



Alberta Court of Justice

Calgary Family & Youth Division Multi-Day Trial Booking Protocol

Effective: September 22, 2020

Purpose:

To provide a safe environment while maintaining social distancing and ensuring the safety of all parties while scheduling trials where Trial Readiness Forms (TRFs) are required. Multi-day trial bookings resumed August 1, 2020.

Procedures/Guidelines:

Family and Child Protection:

1. Counsel for the applicant (or counsel for the respondent in the event where the applicant is self-represented) shall provide to the Trial Coordinator by email (trialcoordinator.fycalgary@albertacourts.ca) common dates and times (between 8:30 and 9:30 a.m. or between 1:00 and 2:00 p.m.) to schedule a Webex appointment to book tentative trial dates, Pre-Trial Conferences, Judicial Dispute Resolutions and/or return docket appearances that require TRFs.
2. The Trial Coordinator will provide an email to all counsel and self-represented litigants confirming the appointment date and time, as well as the Webex meeting link.
3. **All counsel and self-represented litigants must be available through Webex for the appointment.**
4. All up-to-date and current TRFs **must** be provided to the Trial Coordinator by email at least **three (3) business days** before the scheduled appointment. If the TRFs from all respective parties are not completed or provided by the deadline, the appointment will be cancelled. It is not the Trial Coordinator's responsibility to search the file for previous TRFs.

5. **Please include legible email addresses on the TRFs.**
6. After the appointment, the TRFs, file and tentative dates will be provided to the trial Justice for their review. A further email will be sent to all counsel and self-represented litigants advising whether the dates were confirmed, denied or if there are any special instructions. Attached in the email will be the Scheduling Notice.

Youth:

1. The Crown Prosecutor shall provide to the Trial Coordinator by email common dates and times (taking into account Officer availability) to schedule a Webex appointment to book trial dates. These dates will be confirmed at the time of the booking and a Scheduling Notice will be provided to counsel by email.