



# Provincial Court of Alberta Pre-trial Conference Record Civil matters

Before Judge:	
Action/Case #:	
Date/Time:	
<b>(A) PARTY INFORMATION:</b>	
<b>Plaintiff 1/Applicant 1:</b>	
Name:	
Counsel/Agent:	
<b>Address for service (if different from address on Civil Claim):</b>	
Phone:	
Cell:	
E-mail:	
Fax:	
<b>Plaintiff 2/Applicant 2:</b>	
Name:	
Counsel/Agent:	
<b>Address for service (if different from address on Civil Claim):</b>	
Phone:	
Cell:	
E-mail:	
Fax:	

<b>Defendant 1/Respondent 1:</b>	
Name:	
Counsel/Agent:	
<b>Address for service (if different from address on Dispute Note):</b>	
Phone:	
Cell:	
E-mail:	
Fax:	
<b>Defendant 2/Respondent 2:</b>	
Name:	
Counsel/Agent:	
<b>Address for service (if different from address on Dispute Note):</b>	
Phone:	
Cell:	
E-mail:	
Fax:	
<b>Third Party 1:</b>	
Name:	
Counsel/Agent:	
<b>Address for service (if different from address on Claim or Dispute Note):</b>	
Phone:	
Cell:	
E-mail:	
Fax:	
<b>Additional comments (eg: properly named; correct spelling; service issues etc):</b>	

(B) NATURE OF CLAIM - Select applicable issue(s)

Contract

Debt

Goods and Services

Wrongful Dismissal

Residential Tenancies

Motor vehicle accident

Negligence

Other:

Additional comments:

(C) NATURE OF COUNTERCLAIM - Select applicable issue(s)

Contract

Debt

Goods and Services

Wrongful Dismissal

Residential Tenancies

Motor vehicle accident

Negligence

Other:

Additional comments:

<b>(D) PRE-TRIAL ORDERS:</b>		
Amendments to Pleadings?	YES	NO
Comments: (eg: parties properly named; spelling? all necessary parties?)		
Parties to attend mediation?	YES	NO
Provide further & better particulars from:		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
Production of documents by:		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
Expert reports/CVs to be produced by:		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
Which party? _____ Due date: _____		
"Will say" statements from:		
Which party? _____ Due date: _____		

Which party? \_\_\_\_\_ Due date: \_\_\_\_\_

Which party? \_\_\_\_\_ Due date: \_\_\_\_\_

Which party? \_\_\_\_\_ Due date: \_\_\_\_\_

**(E) EVIDENTIARY MATTERS:**

(E)(i) Admissions/Agreed Statement of Facts ("ASF"):

(E)(ii) Evidence to be admitted by consent:

(E)(iii) Issues re: admissibility of evidence:

**(F) WITNESSES:**

For PLTF/APP 1

Name	Location (city)	In person?	Other? (eg: video, will-say)

For PLTF/APP 2

Name	Location (city)	In person?	Other? (eg: video, will-say)

For DEFT/RESP 1

Name	Location (city)	In person?	Other? (eg: video, will-say)

For DEFT/RESP 2			
Name	Location (city)	In person?	Other? (eg: video, will-say)
For THIRD PARTY 1			
Name	Location (city)	In person?	Other? (eg: video, will-say)
(G) OTHER PRETRIAL MATTERS:			
Interpreter required?		Language?	Interpreter arranged?
YES	NO		YES NO
Name of person requiring interpreter?			
Specialized courtroom (eg: child-friendly, video conferencing, hearing impaired etc) required? Please specify:			
Technical aids (eg: TV, VCR, DVD, easels)?		If so, has the clerks' office been notified?	
		YES NO	
(H) ESTIMATED TRIAL TIME:			
Plaintiff(s)/Applicant(s):			
Argument time:			
Defendant(s)/Respondent(s):			
Argument time:			
Third party:			
Argument time:			
Has written settlement offer been canvassed?		YES NO	
Has the adjournment protocol been explained?		YES NO	
Have parties been advised of costs?		YES NO	

(I) SPECIAL DIRECTIONS TO TRIAL JUDGE/CLERK:		
Any Judge disqualified/seized?	YES	NO
Who?		
Comments:		
(J) COPY OF THIS FORM TO HEARING JUDGE?		
YES	NO	Date:
(K) JUDGE'S NOTES FROM PTC:		

Are counsel in regular contact with their clients? Is there anything outstanding that may prevent the matter from proceeding as scheduled? If so, do you wish to adjourn this hearing to a further date?

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