

NP#2016-03  
June 27, 2016



**COURT OF QUEEN'S BENCH OF ALBERTA**  
**NOTICE TO THE PROFESSION AND PUBLIC**  
**CIVIL AND FAMILY CASE MANAGEMENT**

**ABBREVIATIONS**

In this *Notice to the Profession and Public*, the following abbreviations are used:

Act:	<i>Court of Queen's Bench Act</i> , RSA 2000, c. C-31
ACJ:	Associate Chief Justice
CJ:	Chief Justice
CM:	case management
CMC:	Case Management Counsel
CMJ:	Case Management Justice
Rules:	<i>Alberta Rules of Court</i>

**MANAGING LITIGATION**

Under the Rules, parties to litigation are responsible for managing their dispute and planning its resolution in a timely and cost-effective way: Rules 4.1 and 4.2. If a party or the Court is not satisfied that the parties are managing their litigation in accordance with the Rules, there are several options available under Rule 4.11:

- a procedural Order;
- a conference under Rule 4.10;
- CM under Rules 4.12, 4.13 and 4.14; and
- an Order for a specific direction or remedy.

There are distinct differences between a conference under Rule 4.10 and CM under Rule 4.14. A conference under Rule 4.10 is a hearing with a representative of the Court to discuss issues and options that may assist the parties to manage or resolve their litigation or both. The CJ or the ACJ may direct or recommend a conference under Rule 4.10 before assessing whether or not a case requires CM or as an alternative to CM. A party may also file an application under Rule 4.10(3) requesting a conference. The conference may be with a Justice or, if directed, with CMC.

Unlike a conference under Rule 4.10, which is intended to provide short-term assistance with litigation management, CM involves the appointment of a CMJ under Rule 4.13 and takes place over a longer period of time, typically continuing until the issues in dispute between the parties have been resolved through settlement or at trial. CM may involve identifying issues, discussing resolution, making interim and procedural rulings, and creating and facilitating a litigation plan to move the matter to settlement or trial.

**Neither a conference under Rule 4.10 nor the appointment of a CMJ under Rule 4.13 relieves parties of responsibility for managing their dispute and planning its resolution in a timely and cost-effective way as required by Rule 4.1.**

On occasion, a Justice may seize himself or herself of a case for the purpose of dealing with a particular step or issue in the litigation. This is not the same as CM because the seized Justice has not been appointed as the CMJ by the CJ or the ACJ under Rule 4.13. If a Justice is seized of a case that requires ongoing involvement by the Court, the parties or the seized Justice should ask the CJ or the ACJ to appoint a CMJ, which may often be the formerly-seized Justice.

## **CASE MANAGEMENT**

### **(a) Appointment of Case Management Justices**

The decision of whether or not to appoint a CMJ to a case rests with the CJ or the ACJ: Rule 4.13.

CM is mandatory in the following cases: class proceedings (Rule 4.12(3)); cases involving civil juries (Rule 8.2(5)); and cases involving *Family Law Practice Note 5*. The CJ or the ACJ may also appoint a CMJ in other types of cases for one or more of the following reasons:

- to encourage the parties to participate in a dispute resolution process;
- to promote and ensure the fair and efficient conduct and resolution of the case;
- to keep the parties on schedule; and
- to facilitate preparation for trial and scheduling a trial date.

In cases where the decision to appoint a CMJ is not mandatory, the CJ or the ACJ may consider one or more of the following factors in determining whether or not to appoint a CMJ:

- the case involves *Family Law Practice Notes 7 or 8*;
- there are complex issues to be resolved;
- there is a high level of conflict between the parties;
- there have been numerous applications;
- there are multiple parties;
- the case has been in the Court system for an unduly long period of time without resolution;
- a Justice recommended CM or directed the parties to apply for CM; and
- any other compelling reason.

To request a CMJ, parties must submit a request to the CJ or the ACJ under Rule 4.12 using the attached Request Form. Other parties to the case may advise the Court of their position on the request for a CMJ by submitting a response using the attached Response Form. Fillable versions of both forms can be found at <https://albertacourts.ca/court-of-queens-bench/publications-forms/other-forms>.

