



COURT OF KING'S BENCH FOR  
SASKATCHEWAN

## FAMILY PRACTICE DIRECTIVE #7

### **MANDATORY PARTICIPATION IN A JUDICIAL CASE CONFERENCE BEFORE A CHAMBERS HEARING IS SCHEDULED**

**REFERENCE:** FAM-PD #7

**Effective:** November 1, 2022

**Revised:** November 1, 2023

1. This practice directive applies in the judicial centres of Saskatoon and Regina.
2. This practice directive applies to applications brought under Part 15 of *The King's Bench Rules* where proceedings have been commenced pursuant to the following:
  - a) Part 2 or 5 of *The Children's Law Act, 2020*, other than a hearing pursuant to section 21 of that Act;
  - b) *The Family Maintenance Act, 1997*;
  - c) *The Family Property Act*; or
  - d) *The Divorce Act (Canada)*.
3. Commencing on the effective date, applications to which this practice directive applies must be accompanied by a Certificate of Compliance with Practice Directive #7 in attached Form FAM-PD #7-1.
4. Unless otherwise exempted by court order or this practice directive, commencing on the effective date, applications to which this practice directive applies shall abide by the following practices and procedures:
  - a) Before a matter can be scheduled for a chambers hearing, the parties shall participate in a Judicial Case Conference [JCC].
  - b) Unless otherwise ordered, the parties shall not file or serve application documents or affidavit materials in advance of a JCC.
  - c) To schedule a JCC, a party shall serve and file a Request for Judicial Case Conference using attached Form FAM-PD #7-2 identifying the relief being sought, and appending a draft order. The party requesting a JCC must serve the opposing party with the Request for Judicial Case

Conference at least three (3) days before it is filed with the Court.

- d) If a party is served with a Request for Judicial Case Conference from the opposing party and wishes to raise their own request for relief, they may serve and file a separate Request for Judicial Case Conference using the attached form identifying the relief being sought.
- e) If the parties agree to seek relief from the Court, they may file a Joint Request for Judicial Case Conference using attached Form FAM-PD #7-3.
- f) The Court will review the filed Request for Judicial Case Conference to determine whether a JCC should be scheduled. If so, a date and time will be set for a JCC. If the Court determines that a JCC should not be scheduled, the Court will provide further directions.
- g) Once a JCC is scheduled, the Court will provide the requesting party with a Notice of Judicial Case Conference in attached Form FAM-PD #7-4. Unless otherwise ordered, the requesting party shall serve a copy of the Notice on the opposing party/parties at least seven (7) days prior to the date scheduled for the JCC and file proof of same.
- h) At least two (2) days prior to the date scheduled for the JCC, each party shall serve and file a Judicial Case Conference Appearance Memo in attached Form FAM-PD #7-5.
- i) At the JCC:
  - i. The participants may consider:
    - A. compliance with Part 15 of *The King's Bench Rules* respecting disclosure or otherwise;
    - B. dispute resolution possibilities, the process for them and how they can be facilitated;
    - C. simplification or clarification of a claim, a pleading, a question, an issue, an application or a proceeding;
    - D. setting or adjusting dates by which a stage or a step in the action is expected to be complete;
    - E. case management by a judge;
    - F. practice, procedural or other issues or questions and how to resolve them;
    - G. any other matter that may aid in the resolution or facilitate the resolution of a claim, application or proceeding or otherwise

meet the purpose and intention of the rules described in Rule 15-3.

- ii. The presiding judge may:
    - A. make a procedural order;
    - B. make a substantive order with the consent of the parties;
    - C. schedule another JCC;
    - D. set a date and time for a chambers hearing including making an order identifying the issues in dispute, setting filing deadlines, providing direction on the materials to be filed, and setting time limits for oral arguments;
    - E. set a date and time for a summary judgment hearing; and/or
    - F. direct that the local registrar schedule a pre-trial settlement conference or trial.
  - j) The clerk will endorse the judge's decision on the file at the conclusion of the JCC. A copy of the endorsement will be sent to the parties at their address for service.
  - k) If another JCC is scheduled by the presiding judge, in addition to complying with any order made by the presiding judge, each party shall serve and file an updated Judicial Case Conference Appearance Memo in attached Form FAM-PD #7-5 at least two (2) days prior to the JCC.
  - l) If a chambers hearing is scheduled by the presiding judge, in addition to complying with any order made by the presiding judge, each party shall also comply with Part 15 of *The King's Bench Rules* and FAM-PD #6.
  - m) If the presiding judge directs the local registrar to schedule a summary judgment hearing, pre-trial conference or trial, in addition to complying with any order made by the presiding judge, each party shall also comply with Part 15 of *The King's Bench Rules* and FAM-PD#6.
5. Unless otherwise ordered, the following applications are exempt from the JCC process prescribed at paragraph 4 of this practice directive:
- a) Applications without notice in the following circumstances:
    - i. where urgent relief is being sought, including where there is a risk of immediate harm to a party or a child, the removal of a child and/or loss or destruction of property. Such applications shall continue to be brought before the Court pursuant to the process outlined in Part 15, Division 3, Subdivision 3 of *The King's Bench Rules*;
    - ii. where direction is sought respecting the service of documents. Such

