



Action Number:  
Your file number will appear here

# Provincial Court of Alberta (Civil)

PLAINTIFF(S) All parties names will display here. If there are any Third Parties their names will also be displayed along with the title for THIRD PARTY  
DEFENDANT(S)  
DOCUMENT NOTICE OF PRE-TRIAL CONFERENCE

The Court has directed that before this action is scheduled for trial, the parties will meet with a Judge in a Pre-Trial Conference. It is expected that the parties will make every effort to settle the action at the Pre-Trial Conference.

You must attend the Pre-Trial Conference on:

DATE AND TIME:  
WHERE:

This section will tell you all the details of when you are required to attend court.

ROOM:

\*\* Any additional information from the court may appear here

If you reside outside of the Court location, please contact the Court office as soon as you receive this Notice at Base Court # in order for the Court to determine if you are able to attend by telephone conference.

All parties must attend, even if they are represented by counsel or agents. Witnesses are not permitted at the Pre-Trial Conference. If an interpreter is needed, it is your responsibility to make the necessary arrangements for a qualified interpreter to attend at your expense.

At least 14 days prior to the Pre-Trial Conference date, the parties must exchange all records on each of the other parties at their address for service. For a description of records read the attached Important Notice to Parties.

No party shall record the Pre-Trial Conference without the permission of the Court.

If the action is not settled at the Pre-Trial Conference, the Court may impose deadlines regarding preparations for trial, or parties may consent to a Binding Judicial Dispute Resolution to have an immediate decision made by the Judge, which cannot be appealed.

Settlement is encouraged between the parties before the Pre-Trial Conference. Should the action settle prior to the Pre-Trial Conference date you must contact the Court office as soon as possible.

Any inquiries may be directed to the Court office at: This will always display the Base Court number

**WARNING:**  
If you fail to appear at the Pre-Trial Conference, your Civil Claim, Dispute Note, Counterclaim or other pleading may be struck and Judgment may be entered against you.

Dated on November 19, 2018 at Edmonton, Alberta Base Court information

\_\_\_\_\_  
Clerk of the Provincial Court

## IMPORTANT NOTICE TO PARTIES

## Customized Notice to Parties for the Pre-Trial Conference

The Pre-Trial Conference is an informal process intended to assist the parties with reviewing the facts, helping to identify those facts that are agreed upon or are in dispute and clarifying the issues between the parties. It is expected that the parties will make every effort to settle the action at the Pre-Trial Conference. Settlement discussions allow all parties to have a say in the outcome. If a settlement is not reached, the discussions will assist the Judge in directing how the action is to proceed to trial.

1. **Settlement prior to the Pre-Trial Conference:**

If the parties settle the action, you must contact the Court office prior to the Pre-Trial Conference.

2. **Preparing for the Pre-Trial Conference:**

- A) Exchange records with all other parties as directed in the Notice of Pre-Trial Conference. "Records" include documents, contracts, cheques, invoices, letters, receipts, repair estimates, photographs or videos, printouts of any emails or other electronic messages, duplicate copies or transcripts of any voice mail messages, or any other materials that relate to this action. Bring these records with you to the Pre-Trial Conference. You should also bring a copy for the Court.
- B) Review your records and those that are provided to you by the other parties
- C) Do not bring any witnesses.

3. **Pre-Trial Conference Etiquette:**

- A) Security measures are in effect at the Courthouse. Ensure that you arrive in sufficient time to clear security and be on time for the Pre-Trial Conference.
- B) Cell phones must be turned off.
- C) No person shall record the Pre-Trial Conference.
- D) Speak calmly and clearly; do not interrupt others.
- E) Address the Judge as "Your honour", Legal Counsel as, "Mr.\_\_\_\_" or "Ms.\_\_\_\_" and the Court Clerk as "Master Clerk" or "Madam Clerk"

4. **What to expect at the Pre-Trial Conference:**

- A) Depending on the Court location, the Pre-Trial Conference will take place either in a courtroom or conference room.
- B) Discussion regarding settlement and trial preparation.

5. **Settlement at the Pre-Trial Conference:**

- A) If a settlement is reached, the parties may sign an agreement called Settlement Agreement, or the Judge may issue an Order outlining the terms of the settlement.
- B) When the terms of the Settlement Agreement are fulfilled or if required by the terms of the Order, a Notice of Withdrawal of the Civil Claim and / or Counterclaim must be filed.

6. **If the action is not settled at the Pre-Trial Conference:**

- A) The Judge may issue an Order outlining the requirements that the parties must complete in preparation for trial.
- B) The Judge will determine the amount of time required for the trial and schedule the trial date.
- C) The parties may consent to a Binding Judicial Dispute Resolution and have an immediate decision made by the Judge which cannot be appealed.

For more help, visit the Provincial Court Civil website at <https://www.albertacourts.ca/pc/areas-of-law/civil> you will find information on court processes and videos to assist you.