

Case No.:	Insert Case Number Case
Name:	Insert Case Name

## Alberta Court of Justice

### Central Region

#### Form 1 – Pre-Trial Applications Mandatory Requirements Checklist

(NOTE: This form contains only minimum requirements and should not be relied upon as a comprehensive resource. Filing of a document does not confirm compliance with all aspects of the Rules of Court For a complete list of all document requirements, please consult the Rules of Court.)

#### A. Requirements (Rule 2.1)

Form 1 is the prescribed form for initiating an Application

**The Form contains the following basic information: (2.3)(1)**

- The Case Number
- The Case Name
- The Trial Date, or
- The Date Specifically Booked for the Application

**The Form contains the following substantive information:**

- A concise statement of the matter that is the subject of the application. (2.1(2)(a))
- A statement of the grounds to be argued at the hearing of the application. (2.1(2)(b))
- A detailed statement of the facts relied on in the application. (2.1 (2)(c))
- The relief sought by the applicant. (2.1(2)(d))
- The legal citations of any cases intended at the time of filing to be relied on by the applicant. (2.1(2)(e))
- The legal citations include paragraph numbers for the portions of the cases relied on in support of the application. (2.1(2)(e))
- Indicate that the consent of the other party has been obtained for filing supporting materials at a time less than 30 days prior to the hearing of the application. (2.4(1))
- Where a transcript has been ordered but is not included, the date that the transcript was ordered AND the date when it is expected to be available. (2.4(4))

**The Form does not require a separate court order to permit filing:**

- of a pre-trial application less than 60 days prior to the trial date. (2.5(2))
- of Form 1 less than 30 days before the date set for the pre-trial application. (2.5(3))
- of Form 1 less than 30 days before the trial date for trial applications. (2.6(3), (2.6(5))
- of the supporting materials required for the application less than 30 days before the date set for the hearing of the application (2.5)(1)

Counsel for the Applicant: \_\_\_\_\_

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