

Single Judge Chambers		
Date of Application:	Deadline for Applicant (10 days prior)	Deadline for Respondent (5 days prior)
Monday (special sitting only)	Two Fridays before	Wednesday before
Tuesday	Two Mondays before	Thursday before
Wednesday	Two Mondays before	Friday before
Thursday	Two Mondays before	Monday before
Friday (special sitting only)	Two Tuesdays before	Monday before
Panel Applications		
Date of Application:	Deadline for Applicant (20 days prior)	Deadline for Respondent (10 days prior)
Thursday	Three Fridays before	Two Mondays before

- If a deadline falls on a weekend, the materials may be filed by the following Monday and will still be considered on time¹.
- If a deadline falls on a Monday that is a statutory holiday, the materials may be filed by the following Tuesday and will still be considered on time¹.
- If a deadline falls on a statutory holiday that is on a weekday other than a Monday (e.g., Remembrance Day, Good Friday, Canada Day, Christmas break), the materials may be filed by the following business day and will still be considered on time¹.

¹ The Registry will deliver the application materials for any particular week to the presiding judge before some of the formal deadlines are reached. Documents filed after that date are “late”, in the sense that the rest of the material will already have been sent to the judge. While “last minute” filings will not be considered out of time, and will not be marked late, lateness in filing may require an adjournment of the hearing into the future. **Prudent counsel will file early, and certainly will not wait until the Monday after the weekend to file documents.** See: *Sobey’s West Inc. v. Edmonton (City)*, 2015 ABCA 32.