



Provincial Court of Alberta

Case Management Conference Record

Criminal/Youth/Regulatory matters

Statements contained in this document are tentative and preliminary. They are “without prejudice” and must be ratified at the hearing in this matter. They are intended to assist in resolution of issues in the matter and the effective use of court time. If any change becomes apparent before hearing, counsel will use their best efforts to promptly advise the hearing Judge, and each other, about the changes.

Before Judge:			
ACCUSED NAMES:	Adult	Youth	In custody on this matter: YES NO
Docket #	Trial/Preliminary date(s):		Courtroom:
Charge(s):			

(A) DATE OF CASE MANAGEMENT CONFERENCE:		
(B) TYPE OF CMC:		
Trial:	Preliminary:	Other (specify):
(C) PERSONS IN ATTENDANCE (COUNSEL & CLIENT NAME):		
Crown(s):		
Phone:		
E-mail:		
Fax:		
Cell:		

Counsel for accused #1	Retained: YES NO	Any potential conflicts?
Name:		
Phone:		
E-mail:		
Fax:		
Cell:		
Counsel for accused #2	Retained: YES NO	Any potential conflicts?
Name:		
Phone:		
E-mail:		
Fax:		
Cell:		
Counsel for accused #3	Retained: YES NO	Any potential conflicts?
Name:		
Phone:		
E-mail:		
Fax:		
Cell:		
Counsel for accused #4	Retained: YES NO	Any potential conflicts?
Name:		
Phone:		
E-mail:		
Fax:		
Cell:		
(D) IF PROCEEDINGS ARE IN YOUTH COURT:		
Has notice been given to parents/guardians?	YES	NO
Is there an "SVO" notice filed?	YES	NO
Any admissibility issue under s.52 of the Act?	YES	NO
Notice given re: seeking adult sentence?	YES	NO

(E) RESOLUTION OFFER:					
Received		Not received			
Crown to respond by:			Defence to respond by:		
(F) SECTION 536.3 (FORM A OR C; PLEASE ATTACH); COMMITTAL FOR TRIAL:					
Filed?	YES	NO	Is 'Committal' an issue?	YES	NO
(G) BRIEF SYNOPSIS OF THE CASE:					
Theory of the Crown:					
(H) EVIDENTIARY MATTERS:					
(H) (i) Disclosure:					
Has complete disclosure been made?		YES	NO		
What is missing? Why?					
Itemized list to be provided by defence by:			Disclosure to be provided by Crown by:		
Disclosure issues; dates to be set for "Stinchcombe" or "O'Connor" applications by:					
(H) (ii) Admissions/Agreed Statement of Facts ("ASF"):					
ASF drafted by:		Crown	Defence	ASF reviewed by: Crown Defence	
File with Court by:		Crown	Defence	Filed with Court by (date):	
Facts admitted:					

Issues re: admissibility of evidence				
Voir Dire required?		YES	NO	Type of voir dire required:
Have "will says" been provided?		YES	NO	Are "will says" admitted? YES NO
Affidavit evidence admitted?		YES	NO	Any cross-exam. required? YES NO
(H)(iii) Charter or constitutional issues:				
YES NO		Notice to be filed by:		Defence brief by: Crown brief by:
Voir Dire? YES NO		Onus on?		
(I) OTHER PRETRIAL MATTERS:				
Interpreter required? YES NO		Which language?		Name of person requiring interpreter
Interpreter arranged? YES NO				
Specialized courtroom (eg: child-friendly, video conferencing etc) required? Please specify:				
Discretionary publication ban sought? YES NO			If so, has notice been given to media? YES NO	
Technical aids (TV, VCR, DVD, easels) required?			If so, has the clerks' office been notified? YES NO	
(J)(I) POLICE WITNESSES REQUIRED BY:				
Crown:		Number:		Defence: Number:
YES NO				YES NO
Subpoenas served: When:		YES NO	Subpoenas served: YES NO When:	
(J)(II) CIVILIAN WITNESSES REQUIRED BY:				
Crown:		Number:		Defence: Number:
YES NO				YES NO
Subpoenas served: When:		YES NO	Subpoenas served: YES NO When:	
(J)(III) CHILD WITNESSES TO BE CALLED BY:				
Crown:		Number:		Defence: Number:
YES NO				YES NO
Ages:		Ages:		

Videos: YES NO	Videos: YES NO
Length of time to watch videos:	Length of time to watch videos:
(J)(IV) ADVERSE WITNESSES:	
Crown: YES NO	Defence: YES NO
Issues re: competence or compellability: YES NO	Issues re: competence or compellability: YES NO
(J)(V) EXPERT WITNESSES:	
Crown: YES NO	No: NO
Date, Time, if possible:	Date, Time, if possible:
Qualifications & exchange of CVs by:	Qualifications & exchange of CVs by:
Exchange of experts' reports by:	Exchange of experts' reports by:
Report/affidavit acceptable? YES NO	Report/affidavit acceptable? YES NO
Are experts under time constraints? YES NO	Are experts under time constraints? YES NO
Any dispute as to qualifications? YES NO	Any dispute as to qualifications? YES NO
Notice filed by:	Notice filed by:
(K) TIME ESTIMATED (HOURS, DAYS, WEEKS):	
Presentation of Crown case:	
Presentation of defence case:	
Is additional time required? YES NO	How much additional time?
Is less time required? YES NO	How much less time?
Excess time released by:	Date:
Responsible party:	
(L) EXHIBITS:	
Are there any "agreed-upon" exhibits? YES NO	
Itemize "agreed-upon" exhibits:	

No. of exhibits anticipated	Will "agreed-upon" exhibits be pre-marked by clerk (if in excess of 10, please require this to be done 24 hours prior to start)		
Will there be a "markable" copy of exhibits for the Judge?		YES	NO
Are there videos, DVDs?		Length of time to watch	
Will there be an Exhibit list?		YES	NO
(M) OTHER ISSUES:			
Briefs and/or case law to hearing Judge by:			
Defence:			
Crown:			
(N) NEXT COURT APPEARANCE:			
(O) HEARING JUDGE:			
(a) Assigned:		(b) Seized:	
(c) Disqualified:		(d) Out of town?	YES NO
(P) FURTHER CASE MANAGEMENT CONFERENCE REQUIRED?			
Date:		Not required:	
(Q) COPY OF THIS FORM TO HEARING JUDGE?			
YES NO		Date:	

(R) RESOLUTION PRIOR TO SCHEDULED DATE; AVAILABILITY:

(R)(i) Counsel hereby undertake that they will forthwith advise the Case Management Office/Trial Coordinator's Office of any resolution, and if possible, have the matter brought forward to an earlier date for disposition.

(R)(ii) Counsel for the Crown and for each Accused hereby represent that they have no commitments which will interfere with the hearing date(s) and time(s) set for this matter, and that all witnesses are available on the hearing date(s), and for its probable duration. Potential problems are:

(S) JUDGE'S NOTES FROM CMC:

(To be removed before form goes to hearing Judge? YES NO)

(If you think it appropriate, use this space to comment on matters such as likelihood of the matter proceeding? Are counsel in regular contact with their clients? Is there anything outstanding that may prevent the matter from proceeding as scheduled? If so, do you wish to adjourn this hearing to a further date?)
