

Case No.: Insert Case Number

Case Name: Insert Case Name

Provincial Court of Alberta

Northern Region

Form 1 – Pre-Trial Applications Mandatory Requirements Checklist* To be completed by the Applicant

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

Applicant: _____

Date: _____

*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.)

Revised: August 24, 2021