- applications shall continue to be brought before the Court pursuant to the process outlined in Rule 15-7 and Part 12 of *The King's Bench Rules*;
- iii. where a party or the parties seek to issue a petition or co-petition without the necessity of filing a certificate of the marriage or registration of the marriage, a financial statement, or a property statement; and
  - iv. where a party is applying for uncontested interim relief. Such applications shall continue to be brought before the Court pursuant to the process outlined in Part 15, Division 3, Subdivision 3 of *The King's Bench Rules*;
- b) Applications for judgment in uncontested matters. Such applications shall continue to be brought before the Court pursuant to Rule 15-42 and the process outlined in Part 15, Division 6, Subdivision 1 of *The King's Bench Rules*;
- c) Proceedings in which the application is the document commencing a family proceeding. This includes:
- i. Applications for corollary relief made pursuant to Rule 15-24 and the process outlined in Part 15, Division 2, Subdivision 3 of *The King's Bench Rules*; and
  - ii. Applications for variation of a final order made pursuant to Rule 15-26 and the process outlined in Part 15, Division 2, Subdivision 4 of *The King's Bench Rules*;
6. JCCs are subject to Rules 9-33 and 9-34(2) of *The King's Bench Rules* and as such:
- a) No person shall record by any device, machine, or system the JCC:
    - i. without leave of the presiding judge; and
    - ii. except as provided by The Evidence Act or any order issued pursuant to that Act.
  - b) Any recording of a JCC does not form part of the Court record, and no access to these recordings shall be granted by the Court to any party, lawyer of record, member of the media, or member of the public.
7. Attached as Appendix "A" is Reference FAM-PD #7A - "A Guide to Judicial Case Conferences".
8. Attached as Appendix "B" is Form FAM-PD #7-1 - "Certificate of Compliance with Practice Directive #7".

9. Attached as Appendix “C” is Form FAM-PD #7-2 - “Request for Judicial Case Conference”.
10. Attached as Appendix “D” is Form FAM-PD #7-3 - “Joint Request for Judicial Case Conference”.
11. Attached as Appendix “E” is Form FAM-PD #7-4 - “Notice of Judicial Case Conference”.
12. Attached as Appendix “F” is Form FAM-PD #7-5 - “Judicial Case Conference Appearance Memo”.

Chief Justice M.D. Popescul  
Court of King’s Bench for Saskatchewan

**APPENDIX A - REFERENCE FAM-PD #7A  
(Family Practice Directive #7)**

**A GUIDE TO JUDICIAL CASE CONFERENCES**

**What is a Judicial Case Conference?**

A Judicial Case Conference [JCC] is a formal meeting between a judge of the Court and the parties to a family law proceeding, and/or their lawyers if they are represented. A JCC provides an early opportunity for the parties, with the assistance of a judge, to discuss ways in which some or all of the issues may be resolved other than by further litigation. If further litigation is necessary, the JCC provides an opportunity to put a plan in place that will ensure the application is heard and a decision is made in a just, timely and cost-efficient manner.

**When do I need to participate in a JCC?**

Commencing on November 1, 2022 [Effective Date], before a contested matter can be scheduled for a chambers hearing in the Judicial Centres of Saskatoon or Regina, the parties may be required to participate in a JCC. There are some proceedings where a JCC is not required: see Family Practice Directive #7 (FAM-PD #7).

Parties should not request a JCC until they have determined that the matter cannot be resolved without assistance from the court, and that all applicable prerequisites have been met. They will then be in a position for meaningful interaction with the judge at a JCC.

**What if my Application was Adjourned *Sine Die* prior to the Effective Date?**

If your matter was adjourned *sine die* prior to the Effective Date, being November 1, 2022, you are required to participate in a JCC if your application is one to which FAM-PD #7 applies.

**How do I obtain a date for a JCC?**

To obtain a JCC date, you must file a “Request for a Judicial Case Conference” in Form FAM-PD #7-2 along with a draft order. The Request for a Judicial Case Conference must be signed by the party; a lawyer cannot sign on behalf of their client. A completed copy of the form must be served on the opposing party at least three (3) days before it is filed in court.

It may be possible that you and the opposing party agree that a JCC is necessary even

if you cannot agree on how to resolve the legal issues between you. In that event, you can file a “Joint Request for a Judicial Case Conference” in Form FAM-PD #7-3.

Once a Request form is filed with the court, a judge will review it to determine whether a JCC should be scheduled. If the judge is not satisfied that the prerequisites have been met, the judge may refuse to schedule a JCC. In that event, the judge will make an endorsement on the court file directing that further steps be taken by the requesting party. A copy of that endorsement will be sent to you by the court.

If the judge is satisfied that a JCC should be scheduled, the court will provide you with a “Notice of Judicial Case Conference” in Form FAM-PD #7-4 identifying the date and time of the JCC. The requesting party is required to serve a copy of the Notice on the opposing party/parties and file proof of service with the court.

### **What if I am seeking urgent relief?**

FAM-PD #7 does not apply where urgent relief is required. This includes situations where there is risk of immediate harm to a party or a child, the removal of the child, or loss or destruction of property. An application seeking urgent relief may proceed to the court as a “without notice application” in the manner currently prescribed by Part 15 of *The King’s Bench Rules*.

Once the without notice application has been determined, the hearing judge may then direct that the parties proceed to a JCC. In that event, a “Notice of Judicial Case Conference” will be provided to the applicant by the court. Moreover, any further non-urgent matters will be expected to follow the process outlined in FAM-PD #7.

