



CENTRAL REGION – RED DEER, CAMROSE

STEPS TO BOOK A FAMILY/CHILD ENHANCEMENT TRIAL

Effective: June 1, 2022

1. All Family/Child Enhancement matters will require a Pre-Trial Conference (PTC) to be held prior to scheduling trial dates, regardless of the amount of time required for trial.
2. Prior to requesting a PTC, parties shall file a completed Trial Readiness Form with the Court.
3. Parties are required to submit a completed PTC form to the Judicial Assistant (JA) via email to acoj.central-rd@albertacourts.ca.
4. Once the completed form is received, the JA will contact all parties to schedule the PTC.
5. If one (1) day or less is required for trial, the parties shall obtain a date from the Clerk's Office or schedule a date in Family docket.
6. If more than one (1) day is required for trial, the parties shall contact the JA via email at judicialassistant.rd@albertacourts.ca to obtain available dates.
7. To schedule trials for circuit locations, the parties shall contact the JA via email at judicialassistant.rd@albertacourts.ca to obtain available dates, regardless of the amount of time required for trial.