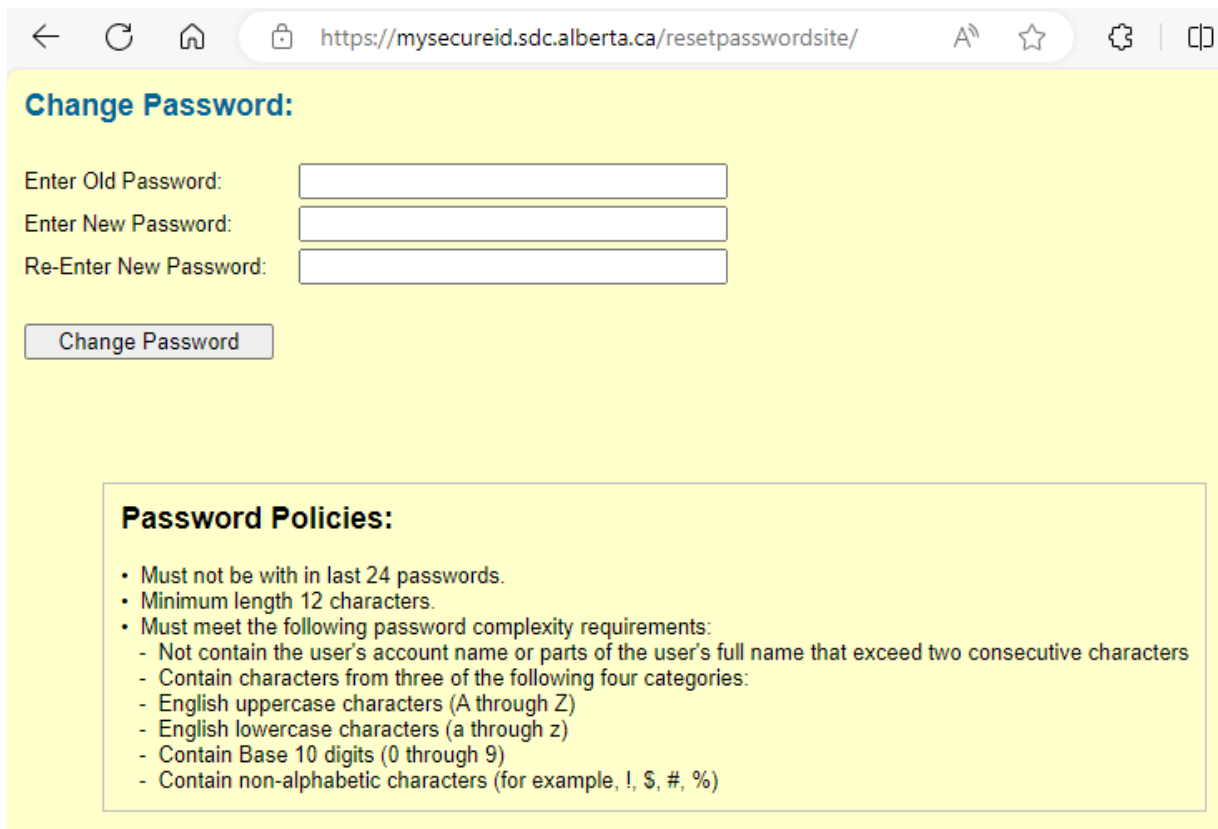
## Sign in to access this site

Authorisation required by <https://mysecureid.sdc.alberta.ca>

Username

Password

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



Change Password:

Enter Old Password:

Enter New Password:

Re-Enter New Password:

**Password Policies:**

- Must not be with in last 24 passwords.
- Minimum length 12 characters.
- Must meet the following password complexity requirements:
  - Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
  - Contain characters from three of the following four categories:
    - English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - Contain Base 10 digits (0 through 9)
    - Contain non-alphabetic characters (for example, !, \$, #, %)

## Technical Support

Contact the JSG Service Desk at:

### JSG IMT Support Desk

Phone: 780-427-6957

Email: [jsg-imt-supportdesk@gov.ab.ca](mailto:jsg-imt-supportdesk@gov.ab.ca)