### **What if I am only seeking procedural relief?**

Applications for procedural matters, such as those that are contemplated by a Notice of Application for Procedural Matters (Form 15-40) or an Appearance Day Application (Form 15-36), are included in Practice Directive #7. As such, the applying party is required to request a JCC.

That said, the JCC judge has the authority to make procedural orders, including ordering a party to comply with *The King’s Bench Rules* and setting deadlines for the filing of materials. This may negate the need for the procedural issue to proceed to chambers.

### **Where does a JCC take place and am I required to attend in person?**

The JCC will take place in a courtroom before a judge. A clerk will also be present to record any order made by the judge and to assist with scheduling any further JCCs or chambers hearings, as may be ordered by the judge.

If you are represented by a lawyer, your lawyer can typically attend on your behalf, although the judge may require represented parties to be present. If you are not represented by a lawyer, you are required to attend in person unless leave is granted to appear by phone in advance of the JCC date. If you wish to request leave to appear by phone, you may send your request by email to the Family Law Screening Officer at least one (1) day prior to the date set for the JCC.

JCCs will proceed every Thursday and Friday. There will be an afternoon list on Thursday and a morning and afternoon list on Friday. There will be more than one JCC set at the same time and matters will proceed in the order directed by the presiding judge. The courtroom will be open to the public. Parties, or their lawyers if represented, are expected to be present at the time set and wait until their matter is called. If the court gives you leave to attend by phone, you must ensure that you are available to accept the call.

Although the JCC will be recorded by the court, the parties are not permitted to have a copy of the recording. Further, as with all court proceedings, parties and lawyers are not permitted to make their own recording.

### **What if I do not attend on the date set for the JCC ?**

It is mandatory that you attend the JCC or make arrangements for a lawyer to attend on your behalf. The JCC judge may make an order against a party who fails to attend a JCC without reasonable excuse. For example, if you are the party requesting the JCC and you fail to attend, the judge may direct that no further case conference be scheduled without renewing your request or may make an order in your absence without further notice to you. Costs may also be awarded against you. If you are the opposing party and you fail to attend, the judge may make an order in your absence without further notice to you. Costs may also be awarded against you.

### **What if I want to adjourn the JCC?**

If you want to adjourn the JCC, you should attempt to obtain the opposing party's consent. If all parties consent to adjourn the JCC, you must notify the court and arrange for a new date and time to be set. This can be done by contacting the Family Law Screening Officer at least one (1) day prior to the date set for the JCC.

If you want to adjourn the JCC but the other party will not agree, you should advise the court that you wish to seek an adjournment in your Judicial Case Conference Memo in form FAM PD #7-5 and be prepared to speak to the issue at the start of the case conference.



## What happens at a JCC?

There are a number of topics that you can expect to be discussed at the JCC along with orders that may be made by the presiding judge. For example:

1. Identifying the issues in dispute:

The judge will ask you to describe the relief you are asking for and identify what issues are in dispute. If the parties agree on some of the issues, the judge may grant a consent order respecting those issues if the judge is satisfied there is a sufficient evidentiary basis to do so.

2. Discussing resolution options and processes:

Parties are expected to try to resolve matters on their own before they come to court. The judge will ask what steps have been taken to resolve the issues out of court. These may include settlement meetings between the parties and their lawyers, mediation through the Dispute Resolution Office or a private family mediator, the use of a divorce coach or parenting coordinator and family or coparenting counselling. The judge may also ask you to consider other options available to resolve the disputed issues without recourse to a hearing. The judge may also adjourn the JCC and direct that you participate in a specific dispute resolution process before you can come back to court.

3. Ensuring all requirements are met:

Parties are expected to meet a number of requirements before they seek an order from the court. This includes compliance with the mandatory family dispute resolution requirements pursuant to s. 7-4 of *The King's Bench Act*, SS 2023, c 28. It may also include the completion of the parenting education program pursuant to s. 8-1 of *The King's Bench Act*, where parenting or child support is in issue.

There are also procedural requirements mandated by *The King's Bench Rules*, including the close of pleadings or disclosure. For example, if a claim is made for spousal support or child support, parties are required to serve and file a Financial Statement in Form 15-47 in accordance with Rule 15-47 and Rule 15-48. Likewise, if a claim is made for property, the parties are required to serve and file a Property Statement in Form 15-49 in accordance with Rule 15-49 and Rule 15-50.

The judge may make orders to ensure compliance with these requirements before a matter is allowed to proceed.

4. Determining whether a chambers hearing is required and directing steps to manage that hearing:

If there are issues in dispute that require a chambers hearing, the presiding judge may identify those issues, grant leave to file an application in chambers and set a hearing date. In that event, the judge may also provide directions to ensure that the application(s) is/are ready to proceed on the date set for hearing. This might include setting deadlines for the service and filing of affidavit materials and other evidence as well as time limits on the length of oral arguments at the chambers hearing.

This is not an exhaustive list of what might be discussed at a JCC. The judge has the authority to initiate a discussion on any matter that may aid in the resolution of the issues in dispute or otherwise meet the purpose and intention of the Foundational Rules described in Rules 1-3 and 15-3.

