



Alberta Court of Justice

Northern Region

Criminal Pre-Trial Conference Booking Protocol

Effective: February 1, 2022

1. This applies to Criminal and Youth matters. References to “Pre-Trial Conference” or “PTC” include pre-preliminary hearing conferences.
2. All matters expected to require more than one day of hearing time require a PTC before dates will be assigned.
3. Counsel seeking a PTC must request one by email from the Northern Judicial Assistants (“JA”); contact information is below.
4. The JA will respond by email with a copy of the most recent Northern PTC form and a copy of this protocol.
5. The PTC form must be completed by all counsel and submitted to the JA to obtain a PTC booking.
6. It is anticipated that crown counsel will complete and submit the form first, but defence counsel may also be first to submit.
7. Upon receipt of the form from one counsel, the JA will note the date and email the partially completed form to the remaining counsel.
8. When all counsel have completed their portions of the form, whether on the same copy of the form or duplicate copies, and submitted the form to the JA, the JA will schedule a PTC and advise counsel.
9. A default or lengthy delay by any counsel in providing the completed form to the JA will be noted in the file endorsements, for whatever 11(b) or other ramifications may later be relevant.
10. No PTC will be booked until all counsel have completed and submitted the form.

11. The assigned Justice may, in their discretion, having regard to the information provided by counsel in the form, waive the PTC requirement and direct the JA to provide hearing time. Counsel are therefore encouraged (and expected) to provide as much information, in as much detail, as they anticipate the PTC Justice will require to assign hearing time. A PTC may nevertheless proceed, in order to address issues of resolution or efficiency.

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