



**COURT OF QUEEN'S BENCH OF ALBERTA**  
**NOTICE TO THE PROFESSION AND PUBLIC**

**Family Resolution Project in Edmonton and Calgary and  
Mandatory Pre-Trial Conferences in Family Matters  
in Calgary, Edmonton and Red Deer  
Effective September 1, 2018**

The Court has approved:

- a) an increase in Mandatory Early Intervention Case Conferences from 4 per week to 6 per week in Edmonton and Calgary, effective September 1, 2018; and
- b) Mandatory Pre-Trial Conferences in some family matters in Calgary, Edmonton, and Red Deer, effective September 1, 2018.

**Increase in Mandatory Early Intervention Case Conferences**

Since the Court of Queen's Bench Mandatory Early Intervention Case Conference (EICC) Pilot Project began on September 1, 2017 (NP#2016-08), the Court has been conducting 4 EICC's each week, on matters referred into the project from regular family chambers.

Commencing September 1, 2018, the Court will be conducting 6 EICC's each week. Two of the six EICC's each week will be referred based on written request. That request may be made by completing the form entitled "Request for an Early Intervention Case Conference (EICC) In a Family Proceeding", and providing it to the Case Conference Coordinator in the applicable city. The form is attached to this Notice and can also be found on the Alberta Courts website.

All requests will be considered by a designated Justice in each city. Written confirmation will be provided if the matter is accepted into the EICC project. Counsel must then appear in regular family chambers with the acceptance letter for the purpose of confirming the date for the EICC and to obtain an Order and an information package for each of the parties.

Mandatory Pre-Trial Conferences in Family Matters

Effective September 1, 2018, pre-trial conferences in family matters will be mandatory in Edmonton, Calgary and Red Deer, where one or both parties wish to schedule a trial date in the following circumstances:

- 1) all files where there are one or more self-represented litigants; and
- 2) all files that are being scheduled for trial for 3 days or more.

For those matters for which a mandatory pre-trial conference is required, a trial cannot be scheduled until after the pre-trial conference has taken place and the pre-trial conference Justice has confirmed that the matter is ready to be scheduled for trial.

This initiative does not apply to files under Case Management.

The objectives of the pre-trial conference will be as set out in Part A of Q.B. Family Law Practice Note 3. Part B, paragraph 6 of the same Practice Note will also apply.


The attached Family Pre-Trial Conference Summary must be completed and exchanged between the parties and provided to the Court seven (7) days before the pre-trial conference.

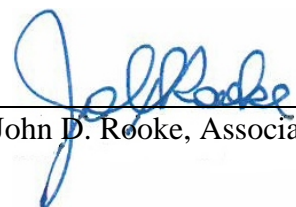
Mandatory Pre-Trial Conferences will take place in a courtroom and the parties must be in attendance. The Conference will be held “in camera”. The parties/Counsel will not have access to the digital recording or a transcript of the proceedings without leave of the Court.

The Justice who hears the pre-trial conference shall not be the Trial Judge unless Counsel and both parties agree in writing and the Justice agrees to hear the matter.

The pre-trial conference Justice may provide a memo concerning case management directions to the Trial Coordinator, the Trial Judge, and the parties (through Counsel where retained) in advance of the trial, but this document will contain no reference to any settlement issues or discussions.

Questions or concerns with respect to any of these or other initiatives of the Court of Queen’s Bench may be made in writing to the Chief Justice or Associate Chief Justice.

  
\_\_\_\_\_  
Mary T. Moreau, Chief Justice

  
\_\_\_\_\_  
John D. Rooke, Associate Chief Justice

A fillable version of this form can be found here:

<https://albertacourts.ca/docs/default-source/qb/family-pre-trial-conference-summary-form.docx>

COURT FILE NUMBER                      Court File Number  
COURT    COURT OF QUEEN'S BENCH OF ALBERTA  
JUDICIAL CENTRE                      Choose a Judicial centre  
APPLICANT(S)/PLAINTIFF(S)              Applicant Name  
RESPONDENTS/DEFENDANTS(S)          Respondent Name

DOCUMENT                                      **Family Pre-trial Conference Summary  
(Effective September 2, 2018)**

ADDRESS FOR SERVICE AND              Address for Service  
CONTACT INFORMATION OF  
PARTY FILING THIS DOCUMENT

This Summary is being filed on behalf of: [Click here to enter text.](#)

Proceedings are under (*check those that apply*):

- Divorce Act
- Matrimonial Property Act
- Family Law Act

| <b>Parties</b>                               | <b>Plaintiff/Applicant</b>                | <b>Defendant/Respondent</b>               |
|--|---|---|
| Name of Party:                               | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Address of Party:                            | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Phone Number of Party:                       | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| E-mail address of Party:                     | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Birth Date:                                  | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Date of Cohabitation                         | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Date of Marriage                             | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Date of Separation                           | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Income ( <i>must be current</i> )            | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Responsible Lawyer ( <i>if applicable</i> ): | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Law Firm:                                    | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |

|                           |   |   |
|---------------------------|---|---|
| Address of Law Firm:      | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| Phone number of lawyer:   | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |
| E-mail address of lawyer: | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |

Children:

*(names and birth dates)*

[Click here to enter text.](#)

Issues to be determined at trial:

*(Check off all matters that are in issue)*

Parenting

Specify briefly what is in issue: [Click here to enter text.](#)

Parenting Time with the child

Sought by a Parent/Guardian

Sought by a Non-guardian

Child Support:

Income

Entitlement

Quantum

Hardship

Where Child Support is in issue, indicate the current annual income for each party.

Applicant: \$ Income     Respondent: \$ Income

Spousal/Partner Support

Income

Entitlement

Quantum

Duration

Matrimonial Property

Value

Liabilities

Exemptions

Dissipation

Method of Distribution

Other

Specify: [Click here to enter text.](#)

Are there any interim applications outstanding or contemplated? Yes No

If so, explain: [Click here to enter text.](#)

Has Questioning been completed (including responses to Undertakings) Yes No

If not explain what is outstanding: [Click here to enter text.](#)

## 1. Trial

a) Anticipated time required for evidence and argument:

Plaintiff/Applicant: [Click here to enter text.](#)days

Defendant/Respondent: 8 days

b) Are security problems anticipated? Yes No

c) List trial judges with potential conflicts: [Click here to enter text.](#)

d) Are pleadings complete? Yes No

If not, what is required? [Click here to enter text.](#)

List any obstacles to trial readiness

(e.g. outstanding motions, incomplete production, need for further examination, incomplete undertakings, expert opinions, etc.)

[Click here to enter text.](#)

List the party's witnesses:

[Click here to enter text.](#)

f) If an interpreter is required, please confirm that the party requiring the interpreter will provide one. (This should be a qualified interpreter) Yes No

## 2. Admissions:

a) Will there be an agreed statement of facts? Yes No

b) Do the parties agree on the admissibility of any exhibits? Yes No

If so, specify which exhibits: [Click here to enter text.](#)

### 3. Alternative Methods to Resolve Dispute:

What efforts have been made to settle this matter prior to the conference?  
[Click here to enter text.](#)

### 4. Expert Reports:

- a) Are there any expert reports, either obtained or to be obtained? Yes No
- b) Will the expert(s) be updating his or her opinion before trial? Yes No
- c) Will the qualifications of the expert(s) be admitted? Yes No
- d) Will there be an Application to cross-examine the expert before trial? Yes No
- e) Can the reports be admitted without calling the experts? Yes No
- f) Which ones?  
(Please list)  
[Click here to enter text.](#)
- g) Can the reports go to the trial judge before the trial? Yes No

In the case of an expert assessment touching on child related matters where both parties have agreed on the assessor, will the assessor be examined in chief or cross examined by both parties or will the assessment be entered by agreement?  
[Click here to enter text.](#)

### 5. Positions:

*(If no offer has been made, you must make one on the last page of this Summary)*

- a) Set out the current arrangements for parenting/custody/access (attach the most recent parenting order), the party's position on the disputed parenting issues, and any expert opinion on those disputed issues:  
[Click here to enter text.](#)
- b) Set out the current arrangement for child support and the party's position on the disputed child support issues such as guideline incomes, section seven expenses, and undue hardship:  
[Click here to enter text.](#)
- c) Set out the current arrangement for spousal/partner support, and the party's position on the disputed spousal/partner support issues such as entitlement, quantum and duration:  
[Click here to enter text.](#)
- d) Attach the party's statement of assets, liabilities and exemptions and provide the party's position on the disputed issues. Where exemptions are in issue, describe the method of proof of exemptions and value and tracing issues.  
[Click here to enter text.](#)

**SECTION BELOW TO BE COMPLETED BY CASE CONFERENCE JUSTICE**

Confirmed ready for trial: Yes No

OR

Confirmed ready for trial subject to the following:  
[Click here to enter text.](#)

OR

Not ready for trial – further pre-trial conference required by:  
[Click here to enter text.](#)

