



# Alberta Court of Justice

## Calgary Family & Youth Division

### Practice Directive #10: Youth Criminal Pre-Trial Conferences

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Effective: June 6, 2022

Section 625.1 of the *Criminal Code* provides the statutory authority for a Pre-Trial Conference (PTC). Pursuant to Section 625.1, the Court may order that a conference be held prior to the commencement of proceedings. The purpose of this Practice Directive is to create a PTC mechanism that permits the court to better determine whether a youth criminal trial will proceed as scheduled, whether there are any special issues that ought to be addressed ahead of the trial, and whether the time allocated for the trial is sufficient.

Effective June 6, 2022, this Practice Directive will apply to all youth criminal trials and preliminary inquiries that are booked for more than one (1) day in duration. Participation by both the Crown and Defence Counsel is mandatory.

This Practice Directive is subject to any pandemic directives issued by the Province of Alberta, the Office of the Chief Justice or the Assistant Chief Justice of Family & Youth, Calgary.

#### Procedure

1. A PTC will be scheduled by the assigned PTC Justice for each youth criminal trial booked and scheduled to be heard August 15, 2020 or later. The PTC will be booked through a Judicial Assistant.
2. **Form 1 - Notice of Pre-Trial Conference (PTC)**, attached to this Practice Directive, will be sent to all Crown and Defence Counsel by a Judicial Assistant.
3. When a PTC has been scheduled, Crown and Defence Counsel will fill out and complete **Form 2 - Pre-Trial Conference (PTC) Form**.
4. Once completed, **Form 2** is to be filed, either by fax at 403-297-3411 or by email at [fychambers@albertacourts.ca](mailto:fychambers@albertacourts.ca), at least seven (7) days before the scheduled PTC, and must concurrently be copied to all counsel at the same time.
5. In order to ensure **Form 2** is received expeditiously, it should never be mailed.

6. Each PTC will generally be scheduled for 30 minutes starting at either 1:00 p.m. or 1:30 p.m. on a date scheduled by the PTC Justice.
7. Should either Crown or Defence Counsel have difficulty with the assigned date and/or time, they are to contact the Judicial Assistant who provided them with the Notice of PreTrial Conference and advise of alternate dates and/or times, with a copy to all other counsel. However, the PTC Justice will have the final decision as to scheduling if the date and/or time conflict cannot be resolved.
8. Each PTC will occur by phone unless the PTC Justice directs that Crown and Defence Counsel attend court, or if either Crown or Defence Counsel request the matter be heard in court.
9. The assigned Crown and Defence Counsel must attend the PTC unless excused in advance by the PTC Justice. In such a case, the alternate counsel must be fully informed and able to make decisions binding on the assigned counsel.
10. All counsel participating in the PTC are expected to know the file before the PTC in order to make efficient use of everyone's time, and in order to achieve the purpose set forth in this Practice Directive.
11. The youth shall not participate in the PTC.
12. The same assigned PTC Justice will hear any subsequent PTCs that may be directed on the file.
13. Upon completion of the PTC, the PTC Justice will file **Form 3 - Pre-Trial Conference (PTC) Justice's Report** on the Court file. **Form 3** will be provided to Crown and Defence Counsel and the assigned Trial Justice unless otherwise directed.
14. The PTC Justice will be disqualified from the criminal trial. However, if the Crown and Defence Counsel agree to settle the matter, the plea arrangement may be booked in front of the PTC Justice. The youth will be expected to attend court in person for sentencing.