

PROVINCIAL COURT OF ALBERTA
FAMILY & YOUTH COURT
CALGARY, ALBERTA

PRACTICE DIRECTIVE #3
JDR SPECIAL REQUESTS

The following procedure has been established for requests to conduct Judicial Dispute Resolutions hearings (JDRs) outside of regular hours (Special JDRs).

All requests for Special JDRs must be in writing, addressed to the ACJ, specifying:

1. Whether or not the JDR is a continuation and, if so, the date and the Judge who conducted the earlier JDR(s);
2. Whether any previously scheduled JDR did not proceed, and why;
3. The nature of the urgency necessitating the request;
4. Steps taken to resolve the matter outside the JDR process, and whether mediation was pursued (whether privately or through Resolution Services or Calgary Child and Family Services);
5. Why the JDR could not be accommodated in the ordinary fashion;
6. Whether all Experts Reports have been received and disclosed;
7. On Family files, a copy of the Claim(s), Response(s) and Section 5 Certificates;
8. A copy of the most recent Court Order on each outstanding issue;
9. A list of the issues to be resolved;
10. Confirmation that the parties are aware of the Trial Judge's ability to award costs; and
11. Any other information relevant to the request.

Parties are required to confirm with the Trial Coordinator the date and time of the Special JDR **three business days** in advance. Cancellation may be by normal fax adjournment request.

Attachment: Judicial Dispute Resolution (JDR) Special Request Form

**In the Provincial Court of Alberta
Family & Youth Court
Judicial Dispute Resolution (JDR) Special Request**

File Name: _____

Docket Number(s): _____ , _____ , _____

CFC File Number: _____

N File Number: _____

A. Is this JDR a Continuation? Yes No

If yes, indicate which Judge: _____ Date(s): _____

B. Trial Information (if any):

Trial Dates: _____ Trial Judge: _____

C. Counsel / Party Contact Information:

Applicant Name(s): _____

Counsel: _____

Telephone: _____ Fax: _____ Email: _____

Respondent(1) Name(s): _____

Counsel: _____

Telephone: _____ Fax: _____ Email: _____

Respondent(2) Name(s): _____

Counsel: _____

Telephone: _____ Fax: _____ Email: _____

D. Have any previously scheduled JDRs not proceeded? Yes No

If yes, why:

E. Nature of the urgency necessitating the request:

F. Steps taken to resolve this matter outside of the JDR process:

G. Reasons as to why this JDR could not be accommodated in the ordinary fashion:

H. Have all the Expert Reports been received and disclosed? Yes No

If no, which Reports have not yet been received and/or disclosed and what is the anticipated date of receipt and disclosure:

- | | |
|----------|-------------------------------|
| 1. _____ | Expected Delivery Date: _____ |
| 2. _____ | Expected Delivery Date: _____ |

I. Five dates where all counsel and parties are available from 12:30 – 1:30 p.m. for a Special JDR:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | |

J. Issues to be resolved:

K. Copy of the most recent Court Order attached? Yes No

L. On Family Law matters, are all parties aware of the Trial Judge's ability to award Costs? Yes No

M. Other information relevant to the request:

ASSISTANT CHIEF JUDGE ONLY:

APPROVED NOT APPROVED Holding Pending Special Instruction

JDR to be conducted by the Honourable: _____ on _____ , _____

DATED THIS _____ DAY OF _____ , _____

By the Honourable Assistant Chief Judge _____

Signature of the Assistant Chief Judge: _____

Special Instruction:

Reasons for Rejection:

JUDICIAL ASSISTANT OR TRIAL CO-ORDINATOR ONLY:

Special JDR has been set before Judge _____ on:

Date: _____

Courtroom: _____

Time: _____ a.m. / p.m.

DATED THIS _____ DAY OF _____ , _____

SIGNATURE:

Judicial Assistant or Non-Presiding Justice of the Peace