



Provincial Court of Alberta Case Management Conference Record Family/Child Protection matters

Before Judge:			
Action/Case #:			
Date/Time:			
(A) PARTY INFORMATION:			
Plaintiff 1/Applicant 1:			
Name:		Served ?	YES NO
Counsel/Agent:			
Address for service:			
Phone:		Confidential ?	YES NO
Cell:		Confidential ?	YES NO
E-mail:		Confidential ?	YES NO
Fax:		Confidential ?	YES NO
Plaintiff 2/Applicant 2:			
Name:		Served ?	YES NO
Counsel/Agent:			
Address for service:			
Phone:		Confidential ?	YES NO
Cell:		Confidential ?	YES NO
E-mail:		Confidential ?	YES NO
Fax:		Confidential ?	YES NO
Defendant 1/Respondent 1:			
Name:		Served ?	YES NO
Counsel/Agent:			
Address for service:			
Phone:		Confidential ?	YES NO
Cell:		Confidential ?	YES NO

E-mail:		Confidential ?	YES	NO
Fax:		Confidential ?	YES	NO
Defendant 2/Respondent 2:				
Name:		Served ?	YES	NO
Counsel/Agent:				
Address for service:				
Phone:		Confidential ?	YES	NO
Cell:		Confidential ?	YES	NO
E-mail:		Confidential ?	YES	NO
Fax:		Confidential ?	YES	NO
Third Party 1:				
Name:		Served ?	YES	NO
Counsel/Agent:				
Address for service:				
Phone:		Confidential ?	YES	NO
Cell:		Confidential ?	YES	NO
E-mail:		Confidential ?	YES	NO
Fax:		Confidential ?	YES	NO
Third Party 2:				
Name:		Served ?	YES	NO
Counsel/Agent:				
Address for service:				
Phone:		Confidential ?	YES	NO
Cell:		Confidential ?	YES	NO
E-mail:		Confidential ?	YES	NO
Fax:		Confidential ?	YES	NO
Child 1:				
Name:		Served ?	YES	NO
Counsel/Agent:				
Address for service:				

Phone:		Confidential ?	YES	NO
Cell:		Confidential ?	YES	NO
E-mail:		Confidential ?	YES	NO
Fax:		Confidential ?	YES	NO
Child 2:				
Name:		Served ?	YES	NO
Counsel/Agent:				
Address for service:				
Phone:		Confidential ?	YES	NO
Cell:		Confidential ?	YES	NO
E-mail:		Confidential ?	YES	NO
Fax:		Confidential ?	YES	NO
Child 3:				
Name:		Served ?	YES	NO
Counsel/Agent:				
Address for service:				
Phone:		Confidential ?	YES	NO
Cell:		Confidential ?	YES	NO
E-mail:		Confidential ?	YES	NO
Fax:		Confidential ?	YES	NO
Child 4:				
Name:		Served ?	YES	NO
Counsel/Agent:				
Address for service:				
Phone:		Confidential ?	YES	NO
Cell:		Confidential ?	YES	NO
E-mail:		Confidential ?	YES	NO
Fax:		Confidential ?	YES	NO

Additional comments (e.g.: properly named; correct spelling; service issues etc):

(B) NATURE OF CLAIM / APPLICATION - CHECK APPLICABLE ISSUE(S)

FAMILY LAW ACT:

- Guardianship
- Child Support
- Spousal Support
- Parenting Time
- Contact

Variation: Yes No

CHILD, YOUTH & FAMILY ENHANCEMENT ACT:

- Supervision Order
- Temporary Guardianship Order
- Permanent Guardianship Order
- Private Guardianship Order
- Breach of Supervision
- Review of:
 - Supervision Order
 - Temporary Guardianship Order
- Termination of:
 - Permanent Guardianship Order
 - Temporary Guardianship Order
 - Permanent Guardianship Agreement
 - Private Guardianship Order
- Application for Secure Services Order
- Access
 - Post Permanent Guardianship Order
 - Post Temporary Guardianship Order
- Other:

(C) NATURE OF COUNTER-CLAIM / RESPONSE - CHECK APPLICABLE ISSUE(S)

FAMILY LAW ACT:

- Guardianship
- Child Support
- Spousal Support
- Parenting Time
- Contact

Variation: Yes No

(D) ISSUES:

