



The Provincial Court of Alberta Using the Provincial Court's online forms for Case Management or Pretrial conferences

These instructions explain how to download, complete and file/exchange the online forms that are now available for use in all divisions of the Provincial Court.

Handling & storage of files on a computer is a matter of personal preference, and the instructions reflect the author's style of file organization (eg: a file hierarchy consisting of a folder in My Documents called "Case Management forms", which then contains subfolders for each of your clients or files). However, given some repetitive aspects of composing & uploading documents, good file organization from the outset will always assist with that task

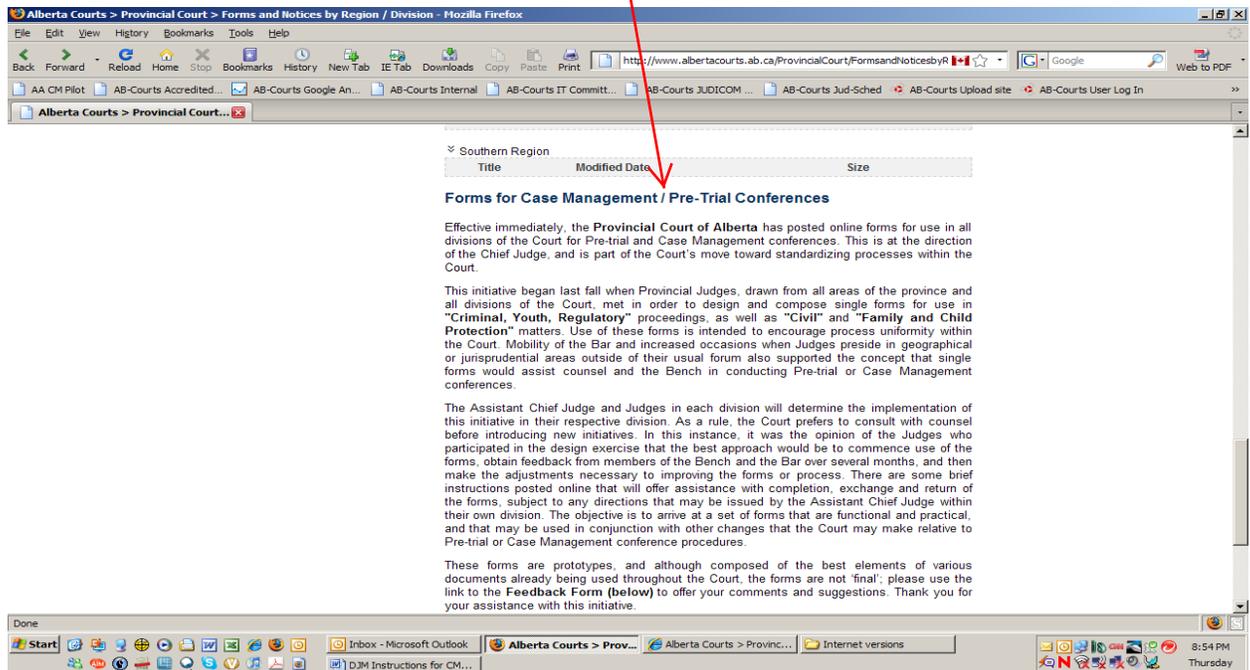
Introduction: The Provincial Court's online forms for Case Management or Pretrial conferences have been developed as part of the Court's move toward standardized processes. The system introduces single forms that can be downloaded, completed and exchanged with opposite counsel and filed with the Court. There are three forms – one for Civil matters, another for Family & Child Protection matters, and, a third form for Criminal/Youth/Regulatory matters. The forms are created in Adobe Acrobat, and can be completed (and emailed or printed or saved etc) using Adobe Reader (a free download from www.adobe.com). The online forms are 'portable document format' files (.pdf), and so you can also use other commercial .pdf software applications to download and complete any of the forms. Some applications, such as PrimoPDF (found at www.primopdf.com) are free. The .pdf format is generally smaller and more secure, and seems to be the preferred choice when preparing and exchanging documents electronically.