After considering the Request Form, and the Response Form where one is provided, the CJ or the ACJ will send a letter to the parties advising whether or not CM has been granted. If CM is granted, the CJ or the ACJ will appoint a CMJ. Once appointed, the CMJ may communicate with the parties setting out directions for the CM of the case, which may include: requiring agendas and other materials before CM hearings; setting filing and other requirements for CM hearings; establishing a process for parties to communicate with the CMJ; and, in some cases, requiring parties to obtain leave from the CMJ before filing any application.

In cases where the CJ or the ACJ has refused a request to appoint a CMJ, parties may still request or be offered a conference under Rule 4.10, or they may submit a new request for CM to the CJ or the ACJ based on new or better information.

### **(b) Role of Case Management Justices**

Under Rule 4.14, a CMJ may:

- order the parties to take steps to identify, simplify or clarify the real issues in dispute;
- establish, substitute or amend a complex case litigation plan and order the parties to comply with it;
- make an Order to facilitate a step in the case;
- make an Order to promote the fair and efficient resolution of the case by trial;

- facilitate the parties' efforts to resolve the case or any issue in the case through a dispute resolution process other than trial; and
- make any procedural Order that the CMJ considers necessary.

Unless the CJ, the ACJ or the CMJ directs otherwise, the CMJ must hear every application in a case that is under CM (Rule 4.14(2)). Parties must always obtain the CMJ's approval to schedule an application before another Justice or in Chambers. Unless the parties and the CMJ agree otherwise, the CMJ will not hear an application for judgment by way of summary trial or preside at the trial of the case (Rule 4.15).

**The Rules and applicable *Practice Notes* and *Notices to the Profession and Public* continue to apply to parties whose cases are under CM unless the CMJ directs otherwise.**

**(c) Removal of Cases From Case Management**

CM is intended to be a time-limited process with a definite end point. Cases will automatically be removed from CM at the conclusion of trial unless otherwise ordered.

CMJs may remove cases from CM at any time if they determine that CM is no longer required, for instance, if there has been no activity for an extended period of time.

If a case under CM settles or there is no longer a requirement for CM for any other reason, parties should contact their CMJ to request that the case be removed from CM.

After a case is removed from CM, parties who wish to return to CM must submit a new request to the CJ or the ACJ under Rule 4.12.

**(d) Referral of Cases to Case Management Counsel**

Cases are referred to CMC in two ways: (i) when appointing a CMJ, the CJ or the ACJ may direct parties to meet with CMC before meeting with the CMJ; and (ii) a CMJ may involve CMC in a case that is in CM. In some Judicial Centres, CMC may, at the request of a Justice and with the approval of the CJ or ACJ, conduct case conferences or otherwise become involved in cases that are not in CM.

Calgary CMC are primarily assigned to cases in the Judicial Centres of Calgary, Medicine Hat and Lethbridge, and Edmonton CMC are primarily assigned to cases in the Judicial Centres of Edmonton, Red Deer and Grand Prairie. CMC may also occasionally become involved in cases in other Judicial Centres with the permission of the CJ.

When directed to meet with CMC, parties may book hearings as follows:

- for Edmonton, Grande Prairie and Red Deer Judicial Centres, at <http://www.albertacourts.ab.ca/CourtofQueensBench/Assignments> under “Edmonton Case Management Counsel Bookings”, or by contacting the Edmonton CMC Assistant at [cmcassistant.edmonton@albertacourts.ab.ca](mailto:cmcassistant.edmonton@albertacourts.ab.ca) or at 780-643-0723; and
- for Calgary, Lethbridge and Medicine Hat Judicial Centres, by sending a request in writing, copied to all other parties, by regular mail to Calgary Courts Centre, Attn: Case Management Counsel, Suite 2401-N, 601 - 5 Street SW, Calgary, Alberta, T2P 5P7, or by facsimile transmission to 403-355-2405.

Parties scheduling hearings with CMC should do so with the consent of all parties. If all parties do not consent, parties may schedule hearings on proper notice to all parties. In circumstances where hearings are scheduled by CMC, notice shall be provided by CMC to all parties.

All CMC hearings are audio recorded but transcripts of CMC hearings are not available except when CMC is acting as a referee under Rules 6.44 – 6.46 or as permitted by the CJ, ACJ or CMJ.

