



CENTRAL REGION – RED DEER, CAMROSE, WETASKIWIN
AMENDED - STEPS TO BOOK A CRIMINAL TRIAL/PRELIMINARY
INQUIRY

Effective: December 7, 2022

One day or less, except for Sexual Assaults and Possession for the Purpose of Trafficking

1. Follow the established trial scheduling procedure for the location in which the matter is being heard (eg: contact CMO, book the trial date in Court, etc.). If you are uncertain, contact the applicable Clerk's office.

Multi-Day Matters/Sexual Assaults/Possession for the Purpose of Trafficking/Preliminary Inquiries

1. All matters requiring a Trial/Preliminary Inquiry of more than one (1) day must have a Pre-Trial Conference (PTC)/Preliminary Inquiry Conference (PIC) before the Trial/Preliminary Inquiry date can be scheduled with the Court.
2. Sexual Assault trials, Possession for the Purpose of Trafficking trials, and Preliminary Inquiries require a PTC/PIC regardless of the amount of Trial/Prelim time to be set.
3. Parties are required to submit a completed PTC/PIC form to the Judicial Assistant (JA) via email to acoj.central-rd@albertacourts.ca. Please submit one (1) form completed by all parties. **A PTC/PIC will not be scheduled until a completed PTC/PIC Form is received.**
4. Once the completed form is received, the JA will contact the parties to schedule the PTC/PIC.
5. **Parties will not be able to set a Trial/Preliminary Inquiry until the PTC has occurred.** Once the PTC/PIC has taken place, an endorsement will be made on the Court file, and the parties will then be able to set their Trial/Preliminary Inquiry at the next scheduled court appearance.

Please note, the PTC/PIC Judge may determine that an additional PTC/PIC is required, in which case the JA will contact the parties to schedule the additional PTC/PIC.