

Pre-Trial Conference Judge's Report
(To be completed by PTC Judge)

Form 3

Please print and deliver completed form to PTC Coordinator OR use submit button to submit directly to PTC Coordinator or email to PC.CGJ-CRIM@albertacourts.ca

Judge	Scheduled PTC Date	PTC Location
Docket No(s)		
Accused 1	Defence 1	
Accused 2	Defence 2	
Accused 3	Defence 3	
Crown Counsel	Trial Dates	

This form is intended to be a record of directions made by the Assigned PTC Judge. It is part of the PTC file maintained by the PTC Coordinator and will be provided to Counsel and the Trial Judge unless otherwise directed.

This form may be printed and filled out by pen or filled in on the computer and sent to the PTC Coordinator by email. Please note any matters relevant to the timely and efficient conduct of the trial.

The following information is relied upon by the CMO to confirm or validate trial bookings and court room requirements. Please check off boxes which apply and provide further explanation in the notes box to the right.

POSSIBLE ISSUES/SPECIAL REQUIREMENTS (please give details in note box)

Notes

Interpreter is required Language

Child witness room required

Child friendly courtroom required

High security courtroom required

Specialized courtroom aids - technical etc., (elaborate in notes)

Expert Witnesses

 Crown

 Defence

Allotted Time Keep allotted time

 Increase time by

 Decrease time by

Any other issue(s) which might affect the matter starting or completing as scheduled (Elaborate in notes)

Resolution

 Yes - release trial dates

 No - keep trial dates

PRINT

SUBMIT

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Judge's Notes

A copy of these notes
shall
shall not
be forwarded to the Trial Judge

Assigned PTC Judge's Signature

Date

Caution: Notes of settlement discussions should generally not be forwarded to the Trial Judge.