**(e) Powers and Duties of Case Management Counsel**

The CMC Pilot Project announced in *Notice to the Profession #2011-03* has ended. The powers and duties of CMC are continued by this *Notice to the Profession and Public*.

CMC are appointed pursuant to section 16.1 of the Act. They are Deputy Clerks of the Court under section 17 of the Act and Officers of the Court under section 18.1 of the Act.

CMC may perform all duties with respect to the CM of cases that are assigned to them by the CJ and by the Rules (section 16.2 of the Act). As documented in this *Notice to the Profession and Public* and pursuant to section 16.2 of the Act, the CJ has delegated to CMC the powers and duties set out below, which includes the authority to make directions, to make recommendations and to carry out certain other functions. These powers and duties are permissive and not mandatory.

**(i) Directions**

CMC may give directions regarding the following:

- (a) exemptions from procedural requirements imposed by *Practice Notes* and *Notices to the Profession and Public*, such as: filing requirements; the Dispute Resolution Officer/Child Support Resolution Projects (*Family Law Practice Note 4*) and the Parenting After Separation course (*Family Law Practice Note 1*);

- (b) all matters related to the conduct of CMC hearings, including scheduling and setting agendas for CMC hearings, adjourning CMC hearings and proceeding with CMC hearings in the absence of a party;
- (c) adjournments of Court dates where all parties consent, except where the date was set by Court Order, or adjournments as directed by the CMJ; and
- (d) waiving or postponing the payment of Court fees under Rule 13.32.

CMC may provide or confirm their directions to the parties in writing with a copy to the CMJ and the Court file.

**(ii) Recommendations**

CMC may make recommendations to parties regarding any matter in a case including:

- (a) narrowing or resolving issues;
- (b) scheduling and litigation plans, including deadlines for the completion of steps in the litigation;
- (c) parties' attendance at Court proceedings, including CMJ hearings and CMC hearings;
- (d) procedures to select experts;
- (e) procedures to view, exchange and serve documents (other than documents initiating a Court proceeding);
- (f) sharing of the costs of litigation steps;
- (g) procedures for obtaining leave of the Court;
- (h) issues to be addressed at CMJ hearings;
- (i) organization and page limits for materials to be served and filed for CMJ hearings and other Court proceedings, where set by the Rules, Practice Notes or Notices to Profession and Public;
- (j) discouraging unnecessary and/or inappropriate applications;
- (k) parties' attendance or involvement in available services and procedures, including dispute resolution processes; and
- (l) any other matter that may be assigned by the CJ, ACJ or CMJ.

**(iii) Other Functions**

CMC may perform the following functions:

- (a) conduct conferences under Rule 4.10;
- (b) act as a referee under Rules 6.44 – 6.46;
- (c) attend and participate in CMJ hearings;
- (d) schedule and set agendas for CMJ hearings with the approval of the CMJ;
- (e) attend and participate in Judicial Dispute Resolutions when requested by the CJ, ACJ or CMJ;

- (f) sign fiats as directed by the Court;
- (g) sign Orders under Rule 9.4(2);
- (h) facilitate the preparation of Consent Orders for presentation to the CMJ;
- (i) monitor and assist in the management of litigation;
- (j) provide litigation guidance to parties; and
- (k) vet applications and other materials to ensure parties are in a position to proceed before the Court.

“Neil C. Wittmann”

Neil C. Wittmann, Chief Justice

“John D. Rooke”

John D. Rooke, Associate Chief Justice

**Court of Queen's Bench of Alberta**

**Request for Appointment of a Case Management Justice  
[under Rule 4.12(1)]**

A fillable version of this form can be found at:

<https://albertacourts.ca/court-of-queens-bench/publications-forms/other-forms>

**INSTRUCTIONS FOR COMPLETING THIS FORM:**

Use this form to ask the Court to appoint a Case Management Justice to your case under Rule 4.12(1) of the *Alberta Rules of Court*.

If the Court appoints a Case Management Justice, he or she will have broad authority over your case and will hear all applications in your case unless the Chief Justice, Associate Chief Justice or Case Management Justice direct otherwise.

If you have not already had a trial in your case, your Case Management Justice will not be your Trial Justice unless all parties and the Case Management Justice agree otherwise.