In addition, while the JCC will be an opportunity to have a general discussion about the case including possible outcomes, it is not intended to be a settlement conference. A one-day pre-trial settlement conference remains available to litigants and may be directed by the judge.

The judge will not be seized with the matter but may endeavour to schedule the matter back before himself or herself. The JCC judge may also be the chambers hearing judge or trial judge.

### **Am I required to file any information or documents in advance of the JCC?**

You are required to serve and file a “Judicial Case Conference Appearance Memo” in form FAM-PD #7-5 at least two (2) days prior to the date scheduled for the JCC. In addition, all parties are required to comply with the disclosure requirements set out in *The King’s Bench Rules* (see Rules 15-47 to 15-50).

On the other hand, parties *shall not* serve and file a notice of application or any affidavits in support of an application prior to the JCC. The added cost, delay and conflict often associated with the preparation and service of such documents may become unnecessary depending on the direction provided by the judge at the JCC.

### **How will I know what to do after the JCC?**

The JCC judge will make an oral decision at the conclusion of the JCC. The clerk will ensure that the judge’s decision is endorsed on the file and that a copy is sent to the parties. This will serve as your guide to the next steps in the proceeding.

For example, if there are unresolved prerequisites or procedural orders to be complied with, the judge may make an order that must be complied with and set a further JCC to monitor that compliance. If the matter is ready to proceed, the JCC judge may schedule a chambers hearing or direct that the matter proceed to a pre-trial settlement conference.

### **When do I need to file a Certificate of Compliance?**

If you file an application on a matter to which the practice directive applies, you must also file a Certificate of Compliance in Form FAM-PD #7-1 confirming that the court has given you leave to proceed, or alternatively confirming that the application is exempt from the JCC process.

### **What happens if I try to file an application without a Certificate of Compliance ?**

If you file an application on a matter to which the practice directive applies, but do not file a Certificate of Compliance in Form FAM-PD #7-1, the registry office will reject the application. The matter will not be added to the chambers list or directed to a judge. The documents will either be returned or destroyed. A party who has had their application rejected is responsible for notifying any opposing party who was served with the application that it was rejected by the registry office. Costs may be ordered against a party who fails to do so.

### **Will the JCC add delays and/or costs to the Court process?**

The purpose of the JCC is to streamline the court process and reduce court costs. Some of the ways in which the JCC achieves this purpose are:

1. Many procedural issues can be dealt with without the costs and/or time associated with drafting a formal application, affidavit(s), and other supporting documentation. For instance, the JCC judge may impose deadlines on the filing of certain documents and adjourn the JCC to monitor compliance.
2. By meeting with the parties early in the process, it may be possible to narrow the legal issues in dispute. The parties may not be in full agreement at a JCC, but they may agree on one or more issues, negating the need to litigate these issues. This reduces both the number of applications and the length of affidavit(s) filed for the issues requiring adjudication.

Allegations made in affidavits can unnecessarily increase conflict between the parties. This increased conflict can prolong the time and/or cost to resolve legal issues.

3. While a JCC judge will not make substantive orders at the JCC without consent of the parties, the judge may provide comments to the parties about the relief being sought that assists them in resolving their legal issues. The JCC judge may also raise issues respecting the court's jurisdiction or redirect the parties to a process that eliminates the need for a costly chambers hearing.
4. Under the current procedure, a chambers application is rarely ruled upon on the first chambers hearing date. Adjournments often occur due to one or more of the parties being unprepared for the application to proceed. The JCC process is intended to reduce the number of adjournments.

### Additional Resources

For additional family law resources and information, please contact PLEA at <https://www.plea.org/> or the Family Law Information Centre at 1-888-218-2822 or [familylaw@gov.sk.ca](mailto:familylaw@gov.sk.ca).

#### INFORMATION NOTE

Family Practice Directive #7 can be found at the following link: <https://sasklawcourts.ca/kings-bench/rules-practice-directives/>. Family Practice Directive #7 and the Guide to Judicial Case Conferences are also available in the Registrar's Offices in Saskatoon and Regina.

*The King's Bench Rules* can be found at the following link: <https://sasklawcourts.ca/queens-bench/rules-practice-directives/>.

If you have questions or require information about the JCC process, or wish to adjourn the JCC with the consent of all parties, please contact the Family Law Screening Officer in the appropriate judicial centre:

Saskatoon	Regina
Brenden Prokopchuk Email: <a href="mailto:brenden.prokopchuk@gov.sk.ca">brenden.prokopchuk@gov.sk.ca</a> Phone: 306-933-7303 Fax: 306-933-5703	Carly Sigda-Holyoak Email: <a href="mailto:carly.sigdaholyoak@gov.sk.ca">carly.sigdaholyoak@gov.sk.ca</a> Phone: 306-787-5418 Fax: 306-787-7217

If you have questions or need information about family violence and supports for people experiencing family violence, please contact the Family Law Screening Officer to book an intake assessment.

