



COURT OF QUEEN'S BENCH FOR  
SASKATCHEWAN

**ADMINISTRATIVE NOTICE**  
**Scheduling Civil Pre-Trials – Judicial Centres of Prince Albert,**  
**Regina and Saskatoon**

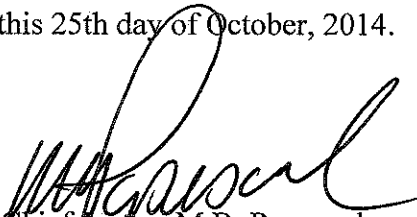
Commencing November 1, 2014, civil pre-trials in the Judicial Centres of Prince Albert and Saskatoon will be scheduled in person at scheduling meetings held by the Local Registrar at the Court House, in the same manner as the process currently being employed at the Judicial Centre in Regina. The scheduling procedures are as follows:

1. Upon receipt of either a joint request for pre-trial or direction to set a matter down for pre-trial, the local registrar will provide to each party a Notice setting out the date, time and location of the pre-trial scheduling meeting.
2. At the scheduled time, counsel or their representatives (e.g., paralegals/ legal assistants) are to appear in person to set a date for the pre-trial. Counsel whose office is located at another judicial centre may appear by phone but must be available to receive the Local Registrar's call. All other counsel or their representatives must appear in person.
3. Self represented litigants may not send a representative. Self represented litigants who reside within another judicial centre may appear by phone but must be available to receive the Local Registrar's call. All other self represented litigants must appear in person.
4. The dates available for pre-trials will be available in the scheduling room before the meeting, to allow counsel an opportunity to discuss in advance the dates they would mutually prefer their pre-trial to be held.
5. In Regina, the pre-trial scheduling meeting is held every other Monday of each month commencing at 9:00 a.m.
6. In Saskatoon, the pre-trial scheduling meeting will be held every other Tuesday of each month commencing at 9:00 a.m.

**Administrative Notice – Scheduling Civil Pre-trials**

7. In Prince Albert, the pre-trial scheduling meeting will be held the first Tuesday of each month commencing at 9:00 a.m.

This Administrative Notice is issued this 25th day of October, 2014.



Chief Justice M.D. Popescul  
Court of Queen's Bench for Saskatchewan