

**Court of Queen's Bench of Alberta
Criminal Pre-trial Conference Report (Form CC7)
Instructions**

Opening and Using the Form

To use this form, you will need to ensure that you have the latest version of Adobe Reader installed on your computer. You will then be able to fill in, save, print and e-mail this form. To update your version of Adobe, please visit <http://get.adobe.com/reader/>. If you are using Chrome, click the "pdf" in the address bar to open them in Adobe Viewer or see further troubleshooting information [here](#).

Please note: This form is fillable and contains collapsible components. These components work best on a computer, and may not succeed when opened on some mobile devices such as iPads and cellular phones.

Please see the end of this document for instructions on saving fillable and non-fillable versions of this form.

Viewing Fillable Fields

In order to view the areas of the form that are fillable, ensure that the "highlight fields" button at the top-right of the form is clicked. You should see the fillable fields highlighted in blue.



Date Fields

There are several areas of the form that are "date fields". To fill in these fields, please use the calendar that appears by pressing the downward arrow button.


Defence: (Name of Defence Counsel and address for service)

Date of Pre-trial:  

Date of Trial:  **Length**

Drop Down Fields

Other sections of this form use drop down menus which give you options to select. To use these fields, click on the downward arrow and click on the option that applies.

- Select One - 

- Select One -
CALGARY
DRUMHELLER
EDMONTON
FORT MCMURRAY
GRANDE PRAIRIE
HIGH LEVEL
LETHBRIDGE

Add Field Buttons

There is a section of this form (Section 39) that allows the user to add additional fields if necessary. These buttons will not appear on the form once printed.

If there is more than one admission that you wish to add to the form, use the plus (+) button to add a field and the minus (-) button to remove it.

39. Other factual, evidentiary or legal admission sought by the Crown, or conceded by Defence:

Describe:	Does Defence agree?
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Text Fields

All remaining "fillable" fields are standard text fields. These areas can be filled in and, where applicable, will expand to fit any amount of text entered into it.

c. Additional comments regarding re-elections:

"Not Applicable" Buttons N/A

Certain sections of the form will allow you to collapse the section, should the section not be relevant. By selecting the "N/A" box, this will hide the questions in the section below it and that section will not be included in the form (in either print or electronic versions). By de-selecting this box, the section will reappear.

Reset/Save/Print Buttons

There are three buttons at the bottom of this form that will perform various actions:

Clears all information entered into the form.

Will allow you to save a copy of the form to your computer. The form will remain in a "fillable" format.

Will allow you to print the form. To save a copy of the form that is no longer "fillable", use the button and select "Adobe PDF" as the printer.

Process for Submission

1. The form is to be filled out by the assigned Crown. The file name of the form must be in the following format:

Last Name of Accused(s) – Docket Number.pdf

2. Two weeks prior to the scheduled PTC, the form is to be sent from the Crown (with their portion filled out and still in a fillable format) to Defence. **If there are multiple accused, please complete one form for each accused. These will then be combined into one file by the Court Coordinator once they are received.**

3. One week prior to the scheduled PTC, the form is to be submitted by the Defence via e-mail (remaining in a fillable format and with a copy to Crown and any other Defence counsel on the matter) to the appropriate jurisdiction. Forms are to be submitted to the appropriate email address below:

Calgary	CrimPTC.Calgary@just.gov.ab.ca
Drumheller	CrimPTC.Drumheller@just.gov.ab.ca
Edmonton	CrimPTC.Edmonton@albertacourts.ca
Ft. McMurray	QB.FortMcMurray@just.gov.ab.ca
Grande Prairie	CrimPTC.GrandePrairie@just.gov.ab.ca
Hinton	CrimPTC.Hinton@just.gov.ab.ca
Lethbridge	QBTrialCoordinator.Lethbridge@just.gov.ab.ca
Medicine Hat	QB.MedicineHat@just.gov.ab.ca
Peace River	CrimPTC.PeaceRiver@just.gov.ab.ca
Red Deer	CrimPTC.RedDeer@just.gov.ab.ca
St. Paul	CrimPTC.StPaul@just.gov.ab.ca
Wetaskiwin	WetQB.general@csadm.just.gov.ab.ca

4. Once received, the Coordinator will provide a fillable copy of the form (with Crown and Defence remarks) to the assigned Pre-trial Conference Justice. The PTC Justice will fill in the form during the conference and a final copy will then be provided to both counsel and the Court Coordinator by the Justice's assistant.

5. The Court Coordinator will provide a copy of the PTC Report (with the sentencing pages removed) to the assigned Trial Justice prior to the trial.