**APPENDIX B - FORM FAM-PD #7-1**  
(Family Practice Directive #7)

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN

(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER \_\_\_\_\_

RESPONDENT \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE WITH PRACTICE DIRECTIVE #7**  
*(PARTICIPATION IN A JUDICIAL CASE CONFERENCE)*

I, \_\_\_\_\_, a party to this family law proceeding, seek to file the appended application to be heard in chambers on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

I am aware of Family Practice Directive #7 and certify as follows:

- A court order was granted by Justice \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_:
- allowing this application to be made without the requirement to attend a Judicial Case Conference; or
- granting leave following a Judicial Case Conference to proceed in Chambers on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

*or*

- The Application falls under one or more of the exemptions outlined in Family Practice Directive #7. The exemption(s) for which this application falls under is(are):
  - The application is an exempt application without notice.
  - The application is for judgment in an uncontested matter brought pursuant to Rule 15-42 and the process outlined in Part 15, Division 6, Subdivision 1 of *The King's Bench Rules*.
  - The application is the document commencing the proceeding. This includes an application for corollary relief in Form 15-24 or an application for variation of a final order in Form 15-26.

DATED at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
*(signature of party or party's lawyer)*

\_\_\_\_\_  
*(print name of party or party's lawyer)*

**CONTACT INFORMATION AND ADDRESS FOR SERVICE**

**If prepared by a lawyer for the party:**

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address *(if any)*: \_\_\_\_\_

*or*

**If the party is self-represented:**

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

Email address *(if any)*: \_\_\_\_\_

**APPENDIX C - FORM FAM-PD #7-2**  
(Family Practice Directive #7)

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING’S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER \_\_\_\_\_

RESPONDENT \_\_\_\_\_

**REQUEST FOR A JUDICIAL CASE CONFERENCE**  
(FAMILY LAW PROCEEDING)

- 1. This Request is made by: \_\_\_\_\_ (name /petitioner/respondent) and is:
  - An initiating request for a Judicial Case Conference
  - A response to a request for a Judicial Case Conference that was served on me, and:
    - No Judicial Case Conference date has been scheduled yet;
    - A Judicial Case Conference has been scheduled for \_\_\_\_\_

2. I understand that before a matter can be scheduled for a chambers hearing, the parties must participate in a judicial case conference. I intend to apply to the court for relief and request that the court schedule a judicial case conference in this matter.

3. I intend to apply to the Court for the following relief/remedy: *(Identify the relief being sought along with whether that relief is procedural, substantive, interim, final or a variation of an interim or final order.)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A draft order/judgment setting out the precise relief or remedy sought is attached.

- 4. I am asking that a judicial case conference be set on an expedited basis as the relief is time sensitive in nature:
  - NO     YES If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. A brief summary of the factual basis for the relief being sought is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The legal grounds for seeking this relief/remedy are as follows: *(Set out the statutory provision, rule, order or other legal basis on which the applicant(s) relies to justify the relief being sought.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The opposing party is \_\_\_\_\_ *(petitioner/respondent)*.

- The opposing party was served with a copy of this Request at least three days before it was filed with the court. Attached is proof of service on the opposing party, or
- The opposing party has not been served with a copy of this Notice and draft order for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

8. The following efforts have been made to resolve these issues out of court:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. The following relief is consented to by the opposing party: *(Identify the relief that you anticipate the opposing party will consent to.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Pleadings are closed: *(See Rule 15-13)*

- YES       NO      *If no, explain:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. If a claim has been made for child or spousal support, has a sworn Financial Statement in Form 15-47 been filed? *(See Rules 15-47 and 15-48 respecting when a financial statement is required.)*

- YES       NO      *If no, explain:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



12. If a claim has been made for property, has a sworn Property Statement in Form 15-49 been filed? (See Rules 15-49 and 15-50 respecting when a property statement is required.)

YES       NO      *If no, explain:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. If a claim has been made for parenting or child support, the parties have attended the Parenting After Separation course within the last 24 months:

Petitioner       YES       NO

Respondent       YES       NO

14. The parties have complied with the family dispute resolution requirements pursuant to s. 7-4 of *The King’s Bench Act*, SS 2023, c 28?

YES       NO

If no, why not?

\_\_\_\_\_

If you are seeking an exemption, what is the basis of your request:

\_\_\_\_\_

15. The following is a summary of other related proceedings and applications pending in this action:

a) Other case conferences pending:

- none
- returnable on \_\_\_\_\_

b) Chambers applications pending:

- none
- returnable on \_\_\_\_\_
- reserved on \_\_\_\_\_ by Justice \_\_\_\_\_

c) Pre-trial:       Not scheduled       Scheduled for: \_\_\_\_\_

d) Trial:       Not scheduled       Scheduled for: \_\_\_\_\_

- e) Are there any other legal proceedings (including criminal, family, family or interpersonal violence, and/or Child and Family Services) involving these parties in any other Court?

- none
- yes (provide particulars):
- 

16. I understand that once a date is set for a judicial case conference, the court will send me a Notice of Judicial Case Conference that I will be required to serve on the opposing party prior to the date set for the judicial case conference.

17. I understand that if I am represented by a lawyer, my lawyer can attend the judicial case conference on my behalf unless I am ordered by the judge to be personally present. If I am self-represented, I will be required to attend the judicial case conference in person unless leave to participate by phone is granted in advance.

