

**Provincial Court of Alberta  
Central Region (only)**

**NOTICE TO THE PROFESSION  
2008.2**

**Pre-Trial Conferencing**

**Effective immediately**, Pre-Trial Conferencing (PTC) will be mandatory for certain Youth and Adult criminal matters. The following is a summary of the new procedures that will apply to Pre-Trial Conferencing in Criminal Matters in the Central Region.

1. A PTC will be mandatory for the following matters:
  - Any Trial or Preliminary Inquiry set for 1 full day or more; and
  - Any Trial or Preliminary Inquiry with multiple accused set for ½ day or more.
2. A PTC may be held on any other matter upon application by the Accused, the Crown or by the Court on its own motion.
3. The Crown Prosecutor assigned to the file and Defence Counsel of Record shall attend the PTC either in person or by teleconference, and shall NOT attend by Agent. Where an Accused is self-represented, he or she shall appear at the PTC in person, and shall NOT attend by Agent. Appearances by teleconference may only take place using a land-line.
4. The PTC will be held before the trial/prelim date is set, if it is anticipated that the conduct of the **trial/prelim will require more than one day** of court time. The assigned Crown Prosecutor and Defence Counsel of Record or self-represented Accused shall contact the Court's Judicial Assistant to request a date and time for the PTC. At least 7 days prior to the PTC date the parties shall provide the Court's Judicial Assistant with a PTC form, signed by them, setting out at least the following information: name of the accused, charge(s) and docket number(s), name of the assigned Prosecutor, name of Defence Counsel, contact information for counsel and/or the parties and an indication as to whether the accused will be attending the PTC.
5. If it is anticipated that the **trial/prelim will require 1 day** of court time, the trial/prelim date shall be fixed in regular docket court, and then within 7 days from the date on which the trial/prelim date was fixed, the assigned Crown Prosecutor, Defence Counsel of Record or self-represented Accused shall contact the Court's Judicial Assistant and request a date and time for a PTC, and at the same time they shall provide the Judicial Assistant with a PTC form, signed by them, setting out at least the following information: name of the accused, charge(s) and docket number(s), name of the assigned Prosecutor, name of Defence Counsel, contact information for counsel and/or the accused, an indication as to whether the accused will be attending the PTC and the trial/prelim date.
6. The PTC shall be held in a conference room when the accused is represented by counsel and does not attend the PTC. The PTC shall be held in a courtroom, with a Sheriff present, when the Accused is self-represented or if the Accused is in custody and has given notice that he/she wants to attend.

7. Thirty minutes will be allocated for each PTC, at the following times:
  - (a) For Red Deer matters:
    - 9:00 a.m. in Courtroom #101, on Tuesdays or Wednesdays for self-represented Accused, or for those accused who are in custody and will be in attendance;
    - 8:30 a.m., 9:00 a.m. or 1:00 p.m., on Tuesdays or Wednesdays for those PTCs for which only counsel will attend
  - (b) For trial/prelim matters set for circuit points (Stettler, Rimbey, Rocky Mountain House, Ponoka, and Coronation):
    - At the circuit point, a ½ hour before Court is scheduled to start, on those days on which the Court sits at that location; or
    - At Red Deer, for the same days and times as Red Deer matters.
  - (c) For Wetaskiwin, Camrose, and Killiam matters:
    - At a time and location arranged with the Judicial Assistant at the time that the PTC date is sought.
8. The Judge who hears the PTC shall be disqualified from hearing the trial/prelim.
9. The Judge hearing the PTC will be provided with the following material:
  - A copy of the Information & Endorsements
  - The PTC form, a blank copy of which is attached hereto, and which is accessible at:  
<http://www.albertacourts.ab.ca/ProvincialCourt/FormsandNoticesbyRegionDivision/tabid/321/Default.aspx>
10. The Judge who hears the PTC shall complete the PTC form, a copy of which will be provided to the trial/prelim Judge prior to the commencement of the trial/prelim.
11. If it is determined at the conclusion of the PTC that a further PTC is necessary, then the date for the next PTC will be fixed before the conclusion of the PTC.
12. If it is determined at the conclusion of the PTC that the trial/prelim date needs to be changed, then the matter will be brought forward into a docket courtroom on that same day or the following morning, for the purposes of fixing the new trial/prelim date and another PTC date if necessary.

DATED this 7th day of July, 2008

Directed by:  
The Honourable M.R. Bast  
Assistant Chief Judge  
Provincial Court of Alberta