



Alberta Court of Justice

Practice Note: Pre-Trial and Pre-Preliminary Hearing Conferences

Effective: February 1, 2025

This Practice Note replaces Paragraphs 2, 3 and 4 of Criminal Rules Practice Directive dated September 1, 2021 as it applies to Edmonton Criminal Division.

Pre-Trial and Pre-Preliminary Hearing Conferences

Purpose

This Practice Note applies to any trial or preliminary hearing scheduled after February 1, 2025.

Procedure

1. All trials or preliminary hearings that are scheduled to last three (3) days or longer will require a pre-trial conference or pre-preliminary conference (referred to hereafter as a “case conference”) unless both counsel agree that a case conference need not be held. Where a case conference is not required, counsel will contact PTC.EdmAdult@albertacourts.ca, a minimum of six (6) weeks before the preliminary inquiry/trial date.
2. Despite paragraph 1, a case conference will be held for a trial or preliminary hearing shorter than three (3) days at the request of counsel for the Crown or the Defense or where directed by a Justice. Requests may be sent to PTC.EdmAdult@albertacourts.ca.
3. Where the accused is not represented by counsel, case conferences will be held in open Court and booked through the CMO.
4. Where the accused is represented by counsel, case conferences will be booked through Justices Chambers, conducted by video Webex and begin at 8:30 a.m.
5. Counsel may request a case conference in open Court through the CMO or in person in Justices Chambers, in exceptional circumstances.
6. Justices Chambers will contact counsel to book case conferences, once only. After being notified, however, it is the responsibility of counsel, not the Court, to ensure that case conferences are ultimately booked a minimum of six (6) weeks in advance of the hearing

7. Counsel are required to complete and submit to PTC.EdmAdult@albertacourts.ca the Joint Counsel Form (posted on the Court's website) three (3) days in advance of the case conference.
8. Agents may only attend case conferences with leave of the Court obtained in advance.
9. Where a deadline is set by the Justice at a case conference, counsel are required to report back to that Justice whether the deadline has been met or not met.

Dated this 21st day of January, 2025
The Honourable J. L. Lester
Assistant Chief Justice
Alberta Court of Justice
Edmonton Criminal Division