

June 25, 2018

**Judicial Dispute Resolution Booking Procedures
Calgary & Edmonton
Fall Term (September – December 2018)**

The following procedures will apply for this purpose, as follows:

1. The list of available dates and assigned JDR Justices for EDMONTON and CALGARY have now been posted on this web site.
2. **Please Note:** Family Law JDR's are only available on **Tuesdays before the Family Resolution Judge** pursuant to the June 20, 2018, Notice to the Profession & Public – Family Resolution Project & Mandatory Family Pre-Trial Conferences (NPP #2018-03) which is available at [here](#).
3. No bookings will be permitted until 7:30 am on Tuesday, July 3, 2018.
4. Bookings **must**:
 - a. be made by completing, in full, the JDR Booking Request Form, which is located on the Alberta Courts Website **Please note that all fields on the form are mandatory. As such, if the form is not completed in full, it cannot be submitted.
 - b. e-mail and the attached request form must relate to one JDR only
 - c. please submit your request only on the date in which your priority falls under.
5. Booking priority will be given per Notice to the Profession #2013-2 of April 29, 2013 as outlined below:
 - a. for the first 24 hours, July 3, 2018, 2018 - Family Law
 - b. for the next 24 hours, July 4, 2018, those added to the “wait list” in the first three months of the last Fall or Spring terms.
 - c. for the next 24 hours, July 5, 2018, all others that are ready for trial (with a filed or unfilled form 37, duly executed by all parties attached); and
 - d. for the next 24 hours, July 6, 2018 and subsequent days, any case.

Note: Please indicate in your “SUBJECT” line upon which priority/ies you will be relying and a brief Style of Cause and action number.

Note: If the case has been previously “wait listed”, please provide the JDR coordinator with a copy of the previous request.

6. Forms received prior to the 7:30am booking start time will not be considered and may be deleted. The JDR Coordinator will be in touch with booking parties within 3 weeks after booking commences to advise you of whether and when your matter has been booked, so please provide all contact information in your booking form.
7. If you have any questions about the above, address them to:
 - Calgary - JDRBookingsCalgary@albertacourts.ca
 - Edmonton - JDRBookingsEdmonton@albertacourts.ca