Dated this ## day of Month, 20##

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Pre-trial Conference Justice  
*(Print name)*

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Pre-trial Conference Justice  
*(Signature)*

## OFFER TO SETTLE (Without Prejudice)

In the matter of [Click here to enter text.](#), the Party filing this Summary [Click here to enter text.](#) offers to settle some or all of the issues on the following basis:  
*(this page will not be provided to the Trial Judge)*

The following is my offer to settle the outstanding issues in this case:

Offer to settle all issues     Offer to settle some of the issues

**NOTE:** *If you have already made an offer and it is still open for acceptance, attach a copy to this Summary. If you have not made an offer to settle, you must make one here. If you do not have enough information about all the issues, make a partial offer on those issues for which you do have enough information.*

*The other side can accept your offer. And if the other side does accept it, the accepted offer becomes a binding contract and can be turned into a court order that can be enforced against you. The other side can make a counter-offer.*

*In your offer for child support, give detailed calculations for any claim for special expenses or for undue hardship. If your offer deals with spousal support, it will be helpful to your case if you attach the Spousal Support Advisory Guideline calculations and show the effect of income tax on any proposed support order. If your offer deals with property issues, please attach a property statement listing all of the property being considered.*

[Click here to enter text.](#)



A fillable version of this form can be found here:

<https://www.albertacourts.ca/docs/default-source/qb/request-for-early-intervention-case-conference-form.docx>

|                          |                                   |
|--------------------------|-----------------------------------|
| <b>COURT FILE NUMBER</b> | Court File Number.                |
| <b>COURT</b>             | COURT OF QUEEN'S BENCH OF ALBERTA |
| <b>JUDICIAL CENTRE</b>   | Choose an item.                   |
| <b>APPLICANT</b>         | Applicant Name                    |
| <b>RESPONDENT</b>        | Respondent Name                   |

### **Request for an Early Intervention Case Conference (EICC) in a Family Proceeding**

**1. Name and e-mail address of Party requesting EICC:**

Click here to enter text.

**2. When did this case begin in this court (QB)?**

Click here to enter text.

**Has your case been in Provincial Court (PC)?**  Yes  No

**If so, when?** Click here to enter text.

**3. Are there currently unresolved parenting issues in the matter?**  Yes  No

**4. Has this matter been to trial in either QB or PC?**  Yes  No

**If so, provide details, including when and description of issues determined at trial:**

Click here to enter text.

**5. Has this matter ever been under Case Management under Rule 4.12?**  Yes  No

**If so, during what time period, and which Justice?**

Click here to enter text.

**6. Have there been any Emergency Protection Orders (EPOs) or other protection Orders granted in this case?**  Yes  No

**If so, when?** Click here to enter text.

Was the order confirmed? Yes No

Are there any safety concerns with the parties attending an EICC together?

Yes No

7. Are there currently any applications, scheduled or contemplated to deal with parenting issues? Yes No

8. Have there been any previous parenting orders granted in this matter? Yes No

If so, how many? [Click here to enter text.](#)

Have any been by consent? Yes No

9. Has there been a previous order under Rule 4.10 for the parties to attend a Case Conference in this matter? Yes No

If so, when? [Click here to enter text.](#)

10. What efforts have been made to resolve the parenting issues?

(e.g. Mediation, use of parenting coordinator, 4-way meetings, Judicial Dispute Resolution)

[Click here to enter text.](#)

11. Has a PN7 or PN8 Report of any kind been obtained or requested? Yes No

If so, provide details: [Click here to enter text.](#)

12. Explain why an EICC is the best option for this family at this time.

[Click here to enter text.](#)

13. Is any Justice disqualified from conducting the EICC? Yes No

If yes, who and why? [Click here to enter text.](#)

Dated at City, Alberta this ## day of Month, 20 ##

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**Signature of  
Applicant/Counsel for Applicant**

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**Signature of  
Respondent/ Counsel for Respondent**

**This form must be submitted to the Court Coordinator in the Judicial Centre where  
the request is being made (use the applicable addresses set out below)**

**Calgary:**

[CaseConferenceCoordinator.QBCalgary@albertacourts.ca](mailto:CaseConferenceCoordinator.QBCalgary@albertacourts.ca)

**Edmonton:**

[CaseConferenceCoordinator.QBEdmonton@albertacourts.ca](mailto:CaseConferenceCoordinator.QBEdmonton@albertacourts.ca)

**Red Deer:**

[rdqb.general@csadm.just.gov.ab.ca](mailto:rdqb.general@csadm.just.gov.ab.ca)