



1. Phone the Calgary City Police at 403-266-1234 or the RCMP in the area where the sexual assault occurred. The officer will take an initial account of what happened and depending upon the situation, will refer your case to officers at a district office or to the Major Crimes Unit (Sexual Assault Investigative Unit, Child Abuse Unit, Domestic Conflict Unit). Once referred, the officers may contact you immediately or within a couple of weeks, depending upon the circumstances.
2. Officers will phone you to set up a time for you to make a statement. They may come to your home, or you can meet them at the Police Station. They may choose to video record this interview. If you are a CCASA client, you may request that a Police and Court Support Counsellor to accompany you to this meeting. The officers will ask you many questions about the situation that you are reporting in order to better understand what happened and how to investigate. Afterwards you may remember more information that you would like to tell the officers. If this happens, you can contact the investigating officer again to let them know of any additional information.
3. The officers may choose to proceed with the investigation, which can take many forms. They may interview the accused or any possible witnesses. They may also ask for your clothing or any other physical evidence.
4. If there is enough evidence to lay a charge, the police will do so. It is not up to the survivor to charge the accused. The survivor reports the sexual assault and the police in collaboration with the Crown Prosecutors decide whether to charge the accused.
5. If charges are laid against the accused, a Crown Prosecutor will be assigned to your case, so you do not need to hire a lawyer. The Crown does not represent the survivor, but the Province of Alberta. The accused is responsible for attaining a lawyer and if finances are limited, may access Legal Aid.
6. After the accused has been charged, they will be required to attend the courthouse on a specific day to enter a plea of 'guilty' or 'not guilty'. You do not need to attend this hearing but may do so if you wish. If you are a client of the Police and Court Education and Support program at CCASA, you may ask the support counsellor to provide you with an update after the plea hearing.
7. If the accused pleads 'guilty', a sentencing hearing will be scheduled and you will be asked to write a Victim Impact Statement to assist in sentencing. If the accused pleads 'not guilty' a Preliminary Hearing will be scheduled.
8. The Preliminary Hearing is where the Judge decides whether there is enough evidence to go to Trial. You will likely be required to testify at this.

9. The Trial is where both lawyers present their evidence and the Judge decides if the accused is guilty beyond the shadow of doubt. You will likely be asked to testify at this as well. You may attend the Preliminary Hearing and the Trial after you have testified. It is important that you are not present for the testimonies of other witnesses before you testify. At both the preliminary hearing and trial It is important that you are not present for the testimonies of other witnesses before you testify. When you are done testifying, you are free to leave, however you may attend the rest of the preliminary hearing or trial if you would like.
10. If the accused is found guilty by the Judge (or jury) a date will be set for sentencing. You will have the opportunity to submit Victim Impact Statement to be read during the sentencing hearing if you would like. During the sentencing hearing, you may read your statement, have someone else read it for you, or ask the judge to read it on their own. When the Victim Impact statement is submitted as a document to the court, the Judge, Crown Prosecutor, Defense, and accused will all have access to it.
11. Please remember that at any point during the Court Process, the accused may change their plea from "not guilty" to "guilty," or the Crown may decide that there is not enough evidence to proceed. The process could last up to two years or more.

CCASA Contact Information

CCASA Support & Information Line
9am-9pm – 7 days a week
403-237-5888

Alberta's One Line for Sexual Violence
9am-9pm – 7 days a week
Phone/Text | 1-866-403-8000
Chat | calgarycasa.com
TTY Line 403-508-7888