COURT OF KING'S BENCH
FOR SASKATCHEWAN

CIVIL PRACTICE DIRECTIVE #6

CHAMBERS APPEARANCE MEMO

REFERENCE: CIV-PD #6

Effective: September 1, 2022
Revised: June 1, 2023; January 1, 2024

1. Subject to paragraph 5, each party appearing on an application in civil chambers must complete, serve and file with the Court, a Chambers Appearance Memo [Memo] in the form attached to this practice directive as Form A.

2. To assist counsel, self-representing litigants and the Court, the Memo shall include substantive information concerning the pending application(s) before the Court. This should include a description of the position that will be advanced on the hearing date respecting readiness to proceed (*i.e.*, seeking an adjournment, seeking leave to file further materials, opposing an adjournment, etc.), as well as a brief statement on the position being advanced respecting the relief sought in the application(s) before the Court.

3. If an application is adjourned, each party shall complete, serve and file an updated Memo describing any changes since the filing of the last Memo or confirming that nothing has changed in the position being advanced as reflected in the last Memo.

4. The Memo, or any updated Memo, shall be filed and a copy provided to the other party(s) at least two (2) days prior to the scheduled Chambers date.

5. This practice directive does not apply to:

    a) any application made by Appearance Day Notice;
    b) any Application without Notice; or
    c) any proceeding dealt with under Part 10, Division 5 of The King's Bench Rules any ancillary sale of land ordered under Part 10, Division 6 of *The King's Bench Rules,* unless there has been a defence to the action served and filed.

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