

Court of King's Bench of Alberta
Criminal Pre-trial Conference Report (Form CC7)
Instructions

Opening and Using the Form

To use this form, you will need to ensure that you have the latest version of Adobe Reader installed on your computer. You will then be able to fill in, save, print and e-mail this form. To update your version of Adobe, please visit <http://get.adobe.com/reader/>. If you are using Chrome, click the "pdf" in the address bar to open them in Adobe Viewer or see further troubleshooting information [here](#).

Please note: This form is fillable and contains collapsible components. These components work best on a laptop or desktop computer, and may not function correctly when opened on some mobile devices such as iPads and cellular phones.

Please see the end of this document for instructions on saving fillable and non-fillable versions of this form.

Date Fields

There are several areas of the form that are "date fields". To fill in these fields, please use the calendar that appears by clicking the downward arrow button which appears on the right-hand side of the field after it has been selected.

Date of Pre-Trial Conference:

Date of Trial:

Assigned Trial Justice, if known:

Name of assigned Case Manager:

Is a Case Management Justice mutually available dates for a Case:

eking tl

October, 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: Oct 18 2023

Drop Down Fields

Other sections of this form use drop down menus which provide options to select. To use these fields, click on the downward arrow and click on the option that applies which appears on the right-hand side of the field after it has been selected.

Sufficient Trial Time?

Yes

No

Add Field Buttons

Section 42 of the form permits the user to add additional fields, if necessary. The buttons associated with this section will not appear on the form when it is printed.

If there is more than one admission that must be included in the form, please click the plus (+) button to the right of the 'Does Defence agree?' field in order to add an additional line. To remove any additional lines that have been added, click on corresponding the minus (-) button.

42. Other Factual, Evidentiary or Legal Admission Sought by the Crown, or Conceded by the Defence

Please describe:

Does Defence agree?

A screenshot of a form field. On the left is a light blue text input area. To its right is a dropdown menu with the text '-Select-'. Further right are two small square buttons: the top one contains a plus sign (+) and the bottom one contains a minus sign (-). A red circle highlights these two buttons, and a red arrow points from the right towards the plus button.

Text Fields

All other fillable fields in the form are standard text fields. To add text, click inside any of these fields, and type in text as required. Please note that most multiple-line fields in the form will expand to accommodate whatever content is added to them.

- i. Delay attributable to inherent time requirements:

A screenshot of a light blue text input field.

"Not Applicable" Buttons

Certain sections of the form are collapsible, allowing any questions under the section to be omitted, if the section in question is not relevant. Click on the 'N/A' checkbox next to any section, where present, to hide the contents of the section. Any questions hidden using the 'N/A' option will not be included when the form is printed. Once a section has been collapsed, click on the 'N/A' checkbox again to un-hide the section contents.

11. Fitness to Stand Trial

A screenshot of a checkbox followed by the text 'N/A'. The checkbox is currently unchecked. A red circle highlights the checkbox, and a red arrow points from the right towards the checkbox.

Reset/Save/Print Buttons

There are three buttons at the bottom of this form that will perform various actions:



Click 'Reset' to clear all information that is entered into the form.



Click 'Save' to save a copy of the form to your computer. The form will remain in a "fillable" format.



Click 'Print' to print the form. To save a copy of the form that is no longer "fillable", click 'Print' and in the prompt which appears, select "Adobe PDF" as the printer in the drop-down menu at the top of the window.

Process for Submission

1. The form is to be filled out by the assigned Crown. The file name of the form must be in the following format:

Last Name of Accused(s) – Docket Number.pdf

2. Two weeks prior to the scheduled PTC, the form is to be sent from the Crown (with their portion filled out and still in a fillable format) to Defence. **If there are multiple accused, please complete one form for each accused. These will then be combined into one file by the Court Coordinator once they are received.**

3. One week prior to the scheduled PTC, the form is to be submitted by the Defence via e-mail (remaining in a fillable format and with a copy to Crown and any other Defence counsel on the matter) to the appropriate jurisdiction. Forms are to be submitted to the appropriate email address below:

Calgary	crimptc.kbjcalgary@albertacourts.ca
Drumheller	DrumhellerCourtCoordinator.KBJ@albertacourts.ca
Edmonton	crimptc.kbjedmonton@albertacourts.ca
Ft. McMurray	FortMcMurrayCourtCoordinator@albertacourts.ca
Grande Prairie	GrandePrairieCourtCoordinator.KB@albertacourts.ca
High Level	HighLevelCourtCoordinator.KBJ@albertacourts.ca
Hinton	HintonCourtCoordinator.KBJ@albertacourts.ca
Lethbridge	LethbridgeCourtCoordinator.KBJ@albertacourts.ca
Medicine Hat	MedicineHatCourtCoordinator.KBJ@albertacourts.ca
Peace River	PeaceRiverCourtCoordinator.KBJ@albertacourts.ca
Red Deer	RedDeerCourtCoordinator.KBJ@albertacourts.ca
St. Paul	StPaulCourtCoordinator.KBJ@albertacourts.ca
Wetaskiwin	WetaskiwinCourtCoordinator.KBJ@albertacourts.ca

4. Once received, the Coordinator will provide a fillable copy of the form (with Crown and Defence remarks) to the assigned Pre-trial Conference Justice. The PTC Justice will fill in the form during the conference and a final copy will then be provided to both counsel and the Court Coordinator by the Justice's assistant.

5. The Court Coordinator will provide a copy of the PTC Report (with the sentencing pages removed) to the assigned Trial Justice prior to the trial.