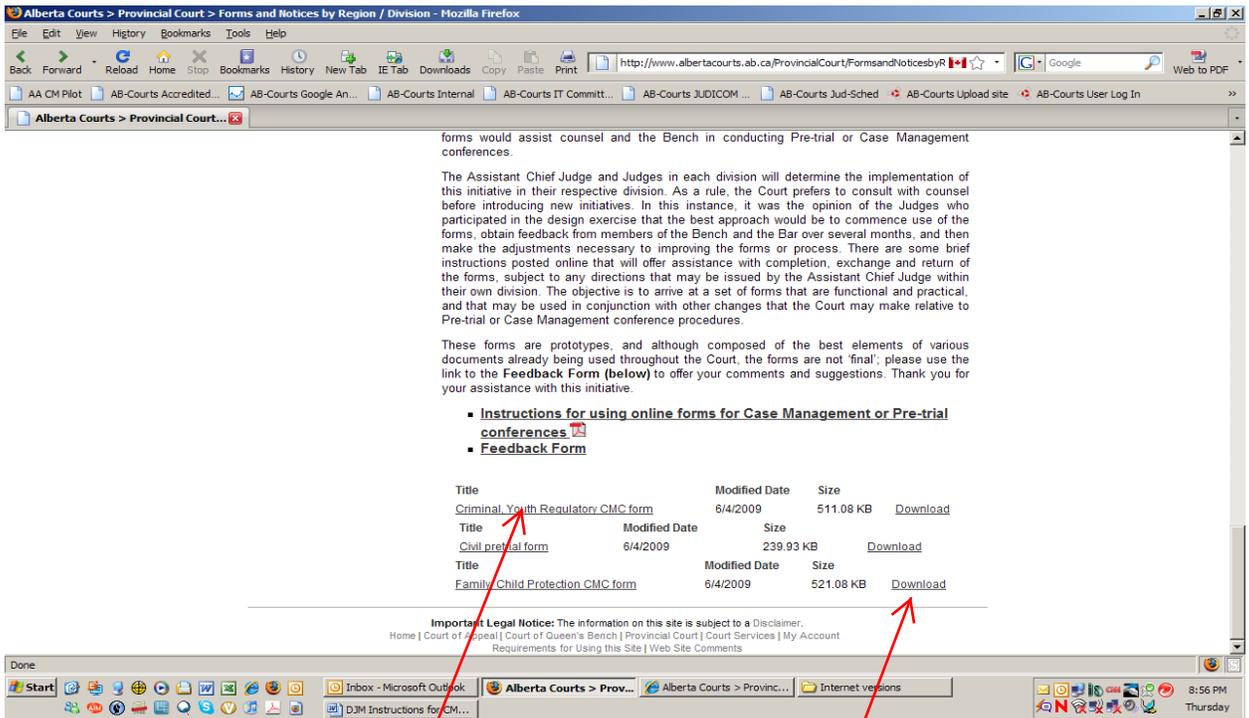
Downloading and completing the forms:

1. To use the online form, go to the webpage shown below on the Alberta Courts website (by following links to “Provincial Court” ~ “Forms/Notices by Region/Division”).

