



Alberta Court of Justice

Edmonton Family & Youth Division

Practice Note 4.1: Youth Criminal Justice Scheduling Protocol

Effective: December 5, 2025

Pre-trial Conferences

1. Pre-trial conferences are required for trials longer than 1 day and shall be scheduled at least 12 weeks prior to sexual assault trials and at least 7 weeks prior to trial for all other matters. Pre-trial conferences for 1-day trials may be scheduled at the request of either the Crown or defence counsel and shall be coordinated through the Deputy Chief Crown responsible for Youth Criminal Justice matters for assignment of a Crown prosecutor.
2. A pre-trial conference shall be conducted before scheduling trials of 3 days or longer.

Trial Scheduling

3. To schedule a trial by email, defence counsel shall complete and email the attached Youth Trial Booking Form to the trial coordinator at COJEdmonton.tc@just.gov.ab.ca indicating all common trial dates for co-accuseds' defence counsel. The trial coordinator requires at least 24 business hours' notice to schedule trials by email and at least 48 business hours' notice to book child-friendly courtroom 447.
4. Trials involving fewer than 4 defence counsel may be scheduled by email or by appointment with the trial coordinator. Trials involving 4 or more defence counsel shall be scheduled by appointment with the trial coordinator.
5. To schedule a trial by appointment, defence counsel shall complete and email the attached Youth Trial Booking Form to the trial coordinator at COJEdmonton.tc@just.gov.ab.ca and indicate defence counsels' common dates and times for scheduling a virtual or in-person appointment between 8:30 and 9:15 AM or 1:00 and 1:45 PM Monday to Friday. The scheduling appointment shall be conducted with everyone joining virtually or with everyone in person at the trial coordinator's counter: hybrid attendance cannot be accommodated. The trial coordinator shall email the scheduling appointment date and time to all defence counsel, including a Microsoft Teams meeting invitation if applicable, with

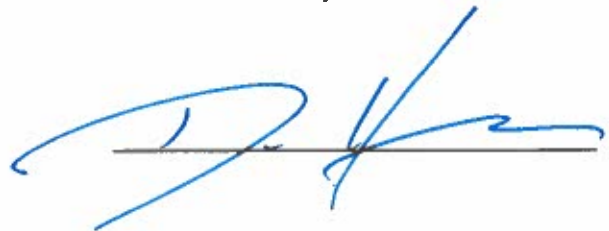
a courtesy copy to the Crown. The appointment shall be attended by all defence counsel or their assistants with counsels' calendar and authority to schedule trials. Crown attendance is optional.

6. To accommodate service of witness subpoenas, trials shall be confirmed on the record at least 6 weeks in advance of the trial date.

Distribution of Scheduling Notices

7. If trial is scheduled by email or virtual appointment, the trial coordinator shall email the Scheduling Notice to each defence counsel, the Crown's Youth Proxy, the assigned Crown (if any) and the Deputy Chief Crown responsible for Youth Criminal Justice matters, and the Clerk of the Court shall place a copy on Crown's table in courtroom 444 on the day the dates are to be confirmed in court. If trial is scheduled by email or virtual appointment the same morning the dates are to be confirmed, the trial coordinator shall distribute the Scheduling Notice to the Crown and the Clerk of the Court in courtroom 444.
8. If trial is scheduled by in-person appointment at the trial coordinator's counter, the trial coordinator shall give copies of the Scheduling Notice to each defence counsel and to the Crown (if present), and email copies to the Crown's Youth Proxy, the assigned Crown (if any) and the Deputy Chief Crown responsible for Youth Criminal Justice matters. If trial is scheduled at the counter the same morning the dates are to be confirmed in court, the trial coordinator shall give defence counsel copies of the Scheduling Notice to distribute to the Crown and the Clerk of the Court in courtroom 444.

Dated this 8th day of December, 2025



David Hancock

Assistant Chief Justice

Alberta Court of Justice

Edmonton Family & Youth Division

YOUTH TRIAL BOOKING FORM

DATE SUBMITTED: _____

1. ASSIGNED CROWN: Yes No If yes, name: _____

FILE NUMBER: _____

JUSTICE SEIZED/DISQUALIFIED? Yes No If yes, name: _____

NEXT COURT APPEARANCE: _____

2. ACCUSED/CO-ACCUSED

a) _____ D.O.B In Custody? YIN

Defence Counsel: _____

Email: _____

b) _____ D.O.B In Custody? Y/N

Defence Counsel: _____

Email: _____

3. TRIAL TIME

Crown Estimate _____

Defence Agrees: Yes No

Defence Requires Additional Time: _____

4. DEFENCE AVAILABILITY (Dates for trial/mutually available dates of co-accused):

5. ALL CROWN AVAILABLE DATES:

6. DEFENCE AVAILABILITY FOR PRE-TRIAL CONFERENCE (required for trials longer than one day) (12 weeks prior to trial for sexual assault matters and 7 weeks prior to trial for all other matters)

7. CROWN OR DEFENCE DETAILED EXPLANATION IF NO MUTUAL AVAILABILITY WITHIN THE NEXT 6 MONTHS, OR IF JORDAN CONSIDERATIONS ARE ENGAGED:

8. ARE ANY ADDITIONAL APPLICATIONS TO BE SCHEDULED:

9. ALL AVAILABLE COURT TRIAL DATES, regardless of Crown or Defence availability: (Trial Coordinator *s Use Only)

Trial Coordinator

(Attach additional page if more space is needed)