



## Alberta Court of Justice

### Calgary Family & Youth Division

#### Practice Directive #10: Youth Criminal Pre-Trial Conferences

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Effective: June 6, 2022

Section 625.1 of the *Criminal Code* provides the statutory authority for a Pre-Trial Conference (PTC). Pursuant to Section 625.1, the Court may order that a conference be held prior to the commencement of proceedings. The purpose of this Practice Directive is to create a PTC mechanism that permits the court to better determine whether a youth criminal trial will proceed as scheduled, whether there are any special issues that ought to be addressed ahead of the trial, and whether the time allocated for the trial is sufficient.

Effective June 6, 2022, this Practice Directive will apply to all youth criminal trials and preliminary inquiries that are booked for more than one (1) day in duration. Participation by both the Crown and Defence Counsel is mandatory.

This Practice Directive is subject to any pandemic directives issued by the Province of Alberta, the Office of the Chief Justice or the Assistant Chief Justice of Family & Youth, Calgary.

#### Procedure

1. A PTC will be scheduled by the assigned PTC Justice for each youth criminal trial booked and scheduled to be heard August 15, 2020 or later. The PTC will be booked through a Judicial Assistant.
2. **Form 1 - Notice of Pre-Trial Conference (PTC)**, attached to this Practice Directive, will be sent to all Crown and Defence Counsel by a Judicial Assistant.
3. When a PTC has been scheduled, Crown and Defence Counsel will fill out and complete **Form 2 - Pre-Trial Conference (PTC) Form**.
4. Once completed, **Form 2** is to be filed, either by fax at 403-297-3411 or by email at [fychambers@albertacourts.ca](mailto:fychambers@albertacourts.ca), at least seven (7) days before the scheduled PTC, and must concurrently be copied to all counsel at the same time.
5. In order to ensure **Form 2** is received expeditiously, it should never be mailed.

6. Each PTC will generally be scheduled for 30 minutes starting at either 1:00 p.m. or 1:30 p.m. on a date scheduled by the PTC Justice.
7. Should either Crown or Defence Counsel have difficulty with the assigned date and/or time, they are to contact the Judicial Assistant who provided them with the Notice of PreTrial Conference and advise of alternate dates and/or times, with a copy to all other counsel. However, the PTC Justice will have the final decision as to scheduling if the date and/or time conflict cannot be resolved.
8. Each PTC will occur by phone unless the PTC Justice directs that Crown and Defence Counsel attend court, or if either Crown or Defence Counsel request the matter be heard in court.
9. The assigned Crown and Defence Counsel must attend the PTC unless excused in advance by the PTC Justice. In such a case, the alternate counsel must be fully informed and able to make decisions binding on the assigned counsel.
10. All counsel participating in the PTC are expected to know the file before the PTC in order to make efficient use of everyone's time, and in order to achieve the purpose set forth in this Practice Directive.
11. The youth shall not participate in the PTC.
12. The same assigned PTC Justice will hear any subsequent PTCs that may be directed on the file.
13. Upon completion of the PTC, the PTC Justice will file **Form 3 - Pre-Trial Conference (PTC) Justice's Report** on the Court file. **Form 3** will be provided to Crown and Defence Counsel and the assigned Trial Justice unless otherwise directed.
14. The PTC Justice will be disqualified from the criminal trial. However, if the Crown and Defence Counsel agree to settle the matter, the plea arrangement may be booked in front of the PTC Justice. The youth will be expected to attend court in person for sentencing.

**NOTICE OF PRE-TRIAL CONFERENCE (PTC)**  
**(TO BE COMPLETED BY JUDICIAL ASSISTANT)**

**FORM 1**

PTC Justice: \_\_\_\_\_ PTC Date: \_\_\_\_\_ PTC Time: \_\_\_\_\_

Docket No(s): \_\_\_\_\_

**Form 1 Filed:**

Accused 1: \_\_\_\_\_ Defence 1: \_\_\_\_\_ Yes Not Yet

Accused 2: \_\_\_\_\_ Defence 2: \_\_\_\_\_ Yes Not Yet

Accused 3: \_\_\_\_\_ Defence 3: \_\_\_\_\_ Yes Not Yet

Crown Counsel: \_\_\_\_\_ Yes Not Yet

Trial Dates: \_\_\_\_\_

The following space is provided for the assigned PTC Justice or Court Administration to  
make notes for the file or to indicate any special instruction for Counsel:

Booked by: \_\_\_\_\_  
(Judicial Assistant) (Date)

**PRE-TRIAL CONFERENCE (PTC) FORM  
(TO BE COMPLETED BY COUNSEL)**

**FORM 2**

Please print and fax form to (403) 297-3411 OR email to [fychambers@albertacourts.ca](mailto:fychambers@albertacourts.ca)

**Docket No(s):** \_\_\_\_\_

**PTC Date:** \_\_\_\_\_

**Accused 1:** \_\_\_\_\_

**Scheduled Trial Date(s):** \_\_\_\_\_

**Accused 2:** \_\_\_\_\_

**Counsel Filing:**      Crown      Defence

**Accused 3:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**CROWN:** Provide outline  
and # of witnesses.

**DEFENCE:** Detail any  
concerns with the time  
allotted.

**Please check all of the following that apply to assist the assigned PTC Justice.**

There are outstanding issues with disclosure

There may be contentious evidentiary based issues during trial

Crown admissions

Crown is tendering statements as evidence

Interpreter required:

For Young Person: \_\_\_\_\_

For parents: \_\_\_\_\_

The accused is an Aboriginal, as contemplated by s 718.2(e) of the *Criminal Code*

If convicted, the Defence intends to call / introduce *Gladue* evidence in the sentencing process

Allotted time assumes admissions which are not yet in writing

There will be child witness(es)

Specialized Courtroom Requirement:

Pre-trial motions

Issues exist which might impede the matter commencing or completing as scheduled

Section 146 YCJA Notice has or may be filed

A *Charter* Notice has or may be filed

*Voir dres* are anticipated:

Nature of *voir dres*:

Early case resolution has not yet been fully canvassed

Application for Witness Video Attendance

Support person and / or dog

There will be expert witness(es)

Adult Hearing Notice

I understand that a PTC may be deferred by the assigned PTC Justice. If the PTC is deferred, I agree to schedule a further PTC before the date set for commencement of the proceeding, unless provided other instructions by the assigned PTC Justice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

PRE-TRIAL CONFERENCE (PTC) JUSTICE’S REPORT  
(TO BE COMPLETED BY PTC JUSTICE)

FORM 3

PTC Justice: \_\_\_\_\_

PTC Date: \_\_\_\_\_

PTC Time: \_\_\_\_\_

Docket No(s): \_\_\_\_\_

Accused 1: \_\_\_\_\_

Defence 1: \_\_\_\_\_

Accused 2: \_\_\_\_\_

Defence 2: \_\_\_\_\_

Accused 3: \_\_\_\_\_

Defence 3: \_\_\_\_\_

Crown Counsel: \_\_\_\_\_

Trial Dates: \_\_\_\_\_

This form is intended to be a record of directions made by the assigned PTC Justice.  
It is part of the file and will be provided to Counsel and the Trial Justice unless otherwise directed.

Direction Regarding this PTC:

No Further PTC required

Next PTC date shall be scheduled prior to:

PTC will be deferred

\_\_\_\_\_

The following information is relied upon by the Trial Coordinator to confirm / validate trial bookings and courtroom requirements. Please check off the boxes which apply and provide further explanation in the notes.

POSSIBLE ISSUES / SPECIAL REQUIREMENTS (please provide details under NOTES):

Interpreter is required:

For Young Person: \_\_\_\_\_

For parents: \_\_\_\_\_

Child Witness Room is required

Child Friendly Courtroom is required

High Security Courtroom is required

Specialized courtroom aids - technical, etc. (elaborate in notes)

Expert Witnesses:

Crown

Defence

Allotted Time

Keep allotted time

Increase time by \_\_\_\_\_

Decrease time by \_\_\_\_\_

Any other issue(s) which might affect the matter starting or completing as scheduled (elaborate in notes)

Resolution

YES - release trial dates

NO - keep trial dates

NOTES

Justice's Notes:

A copy of these notes

shall

shall not

be provided to the Trial Justice

Assigned PTC Justice’s Signature

Date

CAUTION: Notes of settlement discussions should not be forwarded to the Trial Justice