



Alberta Court of Justice

Practice Directive

Central Region – Red Deer, Wetaskiwin and Camrose Criminal Rules Practice Directive

Effective September 1, 2021
Amended: March 14, 2025

Purpose

The Alberta Court of Justice Rules of Court came into effect September 1, 2021, and apply to all applications as set out in those Rules. All such applications brought before the Court are subject to those Rules. This Practice Directive governs the procedure for the filing of such applications in the Central Region.

Pre-Trial Applications – Rules 2.5 – 2.7

1. Pre-trial applications are to be heard at least 60 days prior to the date scheduled for trial.
2. Pre-trial applications and supporting material, including case law, will be filed at the following base locations for the base and circuit points:
 - Wetaskiwin (including Rimbey and Ponoka): COJWetaskiwin@just.gov.ab.ca
 - Camrose (including Killam): COJCamrose@just.gov.ab.ca
 - Red Deer (including Rocky Mountain House, Stettler, and Coronation): COJRedDeer.CMO@just.gov.ab.ca
3. Pre-trial applications for Wetaskiwin and Camrose, including all circuit points as above, will be scheduled for Mondays at 10:00 a.m. in Courtroom 102, Wetaskiwin, at least sixty (60) days in advance of the trial.
4. Pre-trial appearances for Red Deer, including all circuit points as above, will be scheduled for Mondays at 9:30 a.m. in Courtroom 1100, Red Deer, at least 60 days in advance of the trial.
5. Parties who do not have access to electronic means to file applications and supporting documents may file paper copies with the Court by attending at the

nearest base point to file. The timelines for filing and service as set out in the Rules remain the same regardless of method of filing.

6. CCTV and s. 486.3 CC applications will be considered to be informal applications unless otherwise directed.

Trial Applications – Rule 2.6

7. Trial applications, as set out in Rule 2.6, will be heard at the beginning of the trial unless the Court directs otherwise.
8. Filing locations for trial applications are as set out in paragraph 2, Pre-Trial Applications.

Mandatory Requirements Checklist

9. All parties filing applications (Form 1), Responses (Form 2), or Consent Resolutions (Form 3) will be required to sign and attach the applicable Mandatory Requirements Checklist included in this Practice Note.

As per: Assistant Chief Justice R.A. Snider
Central Region Courts

Case No.: Insert Case Number Case
Name: Insert Case Name

Alberta Court of Justice

Central Region

Form 1 – Applications Mandatory Requirements Checklist

(NOTE: This form contains only minimum requirements and should not be relied upon as a comprehensive resource. Filing of a document does not confirm compliance with all aspects of the Rules of Court For a complete list of all document requirements, please consult the Rules of Court.)

A. Requirements (Rule 2.1))

Form 1 is the prescribed form for initiating an Application

The Form contains the following basic information: (2.3)(1)

- The Case Number
- The Case Name
- The Trial Date, or
- The Date Specifically Booked for the Application

The Form contains the following substantive information:

- A concise statement of the matter that is the subject of the application. (2.1(2)(a))
- A statement of the grounds to be argued at the hearing of the application. (2.1(2)(b))
- A detailed statement of the facts relied on in the application. (2.1 (2)(c))
- The relief sought by the applicant. (2.1(2)(d))
- The legal citations of any cases intended at the time of filing to be relied on by the applicant. (2.1(2)(e))
- The legal citations do not include paragraph numbers for the portions of the cases relied on in support of the application. (2.1(2)(e))
- Indicate that the consent of the other party has been obtained for filing supporting materials at a time less than 30 days prior to the hearing of the application. (2.4(1))
- Where a transcript has been ordered but is not included, the date that the transcript was ordered AND the date when it is expected to be available. (2.4(4))

The Form does not require a separate court order to permit filing:

- of a pre-trial application less than 60 days prior to the trial date. (2.5(2))
- of Form 1 less than 30 days before the date set for the pre-trial application. (2.5(3))
- of Form 1 less than 30 days before the trial date for trial applications. (2.6(3), (2.6(5))
- of the supporting materials required for the application less than 30 days before the date set for the hearing of the application (2.5)(1)

Counsel for the Applicant: _____

Date: _____

Case No.:	Insert Case Number Case
Name:	Insert Case Name

Alberta Court of Justice

Central Region

Form 2 – Response to Applications Mandatory Requirements Checklist

(NOTE: This form contains only minimum requirements and should not be relied upon as a comprehensive resource. Filing of a document does not confirm compliance with all aspects of the Rules of Court For a complete list of all document requirements, please consult the Rules of Court.) The information in brackets is the applicable Rule.

B. Requirements (Rule 2.3))

Form 2 is the prescribed form for responding to an application

The Form contains the following basic information: (2.3)(1)

- the Case Number
- the Case Name
- the Trial Date, or
- the Date Specifically Booked for the Application

The Form contains the following substantive information:

- A detailed statement of any dispute with respect to the facts as cited by the applicant. (2.3(2)(a);
- A statement of response to the application (2.3(2)(b);
- A response to the relief sought by the applicant (2.3(2)(c)
- The legal citations of cases relied on in response to the application. (2.3)(2)(d)
- The legal citations do not include paragraph numbers for the portions of the cases relied on in support of the application (2.3(2)(d)
- Indicate that the consent of the other party has been obtained for filing supporting materials at a time less than 30 days prior to the hearing of the application. (2.4(1)
- Where a transcript has been ordered but is not included, the date that the transcript was ordered AND the date when it is expected to be available. (2.4(4)

The Form does not require a separate court order to permit filing:

- To permit the response to be filed other than 15 days after service of Form 1 where consent is not obtained. (2.4(5)

Counsel for the Respondent: _____

Date: _____

Case No.: Insert Case Number Case

Name: Insert Case Name

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Central Region

Form 3 –Consent Resolution of Filed Application Checklist

(NOTE: This form contains only minimum requirements and should not be relied upon as a comprehensive resource. Filing of a document does not confirm compliance with all aspects of the Rules of Court For a complete list of all document requirements, please consult the Rules of Court.) The information in brackets is the applicable Rule.

C. Requirements (Rule 2.9))

Form 3 is the prescribed form for a consent resolution to a filed application

The Form contains the following essential information: (2.9)

- The Information Number
- The Name of the Accused
- The Signature of the Applicant AND Respondent

The consent or abandonment of an application may affect the interests of the accused and unless otherwise ordered must occur on the record in the presence of the accused. That can be done on the trial date, or on an earlier date booked by counsel.

Counsel for the Party Filing the Form: _____

Date: _____