

Sample Timetable

Case Management Officer
Court of Appeal of Alberta
TransCanada Tower
2600, 450 – 1 St S.W.
Calgary, AB T2P 5H1
Fax 403-297-5954

Case Management Officer
Court of Appeal of Alberta
Law Courts Building
1A Sir Winston Churchill Square
Edmonton, AB T5J 0R2
Fax 780-422-2416

Date

Re: *Name v. Name*
Appeal No.

The following timetable has been agreed upon by all counsel/parties to advance the resolution of the above-noted appeal:

- The Appeal Record must be filed by (date).
- The Appellant's Factum, Authorities and Extracts of Key Evidence must be filed by (date).
- The Respondent's Factum, Authorities and Extracts of Key must be filed by (date).

All counsel/parties are available for the hearing of this matter on the following dates:

(Include dates where all counsel/parties are available. Please see the [Alberta Court Calendar, Sittings Dates, under “General Appeal Hearings”](#) for the sitting dates. The Opening Day of General Appeal Hearings is reserved for Fast Track appeals. General Appeal hearing dates are available the remaining days of that week. The earliest an appeal can be heard is six clear weeks from the date the Respondent’s factum is filed. Please contact the Case Management Officer for assistance in choosing available hearing dates.)

The Case Management Officer will advise of the confirmed timetable and hearing date.

CONSENTED TO BY:

CONSENTED TO BY:

Name
Solicitor for the Appellant
(or name of self-represented party)

Name
Solicitor for the Respondent
(or name of self-represented party)