**Judicial Centre of** Select a Centre from the list

**Trial / Summary Trial / Oral Hearing - Booking Request Form**

**Type of Hearing being requested:** Click to Select

**Action Number(s):** Enter Action Number(s)

**Style of Cause:** Enter Style of Cause

**Parties and Contact Information:**

**Indicate names of counsel and contact information (including e-mail addresses) for ALL PARTIES.**

|  |  |
| --- | --- |
| **Indicate:**  **Name of Each** **Party and Name of Counsel (if represented)** | **Indicate:**  **Address, Phone #, E-mail**  **for both Party and Counsel (if represented)** |
| Click here to enter details | Click here to enter details |
| Click here to enter details | Click here to enter details |

***If additional parties are required, click:* **

**Requested Date:** Click here to select date **Alternate Date:** Click here to select date

**Is this date being scheduled with the consent of all parties? Yes  No**

*\*If you do not have consent of all parties, a court order dispensing with consent is required before a date can be scheduled\**

**Amount of time required:** Click here to enter details

**Nature of Hearing:** Click here to enter details

**Has this matter been ordered to trial or has a Form 37 Request to Schedule Trial Date been filed?**

**Yes  No**

**If so, indicate the date the Order or Form 37 was filed:** Click here to select date

* **[attach a filed copy]**

**Has Alternative Dispute Resolution (“ADR”) been completed? Yes  No**

This is required if a trial was ordered/requested on or after September 1, 2019 per the [Notice to the Profession #2019-03 dated July 2, 2019](https://www.albertacourts.ca/docs/default-source/qb/npp/notice-to-the-profession-public-2019-03-lifting-suspension-of-adr.pdf?sfvrsn=f5abb380_6). If private ADR has been completed, **please attach a letter confirming same**.

**Has a Family Pre-Trial Conference been completed? Yes  No**

This is required for family and divorce trials being scheduled for 3 days or longer or involves a Self-Represented Litigant that was ordered/requested on or after September 1, 2019 per the [Notice to the Profession #2018-03 dated June 20, 2018](https://www.albertacourts.ca/docs/default-source/qb/npp/2018-03_family_resolution_project.pdf?sfvrsn=e613a480_6)

**Has an Oral Hearing Order been filed directing this matter to proceed to a hearing with *viva voce* evidence?**

**Yes  No**

**If so, indicate the date the Order was filed:** Click here to select date

* **[attach a filed copy]**

**Please list any Justice/Applications Judge that are disqualified from hearing this application:**

Click here to enter details

**Party Submitting Request:** Click here to enter details

**E-mail:** Click here to enter e-mail

**Phone Number:** Click here to enter phone number

**Form Submission:**

Please submit this form and any applicable orders to the Court Coordinator below for the Judicial Centre of your booking:

Calgary **Civil** Trial/Streamlined Trial/Oral Hearing: [CivilCoordinator.QBCalgary@albertacourts.ca](mailto:CivilCoordinator.QBCalgary@albertacourts.ca)

Calgary **Family** Trial/Streamlined Trial/Oral Hearing: [Familytrialcoordinator.kb@albertacourts.ca](mailto:Familytrialcoordinator.kb@albertacourts.ca)

Edmonton **Civil** Trial/Streamlined Trial/Oral Hearing: [CivilCoordinator.QBEdmonton@albertacourts.ca](mailto:CivilCoordinator.QBEdmonton@albertacourts.ca)

Edmonton **Family** Trial/Streamlined Trial/Oral Hearing: [Familytrialcoordinator.kb@albertacourts.ca](mailto:Familytrialcoordinator.kb@albertacourts.ca)

Drumheller: [DrumhellerCourtCoordinator.KBJ@albertacourts.ca](mailto:DrumhellerCourtCoordinator.KBJ@albertacourts.ca)

Fort McMurray: [FortMcMurrayCourtCoordinator@albertacourts.ca](mailto:FortMcMurrayCourtCoordinator@albertacourts.ca)

Grande Prairie: [GrandePrairieCourtCoordinator.KBJ@albertacourts.ca](mailto:GrandePrairieCourtCoordinator.KBJ@albertacourts.ca)

Hinton: [HintonCourtCoordinator.KBJ@albertacourts.ca](mailto:HintonCourtCoordinator.KBJ@albertacourts.ca)

Lethbridge: [LethbridgeCourtCoordinator.KBJ@albertacourts.ca](mailto:LethbridgeCourtCoordinator.KBJ@albertacourts.ca)

Medicine Hat: [MedicineHatCourtCoordinator.KBJ@albertacourts.ca](mailto:MedicineHatCourtCoordinator.KBJ@albertacourts.ca)

Peace River: [PeaceRiverCourtCoordinator.KBJ@albertacourts.ca](mailto:PeaceRiverCourtCoordinator.KBJ@albertacourts.ca)

High Level: [HighLevelCourtCoordinator.KBJ@albertacourts.ca](mailto:HighLevelCourtCoordinator.KBJ@albertacourts.ca)

Red Deer: [RedDeerCourtCoordinator.KBJ@albertacourts.ca](mailto:RedDeerCourtCoordinator.KBJ@albertacourts.ca)

St. Paul: [StPaulCourtCoordinator.KBJ@albertacourts.ca](mailto:StPaulCourtCoordinator.KBJ@albertacourts.ca)

Wetaskiwin: [WetaskiwinCourtCoordinator.KBJ@albertacourts.ca](mailto:WetaskiwinCourtCoordinator.KBJ@albertacourts.ca)

**Upon submission of this form, you will receive an e-mail confirmation from the Court Coordinator once your booking is confirmed. Please allow up to 48 hours for a reply.**