Click [here](#) to learn more about case management by reading Rules 4.12 – 4.15 of the *Alberta Rules of Court*.

**As the party completing this form, you are the “Applicant” and all other parties are “Respondents” for the purpose of this form.**

**NOTICE TO RESPONDENTS:**

The party who completed this form is the “Applicant” and all other parties are “Respondents” for the purpose of this form.

The Applicant is asking the Court to appoint a Case Management Justice to your case.

As a Respondent, you have the right to respond before the Court considers the Applicant’s request to appoint a Case Management Justice to your case. Go to the end of this form to see what you must do to respond and when you must do it.

**Answer the following questions:**

1. Judicial Centre: Click here to select
2. Style of Cause:  
(Full Name of Party/Parties v. Full Name of Party/Parties)
3. Court of Queen’s Bench Action Number(s):  
(List all related actions)
4. Full name of party completing this form:



5. Are you represented by a lawyer? Yes or No

If No:

Your Current Mailing Address	
Your Current Telephone Number	
Your Current E-Mail Address	

If Yes:

Are you a lawyer completing this form on behalf of the Applicant? Yes or No

If No:

**If you are represented by a lawyer, your lawyer must complete and submit this form on your behalf.**

If Yes:

Lawyer's Name	
Lawyer's Current Mailing Address	
Lawyer's Current Telephone Number	
Lawyer's Current E-Mail Address	

6. Names and current contact information of all Respondents:  
(If a Respondent is not represented by a lawyer, provide the Respondent's mailing address, telephone number and e-mail address. If a Respondent is represented by a lawyer, provide their lawyer's mailing address, telephone number and email address.)

Full Name of Respondent	Is this Respondent represented by a lawyer?	Name of Lawyer (if represented)	Current Mailing Address	Current Telephone Number	Current E-Mail Address
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				

7. When did your case start in the Court of Queen's Bench? [Click here to select a date](#)

8. Was your case in the Provincial Court before it was in the Court of Queen's Bench?  
 Yes or  No

If Yes:

When did your case start in the Provincial Court? [Click here to select a date](#)

Provincial Court Action Number(s):  
(List all related actions)

**The rest of the questions on this form are about your case in the Court of Queen's Bench only.**

9. Have you already had a trial in your case? Yes or No

If Yes:

Name of the Trial Justice:

When did the trial end? [Click here to select a date](#)

Did the Trial Justice recommend that case management be started or continued after the trial? Yes or No

If No:

**A Case Management Justice cannot be appointed to your case unless the Trial Justice recommended that case management be started or continued after the trial.**

10. Does the *Class Proceedings Act* apply to your case? Yes or No

**Click here to read the [Class Proceedings Act](#).**

If Yes:

**The Court is required to appoint a Case Management Justice to your case. You do not have to answer any more questions.**

11. Has the Court made an Order directing that the trial of your case be by jury? Yes or No

If Yes:

Name of the Justice who made the Order:

When was the Order made? [Click here to select a date](#)

**The Court is required to appoint a Case Management Justice to your case. You do not have to answer any more questions.**

12. Does your case involve Family Law Practice Note 5? Yes or No

**Click here to read [Family Law Practice Note 5](#).**

If Yes:

**The Court is required to appoint a Case Management Justice to your case. You do not have to answer any more questions.**

13. Did you ask all of the Respondents if they want a Case Management Justice?

Yes or No

If No:

**Before submitting this form, you must ask all of the Respondents if they want a Case Management Justice.**

14. Do all of the Respondents want a Case Management Justice? Yes or No

If No:

Provide the names of all Respondents who do not want a Case Management Justice:

If Yes:

Are you making a joint request for a Case Management Justice on behalf of all of the parties in your case? (You must have the written approval of all of the parties in your case to make a joint request.) Yes or No

15. Has your case previously been case managed by a Case Management Justice?

Yes or No

If Yes:

Name of your previous Case Management Justice:

When did case management end? [Click here to select a date](#)

Explain why case management ended:

16. Has any party previously asked the Court to appoint a Case Management Justice to your case? Yes or No

If Yes:

Provide details about the previous request for a Case Management Justice (include date of the request, name of the party who made the request and result of the request):

