Trial Readiness and Pretrial Conference Protocols
Calgary Family Courts
Family Law Act (FLA)
Instruction Guide
For Those Who Do Not Have a Lawyer

Overview

The purpose of Trial Readiness and Pretrial Conference Protocols is to ensure that your case is ready for trial and that the correct number of trial days is scheduled for any cases for which a Claim has been filed in Calgary, Alberta under the Family Law Act.

This guide will help you understand the Form you will need to complete if you do not have a lawyer.

Website for all Forms:
http://www.albertacourts.ab.ca/ProvincialCourt/FormsandNoticesbyRegionDivision/tabid/321/Default.aspx

Forms available online are:

- Trial Readiness and Pretrial Conference Instruction Guide For Those Who Do Not Have a Lawyer (This Form)
- Trial Readiness Form for Applicants or Respondents
- Practice Note #3 *Family Law Act* Trial Readiness and Pretrial Conference Protocol

When your case is ready to be set for trial you will be told by the Judge to complete the Trial Readiness Form. These Forms are online or if you do not have a computer, you can pick them up at:

Provincial Court Family Counter
7th Floor, North Tower
Calgary Courts Centre

The Clerks and the Trial Coordinator at the 7th floor counter are not in a position to assist you in completing these forms.

You should then:

1. Fill in all blanks on your Trial Readiness Form.
2. Sign and date your Form.

When the Judge tells you to:

1. Take your Trial Readiness Form and go with all other parties to the
   Trial Coordinator's Office
   7th Floor North Tower
   Calgary Courts Centre
2. Hand in your Form there to get your trial times.

How to Complete the Trial Readiness Form

Type or print clearly in black or in blue ink.

File Information

- Print the file number in the blank provided at the top right corner of the Form. The file number is on the top right corner of your Claim or Court Order.

Party Information

The Applicant is the person making the application.
The Respondent is the person that is on the other side of the application.

- Fill in your full name as either the **Applicant** or **Respondent.**
- Fill in the information in the section that describes you (Mother, Father, Other).
- Applicant*'s* Form –fill in the Judicial Dispute Resolution and / or Mediation section.
- Fill in what you are applying for.
- Applicant*'s* Form – fill in if a Response has been filed.

Trial Readiness Information

- Fill in the name(s) of your Child(ren), their date(s) of birth and if you are a guardian.
- Fill in if there is a lawyer for the Child(ren) and if not, is one needed?
- Applicant*'s* Form – fill in other *C*ourt *O*rders (Peace Bonds, EPO etc.).
- Fill in the names of your witnesses.
- If you do not think your witnesses will come to the trial at your request, you must get a *Notice to Attend* at Provincial Court Family Counter 7th Floor North Tower, Calgary Courts Centre. You will need to fill out the *Notice to Attend,* file it and then hand it to the witness in person.
- Fill in the number of expert witnesses, the names of each and the area of expertise (example: a family doctor or Child Psychologist).
- If expert reports are ordered they must be given to all other parties well in advance of the trial.
- **Your witnesses must attend in person at the time of your trial.**

Special Requirements/Considerations Information

- Check any special trial needs.

Issues for Trial

- Fill in what you believe are the issues in the case.

Estimate of Required Trial Information

- Fill in the total amount of time you think you need for yourself and each of your witnesses.

Other Comments Information

- Fill in any extra information about the trial.

Sign and Date Information

- Sign the Form.
- Print your name underneath.
- Check the Self Represented Party box if you have no lawyer.
- Print your current address, phone number(s) and email address.
- If you do not want your address, phone number or email to be known; do not print it in the blanks. You must print another address and phone number for contact and service of documents.

WHAT TO DO NEXT?

You **MUST** attend in person for all court dates. If you do not attend, your case may be withdrawn or a different Order, including a Final Order, may be made without you being there.