

**PROVINCIAL COURT OF ALBERTA**  
**FAMILY & YOUTH COURT**  
CALGARY, ALBERTA

**PRACTICE DIRECTIVE #2**  
**CASE MANAGEMENT**

The following procedure has been established for requests for a Case Management Conference.

**A. CASE MANAGEMENT CONFERENCING**

Where applicable, counsel and Self-Represented Litigants (SRL) may request a Case Management Conference. It is intended that a Case Management Conference be used in addition to a Pre-Trial Conference where there are perhaps complex or multiple issues that may require extra Judicial assistance. This request form can be found at: <https://albertacourts.ca/docs/default-source/provincial-court/family-child-protection-cmc-form.pdf?sfvrsn=2>

**B. CASE MANAGEMENT CONFERENCE PROTOCOL**

1. **Purpose of Case Management Conference** – The purpose of a Case Management Conference is to offer an additional opportunity, other than the Pre-Trial Conference, to deal with interim matters prior to trial. The Case Management Judge may make any Order the Judge determines will likely promote either the resolution of the matter or its orderly progression to trial.
2. **Scope of Evidence at Trial** – Despite the broad scope of Case Management, only the assigned Trial Judge may issue directions which in any way limit or expand the scope of evidence to be entered at trial.
3. **Completion and Distribution of Case Management Forms** – Counsel shall complete and circulate the Case Management Form. A copy of the fully completed Form should be provided to the Trial Coordinator at least one week prior to the Case Management Conference. If any of the parties are self-represented, they will be provided with information about how to complete the Case Management Conference Form.

Delivery of the Case Management Form to the Trial Coordinator shall be by email to: [trialcoordinator.fycalgary@albertacourts.ca](mailto:trialcoordinator.fycalgary@albertacourts.ca), by fax to (403) 297-3461, by mail or drop-off, or as may otherwise be indicated from time to time.

4. **Scheduling of a Case Management Conference** – The Trial Coordinator shall schedule the Case Management Conference. Additional Case Management Conferences may be set at a Judge’s discretion and may be requested by any party. If an additional Case Management Conference is directed by the presiding Judge, it shall ordinarily be scheduled before the same Judge, in consultation with the Trial Coordinator.
4. **Record / Location** – All Case Management sessions shall ordinarily be on the record with a Clerk present.
5. **Case Management Judge neither Seized nor Disqualified** – A Case Management Judge’s discretion to seize or disqualify him or herself on a trial shall not be affected by having conducted a Case Management Conference.
6. **Participants** – Unless directed otherwise by the Case Management Judge, all parties and all counsel are required to attend all Case Management Conferences.
7. **Duration** – Case Management Conferences shall be scheduled at the discretion of the Case Management Judge.
8. **Attendance** – If the Applicant does not appear at a Case Management Conference, the Case Management Judge may dismiss that party’s claim. If a Respondent does not appear, the Case Management Judge may grant the application against that party in whole or in part.