

**PROVINCIAL COURT OF ALBERTA**  
**FAMILY & YOUTH COURT**  
CALGARY, ALBERTA

**PRACTICE DIRECTIVE #1**  
**TRIAL READINESS FORMS**

The following procedure has been established to set trial dates. The purpose of the Trial Readiness Form is to ensure that the case is ready for trial and also to ensure that the appropriate number of days have been scheduled for the trial.<sup>1</sup>

1. Before requesting trial dates, all parties must complete a Trial Readiness Form (TRF). The TRF requires each party to provide a list of issues to be determined at trial, a list of the witness(es) they intend to call and an estimate of the necessary trial time a party requires for their case.
2. The completed TRF is submitted to the Trial Coordinator, who will then provide the parties with the following court dates:
  - a. Tentative trial dates;
  - b. Confirmation date; and
  - c. Pre-Trial Conference date
3. The purpose of the confirmation date is for the Court to formally approve the trial dates in front of the trial Judge. If the trial Judge has any concerns regarding the TRFs, they may only approve the trial dates subject to certain terms or conditions.<sup>2</sup>
4. It is expected that before setting a matter down for trial, all parties will have completed a Judicial Dispute Resolution (JDR) hearing, unless the JDR has been waived by the Court. In addition, the Trial Coordinator will ensure that a filed Response is on file.

Attachments: *FLA* Applicant Trial Readiness Form, *FLA* Respondent Trial Readiness Form, *FLA* Child(ren) Trial Readiness Form, *CYFEA* Applicant Trial Readiness Form, *CYFEA* Respondent Trial Readiness Form and *CYFEA* Child(ren) Trial Readiness Form.

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<sup>1</sup> This Practice Directive is applicable to all cases where trial dates are requested in excess of one day.

<sup>2</sup> For example, if there are any ongoing investigations or professional assessments outstanding, the trial Judge may require an update prior to trial. In addition, the trial Judge may determine that the number of scheduled trial dates are insufficient or, alternatively, excessive.