17. Has the Court made an Order in your case recommending that a Case Management Justice be appointed or directing the parties to ask for a Case Management Justice? Yes or No

If Yes:

Name of the Justice who made the Order:

When was the Order made? [Click here to select a date](#)

**You should submit a copy of the Order with this form.**

18. Have you considered whether a one-time case conference involving the parties and a representative of the Court under Rule 4.10 of the *Alberta Rules of Court* would be a better alternative than a Case Management Justice in your case? Yes or No

If No:

**Before submitting this form, you must consider whether a one-time case conference involving the parties and a representative of the Court under Rule 4.10 of the *Alberta Rules of Court* would be a better alternative than a Case Management Justice in your case.**

Click [here](#) to learn more about a one-time case conference with a representative of the Court by reading Rule 4.10 of the *Alberta Rules of Court*.

If Yes:

Explain why you think a one-time case conference involving the parties and a representative of the Court under Rule 4.10 of the *Alberta Rules of Court* would not be a better alternative than a Case Management Justice in your case:

19. How many applications have you (or the Applicant if you are a lawyer completing this form on behalf of the Applicant) filed in your case since it started? [Click here to select](#)
20. How many applications have you (or the Applicant if you are a lawyer completing this form on behalf of the Applicant) filed in your case in the last year? [Click here to select](#)
21. How many applications have the Respondents filed in your case since it started?  
(If there is more than one other party in your case, count applications filed by all of them.)  
[Click here to select](#)
22. How many applications have the Respondents filed in your case in the last year?  
(If there is more than one other party in your case, count applications filed by all of them.)  
[Click here to select](#)
23. When was the last Court appearance in your case? [Click here to select a date](#)
24. Name of the Justice at the last Court appearance in your case:
25. Explain the reason for the last Court appearance in your case:

26. Are there any future Court appearances currently scheduled in your case? Yes or No

If Yes:

When is the next Court appearance scheduled in your case?

[Click here to select a date](#)

Explain the reason for the next Court appearance in your case:

Is the next Court appearance in your case scheduled in front of a specific Justice? Yes or No

If Yes:

Name of the Justice:

Explain why the next Court appearance in your case is scheduled in front of a specific Justice:

27. Has the Court made an Order in your case restricting you or any of the Respondents from filing applications? Yes or No

(For example, an Order directing that a party needs permission from the Court to file an application or an Order directing that a party cannot file an application until they do something else that the Court has told them to do.)

If Yes:

Name of the Justice who made the Order:

When was the Order made? [Click here to select a date](#)

Explain how the Order restricts you or any of the Respondents from filing applications (include who is/was restricted from filing applications and what the restriction is/was):

28. Have you and the Respondent(s) tried to resolve your case? Yes or No  
(For example through mediation, arbitration or Judicial Dispute Resolution.)

If Yes:

Provide details of how you and the Respondent(s) tried to resolve your case (include names, dates, places and results) and explain why your case was not resolved:

29. Has the Court made an Order in your case under Family Law Practice Notes 7 or 8?  
Yes or No

**Click here to read [Family Law Practice Note 7](#) and [Family Law Practice Note 8](#).**

If Yes:

Name of the Justice who made the Order:

When was the Order made? [Click here to select a date](#)

30. Has the Court made a Restraining Order, Emergency Protection Order (EPO) or Queen's Bench Protection Order in your case? Yes or No

If Yes:

Name of the Justice who made the last Restraining Order, Emergency Protection Order (EPO) or Queen's Bench Protection Order in your case:

When was the last Restraining Order, Emergency Protection Order (EPO) or Queen's Bench Protection Order made in your case? [Click here to select a date](#)

31. Do you have safety concerns about any of the Respondents? Yes or No

If Yes:

Explain why you have safety concerns (include names, dates and places):

32. Explain why the Court should appoint a Case Management Justice to your case:

33. List any Justices who you suggest the Court should appoint as the Case Management Justice on your case and explain why you suggest they be appointed:

Name of Justice	Reason Justice Should Be Appointed

34. List any Justices who you believe may be disqualified from being the Case Management Justice on your case and explain why you think they may be disqualified:

