

# Appendix 5 – Draft Trial Readiness Form

## Trial Readiness Form

Provincial Court Family Rules

Registry location:	
Court File Number:	

1. My name is *[full name of party]*
2. Select whichever option is correct
  - I will be self-represented for the trial
  - I will be represented by the following lawyer at my trial: *[full name of lawyer]*
3. The other party is *[full name of other party/parties]*
4. Complete only if applicable. You may leave this section blank.  
The lawyer for the child(ren) is: *[full name of lawyer]*
5. The following issues are to be determined at trial:
  - parental responsibilities
  - parenting time
  - child support
  - contact with a child
  - guardianship of a child
  - spousal support
  - protection order
  - extraordinary parenting matter (*specify*):
  - relocation
  - other (*specify*):
6. The trial has been scheduled for the following date(s): *[Month Day(s), Year]*  
*Note: If no trial date has been scheduled please indicate 'Not Applicable' or 'N/A'*
7. Select whichever statement is correct
  - I am ready to proceed on the trial date
  - I will not be ready to proceed on the trial date because:  
*Explain why you will not be ready to proceed on the trial date*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. I have attended a family settlement conference  Yes  No
9. Are there ongoing settlement discussions?  Yes  No  
*If yes, is there likelihood of resolution before the trial?*  Yes  No
10. If the issue to be determined at trial includes a support issue, is your financial information on the court file current and up-to-date?  Yes  No  Not applicable
11. I have provided each other party with a copy of the information I plan to rely on during the trial, including financial information, documents, photos, and a list of witnesses?  Yes  No  
*If no, when can these be provided to the parties?*

12. Are there any outstanding disclosure issues from the other party, including financial information, documents, photos or a list of witnesses?  Yes  No

*If yes, please explain what disclosure issues are outstanding*

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13. I plan to have the following people attend as witnesses in this trial:

Names: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) \_\_\_\_\_  
(5) \_\_\_\_\_ (6) \_\_\_\_\_

14. Are there expert reports?  Yes  No  Unknown

*If yes, (a) has the report been provided to the other party?*  Yes  No

(b) will the expert be called to attend the trial to provide opinion evidence or for cross-examination?

Yes  No  Unknown

*If yes, please estimate how much time will be required at the trial:*

15. Has a report been ordered for views of the child or needs of the child under section 211?  Yes  No

*If yes, (a) has the report been completed?*  Yes  No

(b) is there a court order requiring the person who prepared the report to attend the trial?  Yes  No

16. I have confirmed all my witnesses are available for the trial date(s) OR I have served them with a Subpoena to Witness in Form 21:  Yes  No

17. Is there any witness or party who will be attending the trial who is not local?  Yes  No

18. There is an existing court order involving one or more of the parties, and/or the child(ren) about the following:

*Select all options that apply*

- interim order about the issue to be determined at trial
- order under the *Child, Family and Community Service Act*
- Supreme Court order under the *Family Law Act*
- s. 183 *Family Law Act* protection order  
Expiry date: [Month Day, Year]
- s. 810 *Criminal Code* peacebond  
Expiry date: [Month Day, Year]
- s. 515 *Criminal Code* bail order  
Expiry date: [Month Day, Year]
- Criminal Code* probation order  
Expiry date: [Month Day, Year]
- other (*specify*):
- none of the above

19. I have the following special requirements/considerations:

technology needs

*Specify:*

interpreter for *[name of party or witness]*

language *(specify):*

safety planning

*Please explain your concerns or why you need a safety plan in place*

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trial accommodations such as allowing evidence by affidavit, video or telephone attendance or other:

*Please specify*

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20. I believe this trial will take \_\_\_\_\_ hours or \_\_\_\_\_ days. *(Note: A day of court time = approximately 5 hours)*

I have reviewed the witnesses I plan to call and the information I plan to share during trial when I calculated the amount of time needed for trial  Yes  No

21. I have the following other comments relating to this trial:

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*To be completed by the Judge*

**To the Judicial Case Manager:**

trial date(s) confirmed as scheduled

trial to be set for *[hours]* hours or *[days]* days

Additional comments:

Date:

Signature of Judge: