**CASE CONFERENCE FORM**

TO BE COMPLETED BY CROWN AND DEFENCE JOINTLY

*This form is to be completed by counsel, jointly, prior to the commencement of the Case Conference. Counsel are required to have consulted with the accused, witnesses, or others, as required, to fully canvas, identify or resolve issues outlined in this form.*

*This form will NOT be provided to the trial Justice.*

**CASE INFORMATION**

Accused Click or tap here to enter text.

Defence (name, phone and email) Click or tap here to enter text.

Docket number Click or tap here to enter text.

Offence sections Click or tap here to enter text.

Date scheduled for trial/prelim Click or tap to enter a date.

Number of days scheduled Click or tap here to enter text.

Crown (name, phone and email) Click or tap here to enter text.

List disqualified Justices(s) Click or tap here to enter text.

**CROWN**

Has a previous PTC been held? [ ]  Yes [ ]  No

Briefly describe the case (i.e. what type of case is this?):

|  |
| --- |
| Click or tap here to enter text. |

List Crown witnesses:

|  |
| --- |
| Click or tap here to enter text. |

What courtroom facilities are required?

[ ]  WebEx [ ] CCTV [ ]  Screen [ ]  “Child-friendly” courtroom

[ ]  Other: Click or tap here to enter text.

Is an interpreter required? [ ]  Yes [ ]  No

Specify Crown witness and language: Click or tap here to enter text.

Does the Crown anticipate an adjournment? [ ]  Yes [ ]  No

Were warrants or production orders granted [ ]  Yes [ ]  No

by a Court of Justice Justice? Justice’s name: Click or tap here to enter text.

Will the Crown be bringing any pre-trial or pre-prelim motions? Describe:

|  |
| --- |
| Click or tap here to enter text. |

Are there any contentious or unique evidentiary issues anticipated (*KGB, Seaboyer, Leaney*, etc.?) Describe:

|  |
| --- |
| Click or tap here to enter text. |

**DEFENCE**

Is an interpreter required? [ ]  Yes [ ]  No

Specify accused/witness and language: Click or tap here to enter text.

Are there any disclosure issues? [ ]  Yes [ ]  No

If this is a preliminary inquiry,

* has Form A been filed? [ ]  Yes [ ]  No
* will there be consent committal? [ ]  Yes [ ]  No

Is defence bringing any applications related to:

* Cross examine the complainant on [ ]  Yes [ ]  No

prior sexual activity (s. 276)?

* *Charter* application (including delay or [ ]  Yes [ ]  No

disclosure issues)?

* + Nature of breach: Click or tap here to enter text.
	+ If a *Charter* application has not

yet been filed, when will it be filed? Click or tap here to enter text.

* An adjournment? [ ]  Yes [ ]  No
* Other? Describe: Click or tap here to enter text.

**CROWN AND DEFENCE – ADMISSIONS AND RESOLUTION**

Admissions sought by Crown:

|  |
| --- |
| Click or tap here to enter text. |

Admissions made by the accused:

|  |
| --- |
| Click or tap here to enter text. |

Has resolution been fully canvassed?

|  |
| --- |
| Click or tap here to enter text. |

Is the time set appropriate?

|  |
| --- |
| Click or tap here to enter text. |

**OTHER INFORMATION**

Provide any further information that may be useful for the case conference Justice:

|  |
| --- |
| Click or tap here to enter text. |

**REQUEST NO CASE CONFERENCE WITH JUSTICE**

[ ]  Counsel have communicated about this file and do not believe a case conference with a Justice would be useful. All counsel request that a case conference **NOT** be held.

Explain:

|  |
| --- |
| Click or tap here to enter text. |

Counsel will be contacted if this request is approved.