Name of Justice	Reason Justice May Be Disqualified

**DO NOT submit any documents with this form except Orders recommending that a Case Management Justice be appointed or directing the parties to ask for a Case Management Justice. The Court will ask you for additional documents if required.**



**You must immediately notify the Court of any changes to your contact information by filing your new contact information with the Court. You must also provide your new contact information to the following Court staff:**

If your case is in Calgary, to the Case Management Coordinator by facsimile transmission to 403-297-2752;

If your case is in Edmonton or Hinton, to the Case Management Coordinator by facsimile transmission to 780-427-5622;

If your case is in any other Judicial Centre, to the Trial Coordinator in that location by facsimile transmission:

Drumheller: 403-823-6073  
Fort McMurray: 780-743-7135  
Grande Prairie: 780-538-5493  
Lethbridge: 403-381-5128  
Medicine Hat: 403-529-8607  
Peace River/High Level: 780-624-7101  
Red Deer: 403-340-7984  
St. Paul: 780-645-6273  
Wetaskiwin: 780-361-1319

**You must submit this form as follows:**

If your case is in any Judicial Centre except Edmonton, to Chief Justice N.C. Wittmann by facsimile transmission to 403-297-8625, or by regular postal mail or courier to the following address: Calgary Courts Centre, Suite 2401-N, 601 – 5 Street SW, Calgary, Alberta, T2P 5P7.

If your case is in Edmonton, to Associate Chief Justice J.D. Rooke by facsimile transmission to 780-427-1721, or by regular postal mail or courier to the following address: Edmonton Law Courts, 1A Sir Winston Churchill Square, Edmonton AB T5J 0R2.

**You must print this form and serve a copy of it on all of the other parties in your case.**

**WARNING TO RESPONDENTS:**

**You only have 20 days to respond to this request for a Case Management Justice. To respond, you must complete a Response to Request for Appointment of a Case Management Justice and you must do so whether you agree with or object to the request for a Case Management Justice.**

**You must submit your Response to the Court and serve a copy of it on all of the other parties in your case.**

**If you do not submit your Response to the Court and serve a copy of it on all of the other parties in your case within 20 days after you receive this form, the Court may decide whether or not a Case Management Justice should be appointed to your case without your side being heard.**

Court of Queen's Bench of Alberta

Response to Request for Appointment of a Case Management Justice  
[under Rule 4.12(1)]

A fillable version of this form can be found at:

<https://albertacourts.ca/court-of-queens-bench/publications-forms/other-forms>

**INSTRUCTIONS FOR COMPLETING THIS FORM:**

Use this form to respond to a Request for Appointment of a Case Management Justice under Rule 4.12(1) of the *Alberta Rules of Court*.

If the Court appoints a Case Management Justice, he or she will have broad authority over your case and will hear all applications in your case unless the Chief Justice, Associate Chief Justice or Case Management Justice direct otherwise.

If you have not already had a trial in your case, your Case Management Justice will not be your Trial Justice unless all parties and the Case Management Justice agree otherwise.

Click [here](#) to learn more about case management by reading Rules 4.12 – 4.15 of the *Alberta Rules of Court*.

**The party who completed the Request for Appointment of a Case Management Justice is the “Applicant” and all other parties are “Respondents” for the purpose of this form.**

As a Respondent, you have the right to respond before the Court considers the Applicant’s request to appoint a Case Management Justice to your case. To respond, you must complete this form and you must do so whether you agree with or object to the request for a Case Management Justice.

If you do not submit this form to the Court and serve a copy of it on all of the other parties in your case **within 20 days after you receive the Request for Appointment of a Case Management Justice**, the Court may decide whether or not a Case Management Justice should be appointed to your case without your side being heard.

**Answer the following questions:**

1. Judicial Centre: Click here to select
2. Style of Cause:  
(Full Name of Party/Parties v. Full Name of Party/Parties)
3. Court of Queen’s Bench Action Number(s):  
(List all related actions)
4. Full name of party completing this form:

5. Are you represented by a lawyer? Yes or No

If No:

Your Current Mailing Address	
Your Current Telephone Number	
Your Current E-Mail Address	

If Yes:

Are you a lawyer completing this form on behalf of the Respondent?