18. Judicial case conferences are scheduled on Thursdays in the afternoon and Fridays in the mornings and afternoons. I am available to participate in a judicial case conference on:

- Any date set by the court; or
- First choice: \_\_\_\_\_
- Second choice: \_\_\_\_\_

19. The address where the court can provide me with the Notice of Judicial Case Conference (address for service) is as follows:

a) Where represented by a lawyer:

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_  
(set out the street address)

Telephone number: \_\_\_\_\_

Fax number (if any): \_\_\_\_\_

E-mail address (if any): \_\_\_\_\_

*or*

b) Where party is self-represented:

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_  
 (set out the street address)

Telephone number: \_\_\_\_\_

Fax number (if any): \_\_\_\_\_

Email address (if any): \_\_\_\_\_

DATED at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day  
 of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
 (signature of petitioner or respondent)

\_\_\_\_\_  
 (print name of party)

#### NOTICE TO RESPONDENT

If you have been served with a Request for a Judicial Case Conference, consult Family Practice Directive #7, which sets out the process for Judicial Case Conferences [JCC] and sets out your rights and obligations. Family Practice Directive #7 can be found at the following link: <https://sasklawcourts.ca/kings-bench/rules-practice-directives/>. Additional information on JCCs can be found in the Guide to Judicial Case Conferences at the following link: <https://sasklawcourts.ca/kings-bench/rules-practice-directives/>. Family Practice Directive #7 and the Guide to Judicial Case Conferences are also available in the Registrar's Offices in Saskatoon and Regina.

At least two days prior to the JCC, you are required to serve and file a Judicial Case Conference Appearance Memo in the form prescribed by Family Practice Directive #7.

If you have questions or require information about the JCC process, or wish to adjourn the JCC with the consent of all parties, please contact the Family Law Screening Officer in the appropriate judicial centre:

Saskatoon	Regina
Brenden Prokopchuk Email: brenden.prokopchuk@gov.sk.ca Phone: 306-933-7303 Fax: 306-933-5703	Carly Sigda-Holyoak Email: carly.sigdaholyoak@gov.sk.ca Phone: 306-787-5418 Fax: 306-787-7217

If you have questions or need information about family violence and supports for people experiencing family violence, please contact the Family Law Screening Officer to book an intake assessment.

**APPENDIX D - FORM FAM-PD #7-3**  
(Family Practice Directive #7)

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING’S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER \_\_\_\_\_

RESPONDENT \_\_\_\_\_

**JOINT REQUEST FOR A JUDICIAL CASE CONFERENCE**  
*(FAMILY LAW PROCEEDING)*

1. This Joint Request for a Judicial Case Conference is made by: \_\_\_\_\_  
\_\_\_\_\_ *(name /petitioner/respondent)* jointly. We understand that before a matter can be scheduled for a chambers hearing, the parties must participate in a judicial case conference [JCC] pursuant to Family Practice Directive #7 and request that a JCC be scheduled by the court in this matter.

2. \_\_\_\_\_ *(petitioner/respondent)* intends to apply to the Court for the following relief/remedy: *(Identify the relief being sought along with whether that relief is procedural, substantive, interim, final or a variation of an interim or final order.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A draft order/judgment setting out the precise relief or remedy sought is attached.

3. The parties ask that a JCC be set on an expedited basis as the relief is time sensitive in nature:

NO    YES   If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The legal grounds for seeking this relief/remedy are as follows: *(Set out the statutory provision, rule, order or other legal basis on which the applicant(s) relies to justify the relief being sought.)*

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---

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5. A brief summary of the factual basis for the relief being sought is as follows:

---

---

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6. The following efforts have been made to resolve these issues out of court:

---

---

---

7. The following relief is consented to: *(Identify the relief that you anticipate the opposing party will consent to.)*

---

---

---

8. Pleadings are closed: *(See Rule 15-13)*

YES  NO If no, explain: \_\_\_\_\_

9. If a claim has been made for child or spousal support, has a sworn Financial Statement in Form 15-47 been filed? *(See Rules 15-47 and 15-48 respecting when a financial statement is required.)*

Petitioner:  YES  NO If no, explain: \_\_\_\_\_

Respondent:  YES  NO If no, explain: \_\_\_\_\_

10. If a claim has been made for property, has a sworn Property Statement in Form 15-49 been filed? *(See Rules 15-49 and 15-50 respecting when a property statement is required.)*

Petitioner:  YES  NO If no, explain: \_\_\_\_\_

Respondent:  YES  NO If no, explain: \_\_\_\_\_

11. If a claim has been made for parenting or child support, the parties have attended the parenting education program pursuant to s. 8-1 of *The King's Bench Act*, SS 2023, c 28 within the last 24 months:

Petitioner     YES     NO

Respondent     YES     NO

12. The parties have complied with the mandatory dispute resolution requirements pursuant to s. 7-4 of *The King's Bench Act*, SS 2023, c 28?

YES     NO

If no, why not? \_\_\_\_\_

If an exemption is being sought, what is the basis of that request:

\_\_\_\_\_

13. The following is a summary of other related proceedings and applications pending in this action:

- a) Other case conferences pending:

none

returnable on \_\_\_\_\_

- b) Chambers applications pending:

none

returnable on \_\_\_\_\_

reserved on \_\_\_\_\_ by Justice \_\_\_\_\_

- c) Pre-trial:     Not scheduled     Scheduled for: \_\_\_\_\_

- d) Trial:     Not scheduled     Scheduled for: \_\_\_\_\_

- e) Are there any other legal proceedings (including criminal, family, family or interpersonal violence, and/or Child and Family Services) involving these parties in any other Court?

none

yes (provide particulars):

\_\_\_\_\_

14. We understand that if a JCC is set by the court, the court will send each of us a Notice of Judicial Case Conference.

