



## CENTRAL REGION – RED DEER, CAMROSE

### STEPS TO BOOK A FAMILY/CHILD ENHANCEMENT TRIAL

---

**Effective: June 1, 2022**  
**Amended: December 8, 2023**

1. All Family/Child Enhancement matters shall require a Pre-Trial Conference (PTC) to be held prior to scheduling trial dates, regardless of the amount of time required for trial.
2. Prior to scheduling a PTC, parties shall file a completed Trial Readiness Form with the Court. Once all parties have filed a completed Trial Readiness Form, a request for a PTC date can be sent to the Judicial Assistant (JA) via email to [acoj.central-rd@albertacourts.ca](mailto:acoj.central-rd@albertacourts.ca).

Following the completion of the PTC:

- a. If one (1) day or less is required for trial, the parties shall obtain a date from the Clerk's Office or schedule a date in Family docket.
- b. If more than one (1) day is required for trial, the parties shall contact the JA via email at [judicialassistant.rd@albertacourts.ca](mailto:judicialassistant.rd@albertacourts.ca) to obtain available dates.
- c. To schedule trials for circuit locations, the parties shall contact the JA via email at [judicialassistant.rd@albertacourts.ca](mailto:judicialassistant.rd@albertacourts.ca) to obtain available dates, regardless of the amount of time required for trial.