**Judicial Centre of** Select a Centre from the list

**Trial / Summary Trial / Oral Hearing - Booking Request Form**

**Type of Hearing being requested:** Click to Select

**Action Number(s):** Enter Action Number(s)

**Style of Cause:** Enter Style of Cause

**Parties and Contact Information:**

**Indicate names of counsel and contact information (including e-mail addresses) for ALL PARTIES.**

|  |  |
| --- | --- |
| **Indicate:****Name of Each** **Party and Name of Counsel (if represented)**  | **Indicate:****Address, Phone #, E-mail** **for both Party and Counsel (if represented)** |
| Click here to enter details | Click here to enter details |
| Click here to enter details | Click here to enter details |

***If additional parties are required, click:* **

**Requested Date:** Click here to select date **Alternate Date:** Click here to select date

**Is this date being scheduled with the consent of all parties? Yes** [ ]  **No** [ ]

*\*If you do not have consent of all parties, a court order dispensing with consent is required before a date can be scheduled\**

**Amount of time required:** Click here to enter details

**Nature of Hearing:** Click here to enter details

**Has this matter been ordered to trial or has a Form 37 Request to Schedule Trial Date been filed?**

 **Yes** [ ]  **No** [ ]

 **If so, indicate the date the Order or Form 37 was filed:** Click here to select date

* **[attach a filed copy]**

**Has Alternative Dispute Resolution (“ADR”) been completed? Yes** [ ]  **No** [ ]

This is required if a trial was ordered/requested on or after September 1, 2019 per the [Notice to the Profession #2019-03 dated July 2, 2019](https://www.albertacourts.ca/docs/default-source/qb/npp/notice-to-the-profession-public-2019-03-lifting-suspension-of-adr.pdf?sfvrsn=f5abb380_6). If private ADR has been completed, **please attach a letter confirming same**.

**Has a Family Pre-Trial Conference been completed? Yes** [ ]  **No** [ ]

This is required for family and divorce trials being scheduled for 3 days or longer or involves a Self-Represented Litigant that was ordered/requested on or after September 1, 2019 per the [Notice to the Profession #2018-03 dated June 20, 2018](https://www.albertacourts.ca/docs/default-source/qb/npp/2018-03_family_resolution_project.pdf?sfvrsn=e613a480_6)

**Has an Oral Hearing Order been filed directing this matter to proceed to a hearing with *viva voce* evidence?**

 **Yes** [ ]  **No** [ ]

 **If so, indicate the date the Order was filed:** Click here to select date

* **[attach a filed copy]**

**Please list any Justice/Applications Judge that are disqualified from hearing this application:**

Click here to enter details

**Party Submitting Request:** Click here to enter details

**E-mail:** Click here to enter e-mail

**Phone Number:** Click here to enter phone number

**Form Submission:**

Please submit this form and any applicable orders to the Court Coordinator below for the Judicial Centre of your booking:

Calgary **Civil** Trial/Streamlined Trial/Oral Hearing: CivilCoordinator.QBCalgary@albertacourts.ca

Calgary **Family** Trial/Streamlined Trial/Oral Hearing: Familytrialcoordinator.kb@albertacourts.ca

Edmonton **Civil** Trial/Streamlined Trial/Oral Hearing: CivilCoordinator.QBEdmonton@albertacourts.ca

Edmonton **Family** Trial/Streamlined Trial/Oral Hearing: Familytrialcoordinator.kb@albertacourts.ca

Drumheller: DrumhellerCourtCoordinator.KBJ@albertacourts.ca

Fort McMurray: FortMcMurrayCourtCoordinator@albertacourts.ca

Grande Prairie: GrandePrairieCourtCoordinator.KBJ@albertacourts.ca

Hinton: HintonCourtCoordinator.KBJ@albertacourts.ca

Lethbridge: LethbridgeCourtCoordinator.KBJ@albertacourts.ca

Medicine Hat: MedicineHatCourtCoordinator.KBJ@albertacourts.ca

Peace River: PeaceRiverCourtCoordinator.KBJ@albertacourts.ca

High Level: HighLevelCourtCoordinator.KBJ@albertacourts.ca

Red Deer: RedDeerCourtCoordinator.KBJ@albertacourts.ca

St. Paul: StPaulCourtCoordinator.KBJ@albertacourts.ca

Wetaskiwin: WetaskiwinCourtCoordinator.KBJ@albertacourts.ca

**Upon submission of this form, you will receive an e-mail confirmation from the Court Coordinator once your booking is confirmed. Please allow up to 48 hours for a reply.**