15. We understand that if we are represented by a lawyer(s), our lawyer(s) can attend the JCC on our behalf unless we are ordered by a judge to be personally present. If we are self-represented, we are required to attend the JCC in person unless leave to participate by phone is granted in advance.

16. JCCs are scheduled on Thursdays in the afternoons and Fridays in the mornings and afternoons. We are available to participate in a JCC on:

- Any date set by the court; or
- First choice: \_\_\_\_\_
- Second choice: \_\_\_\_\_

14. The address where the court can provide the petitioner with the Notice of Judicial Case Conference (address for service) is as follows:

a) Where lawyer:

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address *(if any)*: \_\_\_\_\_

*or*

b) Where party is self-represented:

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

Email address *(if any)*: \_\_\_\_\_

15. The address where the court can provide the respondent with the Notice of Judicial Case Conference (address for service) is as follows:

a) Where lawyer:

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address *(if any)*: \_\_\_\_\_

*or*

b) Where party is self-represented:

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

Email address *(if any)*: \_\_\_\_\_

DATED at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day  
of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
*(signature of petitioner)*

\_\_\_\_\_  
*(print name of party)*

DATED at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day  
of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
*(signature of respondent)*

\_\_\_\_\_  
*(print name of party)*



**INFORMATION NOTE**

The process for Judicial Case Conferences [JCC] in the Regina and Saskatoon Judicial Centres is set out in Family Practice Directive #7, which can be found at the following link: <https://sasklawcourts.ca/kings-bench/rules-practice-directives/>. Additional information on JCCs can be found in the Guide to Judicial Case Conferences at the following link: <https://sasklawcourts.ca/kings-bench/rules-practice-directives/>. Family Practice Directive #7 and the Guide to Judicial Case Conferences are also available in the Registrar's Offices in Saskatoon and Regina.

At least two days prior to the JCC, parties are required to serve and file a Judicial Case Conference Appearance Memo in the form prescribed by Family Practice Directive #7.

If you have questions or require information about the JCC process, or wish to adjourn the JCC with the consent of all parties, please contact the Family Law Screening Officer in the appropriate judicial centre:

<b>Saskatoon</b>	<b>Regina</b>
Brenden Prokopchuk Email: <a href="mailto:brenden.prokopchuk@gov.sk.ca">brenden.prokopchuk@gov.sk.ca</a> Phone: 306-933-7303 Fax: 306-933-5703	Carly Sigda-Holyoak Email: <a href="mailto:carly.sigdaholyoak@gov.sk.ca">carly.sigdaholyoak@gov.sk.ca</a> Phone: 306-787-5418 Fax: 306-787-7217

If you have questions or need information about family violence and supports for people experiencing family violence, please contact the Family Law Screening Officer to book an intake assessment.

**APPENDIX E - FORM FAM-PD #7-4**  
(Family Practice Directive #7)

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN

(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER \_\_\_\_\_

RESPONDENT \_\_\_\_\_

**NOTICE OF JUDICIAL CASE CONFERENCE**  
(FAMILY LAW PROCEEDING)

TAKE NOTICE THAT a Judicial Case Conference [JCC] will be held at the following place, date and time:

Address of court house:	
Date: (dd/mmm/yyyy):	
Time:	

This notice is being provided in response to a Request for a Judicial Case Conference filed by \_\_\_\_\_ on \_\_\_\_\_.

Pursuant to the order of the Honourable Justice \_\_\_\_\_, this notice shall be served on the opposing party:

- at least seven (7) days prior to the date of the Judicial Case Conference; or
- at least \_\_\_\_\_ days prior to the date of the Judicial Case Conference.

AND FURTHER TAKE NOTICE:

1. Attendance is mandatory:

- a) The parties are required to attend the JCC at the court house on the date and time identified. When a party is represented by a lawyer, the lawyer can attend on the party's behalf, although the judge may require the parties to be present. If a party is not represented by a lawyer, the party is required to attend in person at the court house. Parties or their lawyers may request leave to appear by phone by contacting the Family Law Screening Officer at the appropriate judicial centre at least one (1) day prior to the date set for the JCC.

- b) If you are the party requesting the JCC and you fail to attend, the presiding judge may direct that no further case conference be scheduled without renewing your request or may make an order in your absence. Costs may also be awarded against you.
  - c) If you are the opposing party and you fail to attend, the presiding judge may make an order in your absence. Costs may also be awarded against you.
  - d) If all parties consent to adjourn the JCC, you shall contact the Family Law Screening Officer to arrange for another date and time to be set at least one (1) day prior to the date set for the JCC.
  - e) If you want to adjourn the JCC but the other party will not agree, you should advise the court that you wish to seek an adjournment in your Judicial Case Conference Memo in form FAM PD #7-5 and be prepared to speak to the issue at the start of the case conference.
2. Materials to be filed:
- a) All parties shall serve and file a Judicial Case Conference Appearance Memo in form FAM PD #7-5 at least two (2) days prior to the date scheduled for the JCC.
  - b) The parties shall not serve or file a notice of application or affidavit in support of an application prior to the JCC.
3. What to expect at the JCC:
- a) There will be a number of matters set at the prescribed time. These matters will proceed in the order directed by the presiding judge.
  - b) At the case conference, the participants may consider:
    - i. compliance with Part 15 of *The King's Bench Rules* respecting disclosure or otherwise;
    - ii. dispute resolution possibilities, the process for them and how they can be facilitated;
    - iii. simplification or clarification of a claim, a pleading, a question, an issue, an application or a proceeding;
    - iv. setting or adjusting dates by which a stage or a step in the action is expected to be complete;
    - v. case management by a judge;
    - vi. practice, procedural or other issues or questions and how to resolve them;
    - vii. any other matter that may aid in the resolution or facilitate the resolution of a claim, application or proceeding or otherwise meet the purpose and intention of the rules described in Rule 15-3.
  - c) The presiding judge may:
    - i. make a procedural order;

