

**ONTARIO COURT OF JUSTICE**

**TRIAL/PRELIMINARY INQUIRY SCHEDULING FORM**

**INFORMATION/INSTRUCTIONS:**

- *Unless the Regional Senior Judge directs otherwise, a special "COVID -19" judicial pre-trial is mandatory before a hearing (trial / preliminary inquiry) adjourned between March 16 and July 3, 2020 will be rescheduled.*
- *Please download and save the form before you complete it; otherwise, the data you enter may be lost when you download it.*
- *Complete as much of Parts 1-4 as you can. If this form is not filled out properly, processing of the form may be delayed.*
- *Submit the form to the Trial Coordinator's office, [copying the Crown](#). If the matter is being prosecuted by an agent of the Public Prosecution Service of Canada, please also copy the agent, if known.*
- *Defence Counsel and the Prosecutor will receive a meeting invite from the Trial Coordinator to meet by audio conference or videoconferencing to canvass and select a date.*

**SETTING THE TRIAL DATE**

- *The trial / preliminary inquiry date selected using this form will be formally set at the accused person's next court appearance.*
- *The accused person must attend at that next court date if (i) Defence Counsel is not retained for the trial / preliminary inquiry, or (ii) the accused person is self-represented.*
- *If Defence Counsel is retained for the trial or preliminary inquiry, the date selected using this form will be formally set at the accused person's next court appearance without the accused person personally attending, in accordance with rule 4.5 of the Criminal Rules of the Ontario Court of Justice. If Defence Counsel chooses to do so, they may attend at the next court appearance to set the trial / preliminary inquiry date before the presiding judicial official.*

**FOR MORE INFORMATION** see [Setting Criminal Trial and Preliminary Inquiry Dates](#)

**PART 1: COURT INFORMATION**

Courthouse (\*\*if Satellite Court, indicate the Base Court)\* \*\*Satellite Court location (if applicable)

**PART 2: ACCUSED INFORMATION**

Last Name\*

First Name\*

In custody

Self-represented

YCJA

**PART 2a: ACCUSED CONTACT INFORMATION (Complete If Self Represented)**

Telephone Number

Email

Mailing Address

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**PART 3: CASE INFORMATION**

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Information Sworn Date

Information #

Charge(s)

Co-Accused(s)

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Date Trial/Preliminary Inquiry previously adjourned (*if applicable*)

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Continuation

Yes

No

Name of Judge Seized (*if applicable*)

Date of most recent Judicial Pre-trial

Names of ***all*** Judges that conducted Judicial Pre-Trials and/or a Bail Hearing on this matter

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Prosecuting Crown's officeAssigned Crown (*if known*)

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Date Matter Was Last Up in Court

Next Court Date

Courtroom

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**PART 3a: MODE OF PROCEEDING AND ELECTION (if applicable)**

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Type of hearing

Trial

Preliminary Inquiry

Other:

Mode of proceeding

Summary conviction

Indictment

The accused

has no election (e.g. summary conviction, absolute jurisdiction or s. 469 offences; youth matters)

has already made their election on the record or by written submission

will attend on the next court date and make their election on the record

makes their election by written submission pursuant to s. 536.2 of the *Criminal Code* (attached)

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**PART 4: COUNSEL INFORMATION**

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Last Name

First Name

Retained

Yes

No

Telephone

ext.

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Alternative Telephone number

Email (required for confirmation)

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Co-Accused Counsel (including contact information *if known*)

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**TRIAL COORDINATOR USE ONLY – PART 5 AND 6****PART 5: TRIAL/PRELIMINARY INQUIRY DETAILS**

Time Estimate	Pre-trial Motions/Applications	Yes	No
Details			

Interpreter Required	Language
Yes	No

Trial/Preliminary Inquiry in French	Child Friendly Court Required	
Yes	No	
	Yes	No

Video	Details (i.e. submissions, last day of trial)
Yes	No

***Crown / defence are responsible for providing video login details to witness(es)***

**PART 6: TRIAL/PRELIMINARY INQUIRY SCHEDULING**

Dates Suggested	Crown Available	Defence Available	Comments

Type of Hearing	Trial	Preliminary Inquiry	Continuation
Date(s) Assigned by Trial Coordinator			Courtroom

***Reminder, if video proceedings ensure courtroom is appropriately equipped i.e. display for remote witness***

New Date was provided as a result of	
Pretrial	Matter commenced, not completed
Matter not reached	Rescheduled due to COVID-19
Defence request for adj. granted	Other
Crown request for adj. granted	

Is this trial being set "with or without counsel"?      Yes      No

Trial confirmation date:

If this date(s) is vacated, please advise the Trial Office immediately.

Date

Trial Coordinator

Crown Representative(s)

Defence Counsel