



Alberta Court of Justice

Calgary Family & Youth Division Practice Directive #2: Case Management

Effective: September 20, 2017

The following procedure has been established for requests for a Case Management Conference.

Case Management Conferencing

Where applicable, counsel and Self-Represented Litigants (SRL) may request a Case Management Conference. It is intended that a Case Management Conference be used in addition to a Pre-Trial Conference where there are perhaps complex or multiple issues that may require extra Judicial assistance.

Case Management Conference Protocol

1. **Purpose of Case Management Conference** – The purpose of a Case Management Conference is to offer an additional opportunity, other than the Pre-Trial Conference, to deal with interim matters prior to trial. The Case Management Justice may make any Order the Justice determines will likely promote either the resolution of the matter or its orderly progression to trial.
2. **Scope of Evidence at Trial** – Despite the broad scope of Case Management, only the assigned Trial Justice may issue directions which in any way limit or expand the scope of evidence to be entered at trial.
3. **Completion and Distribution of Case Management Forms** – Counsel shall complete and circulate the Case Management Form. A copy of the fully completed Form should be provided to the Trial Coordinator at least one week prior to the Case Management Conference. If any of the parties are self-represented, they will be provided with information about how to complete the Case Management Conference Form.

Delivery of the Case Management Form to the Trial Coordinator shall be by email to: trialcoordinator.fycalgary@albertacourts.ca, by fax to (403) 297-3461, by mail or drop-off, or as may otherwise be indicated from time to time.

4. **Scheduling of a Case Management Conference** – The Trial Coordinator shall schedule the Case Management Conference. Additional Case Management Conferences may be set at a Justice’s discretion and may be requested by any party. If an additional Case Management Conference is directed by the presiding Justice, it shall ordinarily be scheduled before the same Justice, in consultation with the Trial Coordinator.
5. **Record / Location** – All Case Management sessions shall ordinarily be on the record with a Clerk present.
6. **Case Management Justice neither Seized nor Disqualified** – A Case Management Justice’s discretion to seize or disqualify him or herself on a trial shall not be affected by having conducted a Case Management Conference.
7. **Participants** – Unless directed otherwise by the Case Management Justice, all parties and all counsel are required to attend all Case Management Conferences.
8. **Duration** – Case Management Conferences shall be scheduled at the discretion of the Case Management Justice.
9. **Attendance** – If the Applicant does not appear at a Case Management Conference, the Case Management Justice may dismiss that party’s claim. If a Respondent does not appear, the Case Management Justice may grant the application against that party in whole or in part.