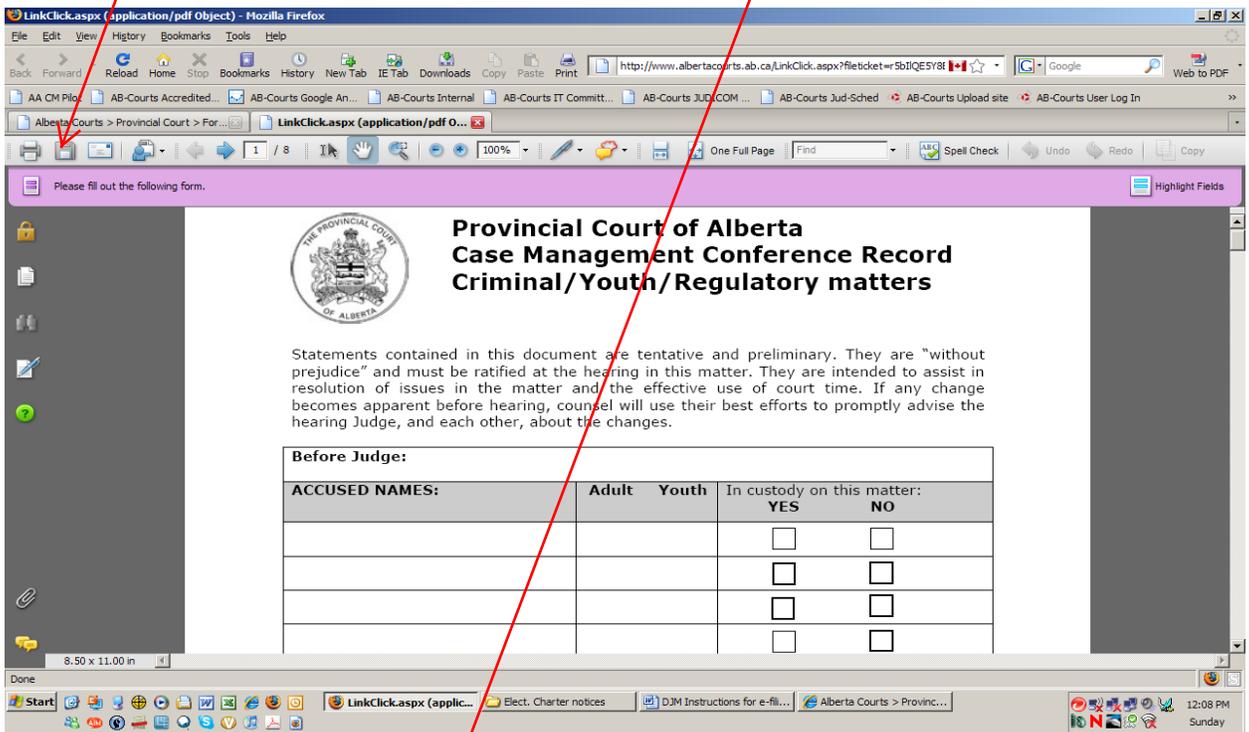


2. Scroll to the bottom and you will see a section entitled “Forms for Case Management/Pretrial Conferences”; scroll down further (see next page) and you will see download links to the three forms.



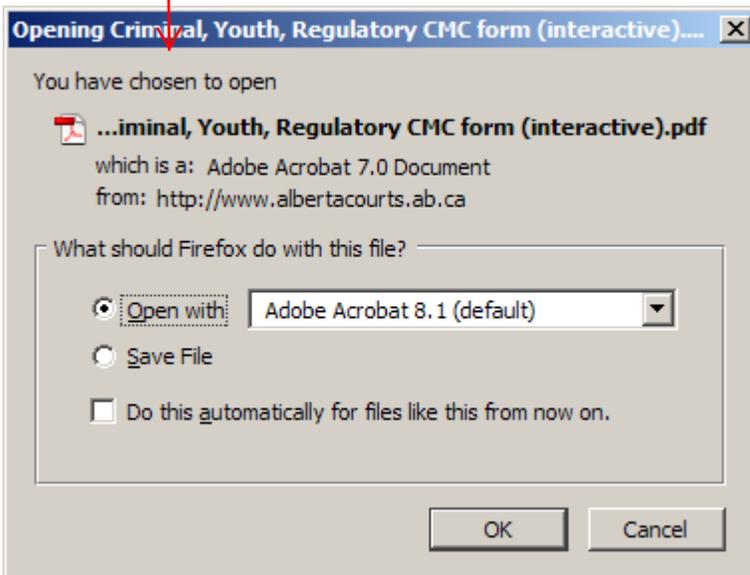
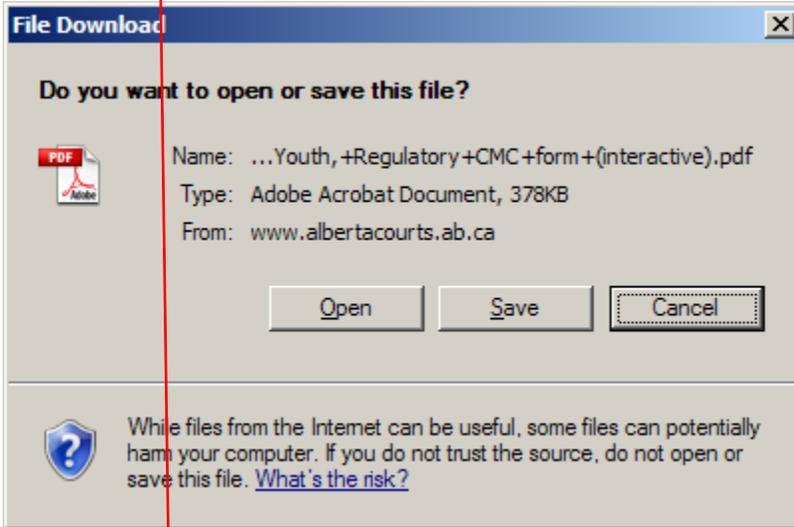


