



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

Effective: December 7, 2022
Amended: December 8, 2023

Two days or less, except for Sexual Assaults

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

More than two-days/Sexual Assaults/Preliminary Inquiries

1. All matters requiring a Trial/Preliminary Inquiry of more than two (2) days must have a Pre-Trial Conference (PTC)/Preliminary Inquiry Conference (PIC) before the Trial/Preliminary Inquiry dates can be scheduled with the Court.
2. Sexual Assault 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.