Yes or No

If No:

**If you are represented by a lawyer, your lawyer must complete and submit this form on your behalf.**

If Yes:

Lawyer's Name	
Lawyer's Current Mailing Address	
Lawyer's Current Telephone Number	
Lawyer's Current E-Mail Address	

6. Name and current contact information of the Applicant:

(If the Applicant is not represented by a lawyer, provide the Applicant's mailing address, telephone number and e-mail address. If the Applicant is represented by a lawyer, provide their lawyer's mailing address, telephone number and email address.)

Full Name of Applicant	Is the Applicant represented by a lawyer?	Name of Lawyer (if represented)	Current Mailing Address	Current Telephone Number	Current E-Mail Address
	<input type="checkbox"/> Yes <input type="checkbox"/> No				

7. Do you agree with the Applicant's request to appoint a Case Management Justice to your case?  
 Yes or  No

If Yes:

**You do not have to answer any more questions.**

If No:

Why do you disagree with the Applicant's request to appoint a Case Management Justice to your case? (Check all that apply):

- It is premature or unnecessary to require the parties to have a Case Management Justice;
- It is impractical or unfair to require the parties to comply with the requirements of case management under Rules 4.12 – 4.15;

**Click [here](#) to learn more about case management by reading Rules 4.12 – 4.15 of the *Alberta Rules of Court*.**

- There is an urgent matter pending in this case that must be heard by the Court without further delay;
- The requirements of case management are or might be dangerous to someone's health or safety;
- This case was previously case managed by a Case Management Justice and there is nothing new to suggest that a return to case management will help to resolve matters;
- Other reason(s)  
Specify:

Explain, with reference to the boxes you checked off above, why you disagree with the Applicant's request to appoint a Case Management Justice to your case:

8. List any Justices who you believe may be disqualified from being the Case Management Justice on your case and explain why you think they may be disqualified:

Name of Justice	Reason Justice May Be Disqualified

9. Instead of case management, would you agree to a one-time case conference involving the parties and a representative of the Court under Rule 4.10 of the *Alberta Rules of Court*?  
 Yes or  No

**Click [here](#) to learn more about a one-time case conference with a representative of the Court by reading Rule 4.10 of the *Alberta Rules of Court*.**

If No:

Explain why you would not agree to a one-time case conference involving the parties and a representative of the Court under Rule 4.10 of the *Alberta Rules of Court*.

10. Instead of case management, would you agree to a summary trial under Rules 7.5 – 7.11 of the *Alberta Rules of Court*?

**Click [here](#) to learn more about summary trials by reading Rules 7.5 - 7.11 of the *Alberta Rules of Court*.**

If No:

Explain why you would not agree to a summary trial under Rules 7.5 – 7.11 of the *Alberta Rules of Court*.

**DO NOT submit any documents with this form. The Court will ask you for additional documents if required.**

**You must immediately notify the Court of any changes to your contact information by filing your new contact information with the Court. You must also provide your new contact information to the following Court staff:**

If your case is in Calgary, to the Case Management Coordinator by facsimile transmission to 403-297-2752;

If your case is in Edmonton or Hinton, to the Case Management Coordinator by facsimile transmission to 780-427-5622;

If your case is in any other Judicial Centre, to the Trial Coordinator in that location by facsimile transmission:

Drumheller: 403-823-6073  
Fort McMurray: 780-743-7135  
Grande Prairie: 780-538-5493  
Lethbridge: 403-381-5128  
Medicine Hat: 403-529-8607  
Peace River/High Level: 780-624-7101  
Red Deer: 403-340-7984  
St. Paul: 780-645-6273  
Wetaskiwin: 780-361-1319

**You must submit this form as follows:**

If your case is in any Judicial Centre except Edmonton, to Chief Justice N.C. Wittmann by facsimile transmission to 403-297-8625, or by regular postal mail or courier to the following address: Calgary Courts Centre, Suite 2401-N, 601 – 5 Street SW, Calgary, Alberta, T2P 5P7.

If your case is in Edmonton, to Associate Chief Justice J.D. Rooke by facsimile transmission to 780-427-1721, or by regular postal mail or courier to the following address: Edmonton Law Courts, 1A Sir Winston Churchill Square, Edmonton AB T5J 0R2.

**You must print this form and serve a copy of it on all of the other parties in your case.**