(E) MEDIATION or JDR HELD:	YES	NO
DATE(S): _____		BEFORE WHOM: _____
_____		BEFORE WHOM: _____
_____		BEFORE WHOM: _____
(F) PRE-TRIAL ORDERS:		
Amendments to pleadings	YES	NO
Comments: (e.g.: parties properly named; spelling? all necessary parties?)		
Parties to attend mediation?	YES	NO
Parties to attend JDR?	YES	NO
<u>Expert reports/CVs to be produced by:</u>		
Which party? _____		Due date: _____
Which party? _____		Due date: _____
Which party? _____		Due date: _____
Which party? _____		Due date: _____
<u>Other items:</u>		
Which party? _____	What? _____	Due date: _____
Which party? _____	What? _____	Due date: _____
Which party? _____	What? _____	Due date: _____
Which party? _____	What? _____	Due date: _____

(G) Evidentiary matters:

(G)(i) Admissions/Agreed Statement of Facts ("ASF"):

(G)(ii) Evidence to be admitted by consent:

(G)(iii) Issues re: admissibility of evidence

(H) WITNESSES:

For PLTF/APP 1

Name	Location (city)	In person?	Other? (e.g.: video, will-say)

For PLTF/APP 2

Name	Location (city)	In person?	Other? (eg: video, will-say)

For DEFT/RESP 1

Name	Location (city)	In person?	Other? (eg: video, will-say)

For DEFT/RESP 2

Name	Location (city)	In person?	Other? (eg: video, will-say)

For THIRD PARTY 1

Name	Location (city)	In person?	Other? (eg: video, will-say)

For THIRD PARTY 2

Name	Location (city)	In person?	Other? (eg: video, will-say)

For CHILD 1

Name	Location (city)	In person?	Other? (eg: video, will-say)

For CHILD 2

Name	Location (city)	In person?	Other? (eg: video, will-say)

For CHILD 3

Name	Location (city)	In person?	Other? (eg: video, will-say)

For CHILD 4

Name	Location (city)	In person?	Other? (eg: video, will-say)

(I) OTHER PRETRIAL MATTERS:			
Interpreter required? YES NO	Language?	Interpreter arranged? YES NO	
Name of person requiring interpreter?			
Specialized courtroom (eg: child-friendly, video conferencing etc) required? Please specify:			
Technical aids (eg: TV, VCR, DVD, easels etc)?		If so, has the clerks' office been notified? YES NO	
(J) ESTIMATED TRIAL TIME:			
Plaintiff(s)/Applicant(s):			
Argument time:			
Defendant(s)/Respondent(s):			
Argument time:			
Third party/Child(ren):			
Argument time:			
Is more time required? YES NO		How much more time ?	
Is less time required? YES NO		How much less time?	
Excess time released by:		Date:	
Responsible party:			
(K) HAS WRITTEN OFFER OF SETTLEMENT BEEN CANVASSED ?		YES	NO
(L) HAS THE ADJOURNMENT PROTOCOL BEEN EXPLAINED ?		YES	NO

(N) SPECIAL DIRECTIONS TO TRIAL JUDGE/CLERK:			
(O) ANY JUDGE DISQUALIFIED OR SEIZED?		YES	NO
Comments:			
(P) ADJOURNED TO:			
Date:	Time:	Place/courtroom:	Purpose:
(Q) COPY OF THIS FORM TO HEARING JUDGE?			
YES NO		Date:	
(R) COPY OF THIS FORM TO PARTIES?			
YES NO		Date:	

(S) RESOLUTION PRIOR TO SCHEDULED DATE; AVAILABILITY:

(S)(i) Legal counsel hereby undertake that they will forthwith advise the Case Management Office/Trial Coordinator's Office of any resolution, and if possible, have the matter brought forward to an earlier date for disposition.

(S)(ii) The parties herein, and their counsel, each hereby represent that they have no commitments which will interfere with the hearing date(s) and time(s) set for this matter, and that all witnesses are available on the hearing date(s), and for its probable duration.

Other potential problems in this matter are:

Applicant # 1 (or counsel)

Applicant #2 (or counsel)

Respondent #1 (or counsel)

Respondent #2(or counsel)

Third party #1 (or counsel)

Third party #2 (or counsel)

Counsel for child #1

Counsel for child #2

Counsel for child #3

Counsel for child #4

(T) JUDGE'S NOTES FROM CMC:

(To be removed before form goes to hearing Judge? YES NO)

(If you think it appropriate, use this space to comment on matters such as likelihood of the matter proceeding? Are counsel in regular contact with their clients? Is there anything outstanding that may prevent the matter from proceeding as scheduled? If so, do you wish to adjourn this hearing to a further date?)
