

# NOTICE

As you are aware the Family and Youth Division of the Provincial Court in Edmonton has moved to a **Desk Form** for setting trial and JDR dates in *Child Youth and Family Enhancement* Matters (child protection).

This Notice is an update to the **process** which will take effect for all child protection matters commencing **Monday, October 17, 2011**.

**All** parties are still **required** to complete and sign the Memorandum of Trial Readiness (MTR). Any Memoranda **not properly completed** may be **rejected** with direction concerning either the need for additional information or attendance in Court.

**The new procedure is set out as follows:**

1. Counsel/parties appear in docket court and indicate they are ready to set a trial date.
2. The Court will adjourn the matter for 2 weeks so the MTR can be completed and trial date(s) set.
3. Counsel/parties **MUST IMMEDIATELY** attend at the Trial Coordinator's counter on the main floor and set a tentative trial date(s). An in person attendance immediately after Court is required. Trial Coordination will hold the tentative trial date(s) for 2 weeks.
4. Counsel will prepare and submit the MTR to the Trial Coordinator via e-mail, fax or at the counter at least **48 hours prior** to the next Court appearance date in 2 weeks. **In person or E-mail is the preferred method of submission.**
5. Once the MTR is completed and signed it will be submitted to Trial Coordination by Counsel and forwarded for desk review by a Judge.

6. The Judge will review and approve / not approve the MTR.

a. MTR Trial Dates APPROVED

- i. Trial Coordination returns the approved form to counsel/parties via e-mail/fax/mail. Trial Coordination places form on the front of the file for the next docket appearance.
- ii. Counsel/parties attend on the 2 week docket appearance date to confirm the dates in open Court.

b. MTR Not Approved

- i. Counsel/parties have the rest of the 2 week period in which to correct their shortfall and resubmit.
- ii. If Counsel/parties do not resubmit within the 2 week time limit, the trial dates will be released and Counsel/parties **MUST** obtain new tentative dates from Trial Coordination following the next docket appearance.

7. Any special requests for interpreter, security, etc **SHALL** be made in docket court when the trial dates are confirmed.

**NOTE:** Blank or irrelevant pages do not need to be included (ie. Extra guardian pages).

Only **one copy** of the Memorandum of Trial Readiness - completed and signed by all parties **is to be submitted.**

Filing may be done by any one of the following means:

Hard copy- filed at the Provincial Court Trial Coordinator Counter

Fax filing - (780) 427-5797

E-Filing - [edmpcfy.tc@gov.ab.ca](mailto:edmpcfy.tc@gov.ab.ca)

A transition period for outstanding previous MTR forms and processes will run until November 16, 2011 and will only be accepted until that date.

Date: Oct 17, 2011