

**ONTARIO COURT OF JUSTICE
TRIAL/PRELIMINARY INQUIRY SCHEDULING FORM**

Practice Direction: Procedure for Scheduling of Criminal Trials and Preliminary Inquiries

INFORMATION/INSTRUCTIONS:

- *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 or video conference 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

[Practice Direction: Procedure for Scheduling of Criminal Trials and Preliminary Inquiries](#)

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

PART 3: CASE INFORMATION

Information Sworn Date

Information #

Charge(s)

Co-Accused(s) (attach additional sheet if necessary)

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

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

Prosecuting Crown's office

Assigned Crown (*if known*)

Date Matter Was Last Up in Court

Next Court Date

Courtroom

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

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)

PART 4: COUNSEL INFORMATION

Last Name

First Name

Retained

Yes

No

Telephone

ext.

Alternative Telephone number

Email (required for confirmation)

Co-Accused Counsel (including contact information *if known*; *if necessary, attach additional sheet*)

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 |
|-----------------|-----------------|-------------------|----------|
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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