**Judicial Centre of** Select a Centre from the list

**Special Chambers Booking Request Form**

**Special Chambers before:**

[ ]  **Justice**

[ ]  **Applications Judge**

***When booking a Special, the Court expects that parties will not book the Special Application until affidavit exchange and questioning is completed; other methods of dispute resolution have been considered; and the parties are prepared to file a brief and proceed to a hearing.***

**Action Number(s):** Enter Action Number(s)

**Style of Cause:** Enter Style of Cause

**Parties and Contact Information:**

**Indicate names of counsel and contact information (including e-mail addresses) for ALL PARTIES. You must indicate which party is the Applicant and which party is the Respondent.**

|  |  |  |
| --- | --- | --- |
| **Select *either*** * **Applicant**

 **Or*** **Respondent**
 | **Indicate:****Name of Each** **Party (and Counsel if represented)**  | **Indicate:****Address, Phone, E-mail** **for Party or Counsel (if represented)** |
| [ ] Applicantor[ ]  Respondent | Click here to enter details | Click here to enter details |
| [ ] Applicantor[ ]  Respondent | Click here to enter details | Click here to enter details |

***If additional parties required, click:* **

**Requested Date:** Click here to select date **Alternate Date:** Click here to select date

**Is this date being scheduled with the consent of all parties? Yes** [ ]  **No** [ ]

**Amount of time required:** Click here to enter details

**Nature of Application:** Click here to enter details

*\*If this is for an Appeal of an Applications Judge Order/Judgement, please provide the nature of the decision that is being appealed\**

**Will this be a new or existing Application? New** [ ]  **Existing** [ ]

 **If existing, Filing Date of existing Application:** Click here to select date

* **Please provide a filed copy**

**Is either party relying upon previously filed Briefs? Yes** [ ]  **No** [ ]

**If so, indicate date brief was filed and which party is relying upon that brief:**

Click here to enter details

**Have the filing deadlines for this application been varied? Yes** [ ]  **No** [ ]

**If so, *please attach filed order that varies the deadlines*.**

**Please note deadlines cannot be varied by consent of the parties; leave of the court is required. If no filed order is attached to this booking, the applicable Practice Note deadlines apply.**

**Please list any Justice/Applications Judge that are disqualified from hearing this application:**

Click here to enter details

**Party Submitting Request:** Click here to enter details

**E-mail:** Click here to enter e-mail

**Form Submission:**

Please submit this form and any applicable orders to the Court Coordinator below for the Judicial Centre of your booking:

**Applications Judge Specials Province Wide**: ApplicationsJudgeSpecials.KB@albertacourts.ca

**Justice Specials**:

Calgary **Justice** Civil Special Chambers: CivilCoordinator.QBCalgary@albertacourts.ca

Edmonton **Justice** Civil Special Chambers: CivilCoordinator.QBEdmonton@albertacourts.ca

Drumheller: DrumhellerCourtCoordinator.KBJ@albertacourts.ca

Fort McMurray: FortMcMurrayCourtCoordinator.KBJ@albertacourts.ca

Grande Prairie: GrandePrairieCourtCoordinator.KBJ@albertacourts.ca

Hinton: HintonCourtCoordinator.KBJ@albertacourts.ca

Lethbridge: LethbridgeCourtCoordinator.KBJ@albertacourts.ca

Medicine Hat: MedicineHatCourtCoordinator.KBJ@albertacourts.ca

Peace River: PeaceRiverCourtCoordinator.KBJ@albertacourts.ca

High Level: HighLevelCourtCoordinator.KBJ@albertacourts.ca

Red Deer: RedDeerCourtCoordinator.KBJ@albertacourts.ca

St. Paul: StPaulCourtCoordinator.KBJ@albertacourts.ca

Wetaskiwin: WetaskiwinCourtCoordinator.KBJ@albertacourts.ca

**Upon submission of this form, you will receive an e-mail confirmation from the Court Coordinator once your booking is confirmed. Please allow up to 48 hours for a reply.**