3. If you click the link to the file, it will likely open the .pdf file within your browser, although it may open in a separate window. Click the "Save a Copy" button to save the document to your computer with a name (eg: J.Doe pretrial) that makes sense to you (and then navigate to that location to open the .pdf file and begin completing it).



4. If you click the "Download" link, you will see a box that resembles one of the screen shots on the next page.

5. Clicking the "Download" link will produce one of the dialogue boxes shown here. The first is what you will see if you are using Internet Explorer. The second box is what you will see if you are using Firefox....in either case, you can choose to open the file or save it to your computer (and then navigate to that location to open the pdf file and begin completing it).



9. On the main webpage, you can provide feedback (with questions or suggestions) about this process, and are encouraged to do so.

The screenshot shows a Mozilla Firefox browser window displaying the Alberta Courts website. The address bar shows the URL: <http://www.albertacourts.ab.ca/ProvincialCourt/FormsandNoticesbyR>. The page content includes a paragraph explaining the initiative to improve forms, a link to a **Feedback Form**, and a table of forms.

forms would assist counsel and the Bench in conducting Pre-trial or Case Management conferences.

The Assistant Chief Judges and Judges in each division will determine the implementation of this initiative in their respective division. As a rule, the Court prefers to consult with counsel before introducing new initiatives. In this instance, it was the opinion of the Judges who participated in the design exercise that the best approach would be to commence use of the forms, obtain feedback from members of the Bench and the Bar over several months, and then make the adjustments necessary to improving the forms or process. There are some brief instructions posted online that will offer assistance with completion, exchange and return of the forms, subject to any directions that may be issued by the Assistant Chief Judge within their own division. The objective is to arrive at a set of forms that are functional and practical, and that may be used in conjunction with other changes that the Court may make relative to Pre-trial or Case Management conference procedures.

These forms are prototypes, and although composed of the best elements of various documents already being used throughout the Court, the forms are not 'final'; please use the link to the **Feedback Form (below)** to offer your comments and suggestions. Thank you for your assistance with this initiative.

- [Instructions for using online forms for Case Management or Pre-trial conferences](#)
- [Feedback Form](#)

Title	Modified Date	Size	
Criminal Youth Regulatory CMC form	6/4/2009	511.08 KB	Download
Title	Modified Date	Size	
Civil pretrial form	6/4/2009	239.93 KB	Download
Title	Modified Date	Size	
Family Child Protection CMC form	6/4/2009	521.08 KB	Download

Important Legal Notice: The information on this site is subject to a Disclaimer.
Home | Court of Appeal | Court of Queen's Bench | Provincial Court | Court Services | My Account
Requirements for Using this Site | Web Site Comments

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 8:56 PM on Thursday.

If you have any questions, contact Judge David McNab of the Edmonton Criminal Division of the Provincial Court of Alberta (780-427-7817) or submit a 'Feedback Form'