



Alberta Court of Justice

Practice Directive

Central Region – Red Deer, Wetaskiwin and Camrose Steps to Book a Criminal Trial / Preliminary Inquiry

Effective December 7, 2022

Amended: May 13, 2026

Two Days or Less, Except for Sexual Assaults

1. Follow the established trial scheduling procedure for the location in which the matter is being heard (eg: contact CMO, book the trial date(s) in Court, etc.). If you are uncertain, contact the applicable Clerk's Office.

More Than Two Days / Sexual Assaults / Preliminary Inquiries

1. All matters requiring a trial / preliminary inquiry of more than two (2) days must have a pre-trial conference (PTC) / pre-preliminary inquiry conference (PPIC) before the trial / preliminary inquiry dates can be scheduled with the Court, unless this requirement has been waived by the Court.
2. Sexual assault trials and preliminary inquiries require a PTC / PPIC regardless of the amount of trial / preliminary inquiry time to be set, unless this requirement has been waived by the Court.
3. Parties are required to submit a completed Integrated PTC / PPIC / Waiver Request Form to the Case Coordinator (CC) via email to acoj.central-cc@albertacourts.ca. Please submit one (1) form completed by all parties. **A PTC / PPIC will not be scheduled or waived until a completed Request Form is received.**
4. Once a completed PTC / PPIC Request is received and approved by the CC, it will be referred to the Judicial Paralegals (JPLs), who will contact the parties to schedule the PTC / PPIC.
5. Once a completed Waiver Request is received, it will be referred to a Justice for consideration. If it is approved, the parties will be notified by email and the approved waiver will be forwarded to the Clerk's Office for filing.
6. **Parties will not be able to set a trial / preliminary inquiry until the PTC / PPIC has occurred or a waiver has been approved.** Once the PTC / PPIC has taken place or a waiver has been approved, an endorsement will be made on the Court

file, and the parties will then be able to set their trial / preliminary inquiry on the next scheduled court appearance.

Please note, the PTC / PPIC Justice may determine that an additional PTC / PPIC is required, in which case the CC will contact the parties to schedule the additional PTC / PPIC.