- ii. make a substantive order with the consent of the parties;
  - iii. schedule another JCC;
  - iv. set the date and time for a chambers hearing including identifying the issues in dispute, setting filing deadlines and providing direction on the supporting affidavit materials or other evidence to be filed and setting time limits on oral arguments; and/or
  - v. direct that the local registrar schedule a pre-trial settlement conference or trial.
4. The presiding judge will make an endorsement on the file at the conclusion of the JCC. A copy of the endorsement will be sent to the parties at the address for service identified in the Judicial Case Conference Appearance Memo filed by each party. The endorsement will include any orders made by the presiding judge at the case conference.

DATED at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
*(signed by DRL/ Screening Officer)*

**INFORMATION NOTE**

The process for Judicial Case Conferences [JCC] in the Regina and Saskatoon Judicial Centres is set out in Family Practice Directive #7, which can be found at the following link: <https://sasklawcourts.ca/kings-bench/rules-practice-directives/>. Additional information on JCCs can be found in the Guide to Judicial Case Conferences at the following link: <https://sasklawcourts.ca/kings-bench/rules-practice-directives/>. Family Practice Directive #7 and the Guide to Judicial Case Conferences are also available in the Registrar's Offices in Saskatoon and Regina.

If you have questions or require information about the JCC process, or wish to adjourn the JCC with the consent of all parties, please contact the Family Law Screening Officer in the appropriate judicial centre:

<b>Saskatoon</b>	<b>Regina</b>
Brenden Prokopchuk Email: <a href="mailto:brenden.prokopchuk@gov.sk.ca">brenden.prokopchuk@gov.sk.ca</a> Phone: 306-933-7303 Fax: 306-933-5703	Carly Sigda-Holyoak Email: <a href="mailto:carly.sigdaholyoak@gov.sk.ca">carly.sigdaholyoak@gov.sk.ca</a> Phone: 306-787-5418 Fax: 306-787-7217

If you have questions or need information about family violence and supports for people experiencing family violence, please contact the Family Law Screening Officer to book an intake assessment.

**APPENDIX F - FAM-PD #7-5**  
(Family Practice Directive #7)

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING’S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER(S) \_\_\_\_\_

RESPONDENT(S) \_\_\_\_\_

**JUDICIAL CASE CONFERENCE APPEARANCE MEMO**  
(FAMILY LAW PROCEEDINGS)

For a Judicial Case Conference scheduled on: \_\_\_\_\_  
at \_\_\_\_\_.

1. Participants:

a) This Memo is filed on behalf of: \_\_\_\_\_  
\_\_\_\_\_.

b) The other party/parties and counsel are:

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

2. The (*petitioner/respondent*) intends to apply for the relief described in the Request for a Judicial Case Conference dated \_\_\_\_\_ and the draft order filed on \_\_\_\_\_.

3. A description of the position that being advanced by the party filing this Memo respecting readiness to proceed is: (*Identify whether you are seeking an adjournment, seeking leave to file further materials, opposing an adjournment, etc.*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. A concise summary of the legal aspects of the substantive position of the party filing this Memo is: \_\_\_\_\_

\_\_\_\_\_

5. The following relief is consented to/unopposed:

(1) \_\_\_\_\_  
(describe consented to relief)

(2) \_\_\_\_\_  
(describe consented to relief)

6. Other proceedings and applications:

a) The following is a summary of other applications and matters pending in this action:

i. Other case conferences pending:

none

returnable on \_\_\_\_\_

ii. Chambers applications pending:

none

returnable on \_\_\_\_\_

reserved on \_\_\_\_\_ by Justice \_\_\_\_\_

iii. Pre-trial:  Not scheduled  Scheduled for: \_\_\_\_\_

iv. Trial:  Not scheduled  Scheduled for: \_\_\_\_\_

b) The following is a summary of any other relevant or related proceedings (including criminal, family, domestic violence, and/or Child and Family Services):

\_\_\_\_\_

\_\_\_\_\_

7. This is the:

first Memo filed respecting this Request for a Judicial Case Conference;

OR

updated Memo filed by the (*petitioner/respondent*) in respect of this Request for a Judicial Case Conference, and:

The changes in circumstances and/or position being advanced since the filing of the last Memo are:

\_\_\_\_\_  
(describe changes in point form)

OR

- There is no change in circumstances and/or position being advanced since the last Memo was filed.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*(signature of party or party's lawyer)*

\_\_\_\_\_  
*(signature of party or party's lawyer)*

CONTACT INFORMATION AND ADDRESS FOR SERVICE:

Name of party or party's lawyer: \_\_\_\_\_

Address: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

Email address *(if any)*: \_\_\_\_\_