

PRACTICE DIRECTIVES
OF THE PROVINCIAL COURT OF MANITOBA

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PART 1
GENERAL MATTERS
PRACTICE DIRECTIVE 1

CITATION, APPLICATION AND INTERPRETATION

CITATION

Short Title

1.01 These Practice Directives may be cited as the Provincial Court Practice Directives.

APPLICATION OF PRACTICE DIRECTIVES

Provincial Court of Manitoba

1.02 Except where otherwise stated, these Practice Directives apply to contested matters within the jurisdiction of the Provincial Court of Manitoba. These Practice Directives do not apply to *ex parte* applications or other applications that do not require that notice be given, except for those Practice Directives designating the appropriate forms to be used.

DEFINITIONS

1.03 In these Practice Directives, unless the context otherwise requires,

“Accused” means a person charged with any offence including a summary conviction offence but, except for Practice Directive 10 dealing with Constitutional Questions and *Charter* s.24(1) Remedies, does not include a person charged under the *Youth Criminal Justice Act* or the *Young Offenders’ Act*;

“*Charter*” means the *Canadian Charter of Rights and Freedoms*;

“Code” means the *Criminal Code of Canada*;

“Counsel or lawyer” means a barrister and solicitor entitled to practice law in the Province of Manitoba;

“Counsel or lawyer of record” means the counsel who represents or has represented the accused in the proceedings in respect of which the application is being made, or the counsel who has filed a designation in Form 2 pursuant to section 650.01 of the Code, but does not include counsel who are appearing for the accused as legal aid duty counsel;

“court” means the Provincial Court of Manitoba;

“court office” means the office at which the information was laid and proceedings commenced, as set out in Schedule 1 to these Practice Directives;

“holiday” means all statutory holidays and includes Saturday and Sunday;

“Information” means an Information as provided for in the Code, and includes an indictment;

“judge” means a judge of the court;

“justice” means a justice of the peace or a provincial court judge;

“prosecutor” means the Attorney General of Manitoba, the Attorney General of Canada or the person who institutes proceedings to which the Code applies, and includes counsel acting on behalf of any of them;

“clerk of the court” means those persons designated as such by the Chief Judge for each court office, for the purpose of these Practice Directives;

“trial coordinator” means those persons designated as such by the Chief Judge for each court office, for the purpose of these Practice Directives.

INTERPRETATION

General Principle: Purpose and Intent

1.04(1) (a) The purpose of these Practice Directives is to provide simple, effective and efficient management of proceedings with the court in order to prevent unnecessary delays;

(b) These Practice Directives are intended to provide for the just determination of contested proceedings by requiring proper notice and, where appropriate, documented evidence;

(c) These Practice Directives shall be liberally construed to secure simplicity in procedure, fairness in administration and the elimination of unjustifiable expense and delay.

Matters Not Provided For

1.04(2) Where matters are not provided for in these Practice Directives, the practice shall be determined by analogy to them.

Party Acting in Person

1.04 (3) Where an accused, applicant or respondent is not represented by counsel but acts in person, anything that these Practice Directives require or permit counsel to do shall or may be done by that person.

FORMS

1.05 The forms prescribed in the Appendix of Forms are intended to assist parties who have proceedings before the court and to promote uniformity of practice in the court. However, where another form of notice is used, the content of the notice shall nevertheless be in accordance with that required by these Practice Directives.

PRACTICE DIRECTIVE 2

NON-COMPLIANCE WITH THE PRACTICE DIRECTIVES

COURT MAY DISPENSE WITH COMPLIANCE

2.01 Where there has been a failure or inability to comply with these Practice Directives, or where counsel requests the court to dispense with the application of one or more of the Practice Directives, the Court may, in the interests of justice:

- (a) grant such order that is appropriate in the circumstances; or
- (b) subject to *The Constitutional Questions Act* CCSM c.180 or notice requirements of any other statute, dispense with compliance with any Practice Directive at any time.

PRACTICE DIRECTIVE 3

TIME

COMPUTATION

- 3.01** In the computation of time under these Practice Directives,
- (a) where there is a reference to a number of days between two events, they shall be counted by excluding both the day on which the first event happens and the day on which the second event happens;
 - (b) where a period of less than 7 days is prescribed, holidays shall not be counted;
 - (c) where the time for doing an act under these Practice Directives expires on a holiday, the act may be done on the next day that is not a holiday; and
 - (d) service of a document, other than an originating process, made after 4 p.m. or at any time on a holiday shall be deemed to have been made on the next day that is not a holiday.

EXTENSION OR ABRIDGMENT

General Powers of Court

3.02 (1) The court may by order extend or abridge any time prescribed by these Practice Directives or an order, on such terms as are just.

3.02 (2) An application for an order extending time may be made before or after the expiration of the time prescribed.

Consent in Writing

3.02 (3) Any time prescribed by these Practice Directives for serving or filing a document may be extended or abridged by consent in writing endorsed on the relevant document by the party served, or in such other form as a judge of the Court may direct.

PRACTICE DIRECTIVE 4

COURT DOCUMENTS

CONTENTS

General Heading

4.01(1) Every document in a proceeding shall have a heading in accordance with Form 1 that sets out the name of the court, location, and court file number, if known.

Body of Document

4.01(2) Every document in a proceeding shall contain

- (a) the title of the document;
- (b) its date;
- (c) where the document is filed by a party or is an originating process, the name, address and telephone number of counsel filing the document or, where a party acts in person, his or her name, address for service and telephone number; and
- (d) where the document is issued by a clerk of the court, the address of the court office in which the proceeding was commenced.

CERTIFIED COPIES OF COURT DOCUMENTS

4.02 At the request of a person entitled to see a document in a court file and on payment of the prescribed fee, the clerk of the court shall issue a certified copy of the document.

FILING OF DOCUMENTS

Place of Filing

4.03 (1) All documents shall be filed in the appropriate court office as defined in section 1.03(7).

Method of Filing Documents

4.03 (2) All documents shall be filed by delivering or mailing to the appropriate Court office.

Date of Filing

4.03 (3) The date of the filing shall be the date that is stamped or otherwise affixed on the face of the document by the court office in which the document is filed.

Where Document not Received

4.03 (4) Where a court office has no record of the receipt of a document alleged to have been delivered or mailed, the document shall be deemed not to have been filed, unless the court orders otherwise.

AFFIDAVITS**Format**

4.04(1) An affidavit used in a proceeding shall

- (a) be in Form 4;
- (b) be expressed in the first person;
- (c) state the full name of the affiant and, if the affiant is a party or counsel, officer, director, member or employee of a party, shall state that fact;
- (d) be divided into paragraphs, numbered consecutively, with each paragraph being confined as far as possible to a particular statement of fact; and
- (e) be signed by the affiant and sworn or affirmed before a person authorized to administer oaths or affirmations.

Contents

4.04 (2) An affidavit shall be confined to a statement of facts within the personal knowledge of the affiant and to evidence that the affiant could give if testifying as a witness in court, except that an affidavit may contain statements of the affiant's information and belief if the source(s) of the information and the fact of belief are specified in the affidavit.

Exhibits

4.04 (3) An exhibit that is referred to in an affidavit shall be marked as such by the person before whom the affidavit is sworn or affirmed and where the exhibit

- (a) is referred to as being attached to the affidavit, it shall be attached to and filed with the affidavit;
- (b) is a document, a copy shall be served with the affidavit, unless it is impractical to do so.

For a Corporation

4.04 (4) Where these Practice Directives require an affidavit to be made by a party and the party is a corporation, the affidavit may be made for the corporation by an officer, director or employee of the corporation.

Alterations

4.04 (5) Any interlineations, erasure or other alteration in an affidavit shall be initialed by the person before whom the affidavit is sworn or affirmed and, unless so initialed, the affidavit shall not be used without leave of the presiding judge.

PRACTICE DIRECTIVE 5
SERVICE OF DOCUMENTS

MANNER OF SERVICE

5.01 Service of a document may be effected:

(1) On an accused who is represented by counsel, by leaving a copy of the document with counsel or an employee in the counsel's office, or by fax in accordance with Practice Directive 5.03;

- (2) On an accused not represented by counsel,
- (a) by leaving a copy of the document with the accused, or
 - (b) by mailing a copy of the document by registered mail or certified mail, in which case service is effective on the date the document was delivered to the person as shown on the confirmation of delivery obtained from Canada Post Corporation.

(3) On the Attorney-General of Manitoba, by leaving a copy of the document with counsel or an employee of the appropriate regional office of the Attorney-General of Manitoba, or at the office of the prosecutor retained by the Attorney-General of Manitoba to have carriage of a specific prosecution, or by fax in accordance with Practice Directive 5.03

(4) On the Attorney-General of Canada, by leaving a copy of the document with counsel or an employee at the Winnipeg regional office of the Attorney-General of Canada, or at the office of the prosecutor retained by the Attorney-General of Canada to have carriage of a specific prosecution, or by fax in accordance with Practice Directive 5.03

(5) On a corporation not represented by counsel, by leaving a copy of the document with an officer, director or registered agent of the corporation, or with a person at any place of business of the corporation who appears to be in control or management of the place of business, or by fax in accordance with Practice Directive 5.03.

PROOF OF SERVICE

Affidavit of service

5.02(1) Service of a document may be proved by an affidavit of the person who served it, in Form 5.

Admission of Acceptance By Counsel of Record

5.02 (2) A written admission or confirmation on the record of acceptance of service by counsel of record is sufficient proof of service and need not be verified by affidavit.

SERVICE BY FAX

- 5.03(1)** A document that is served by fax shall include a cover page indicating
- (a) the sender's name, address and telephone number;
 - (b) the name of the lawyer to be served;
 - (c) the date of the transmission;
 - (d) the total number of pages transmitted, including the cover page;
 - (e) the fax number of the sender; and
 - (f) the name and telephone number of a person to contact in the event of transmission problems.
- 5.03 (2)** Proof of service by fax may be made by attaching an affidavit to the fax confirmation sheet.
- 5.03 (3)** Where service is made under this clause between 5 p.m. and midnight, it shall be deemed to have been made on the following day.

PRACTICE DIRECTIVE 6

APPLICATIONS

APPLICATION OF THE PRACTICE DIRECTIVE

6.01(1) Any application or motion for an order pursuant to the Code, or such other enactment to which the provisions of the Code apply, shall be commenced by a Notice of Application in Form 1.

6.01 (2) Practice Directives 6.01 to 6.08 apply to all proceedings commenced by a Notice of Application, except where otherwise expressly provided or as ordered by a judge of the court.

CONTENT OF APPLICATION

6.02 Every Notice of Application shall include:

- (a) the place of hearing in accordance with Practice Directive 4.03(1);
- (b) the date and time of hearing;
- (c) the precise relief sought;
- (d) the grounds to be argued, including a reference to any statutory provision or Practice Directive to be relied upon;
- (e) a reference to the documentary, affidavit and other evidence to be used at the hearing of the application including any statutory provisions;
- (f) whether any order is required abridging or extending the time for service or filing of the Notice of Application or supporting materials required under these Practice Directives;
- (g) A copy of the Information; and
- (h) An indication of whether the accused is in custody, and if so, the place of detention.

SERVICE AND FILING

Minimum Notice Period

6.03 (1) Except where otherwise expressly provided by the Code or these Practice Directives, or as ordered by a judge of the court, the Notice of Application and all supporting documents shall be served on all responding parties at least four days before the date of the hearing of the application.

Minimum Filing Period

6.03(2) Except where otherwise expressly provided by the Code or these Practice Directives, or as ordered by a judge of the court, the Notice of Application and supporting documents shall be filed at least two days before the date on which the application shall be heard, in the court office where the application is to be heard.

EVIDENCE ON APPLICATIONS:

EVIDENCE BY AFFIDAVIT

General Practice Directive

6.04 Evidence on an application may be given by affidavit in Form 4 and in accordance with Practice Directive 4.04, unless the Code or other applicable statute or a judge of the court by order provides otherwise.

EVIDENCE BY EXAMINATION OF WITNESSES

6.05 Subject to the Code or any other applicable statute or rule of common law, a witness may be examined or cross-examined upon the hearing of an application with leave of the presiding judge, and nothing in these Practice Directives shall be construed so as to affect the authority of a judge hearing an application to receive evidence through the examination of witnesses.

USE OF AGREED STATEMENT OF FACTS

6.06 A judge, before or upon the hearing of the application, may dispense with the filing of any transcripts or affidavits required in these Practice Directives and act upon a written statement of facts agreed upon by the prosecutor and the accused person or that person's counsel.

ABANDONMENT OF APPLICATIONS

Notice

6.07 (1) Where an applicant intends to abandon the application, the applicant shall file, and serve on all parties, a Notice of Abandonment in Form 6, signed by the counsel of record in the application, or by the applicant.

Dismissal as Abandoned

6.07 (2) Where a Notice of Abandonment has been filed, a judge of the court may dismiss the application as an abandoned application without the attendance of counsel or the applicant..

Dismissal for Failure to Appear

6.07 (3) An applicant who fails to appear at the hearing of an application shall be deemed to have abandoned the application, unless the court orders otherwise.

SUMMARY DISMISSAL OF APPLICATION

Application by Respondent

6.08 (1) Upon application by a respondent that a Notice of Application does not show a reasonable basis for the order sought, a judge of the court may, if satisfied that the matter is frivolous or vexatious or fails to disclose a reasonably arguable point dismiss the application summarily and cause the applicant to be advised accordingly.

Summary Dismissal Not Final

6.08 (2) A summary dismissal of an application pursuant to this Practice Directive shall not preclude a trial judge from hearing a renewed application seeking the same or substantially similar relief where the trial judge is satisfied that to do so would be in the interests of justice.

PART II**APPLICATIONS****PRACTICE DIRECTIVE 7****REMOVAL OR WITHDRAWAL AS COUNSEL OF RECORD****PREAMBLE**

Counsel who appear with or on behalf of a party to a proceeding or file a designation of counsel in Form 2 will thereafter continue as counsel of record for that party unless that counsel is removed or has withdrawn in accordance with this Practice Directive.

This Practice Directive does not apply to counsel appearing as legal aid duty counsel and who have identified themselves as such to the court. Counsel who appear for a prosecutor may withdraw at any time without notice to the court provided that other counsel appears on behalf of the prosecutor at any subsequent proceeding.

APPLICATION OF THE PRACTICE DIRECTIVE

7.01 This Practice Directive applies to applications made by counsel of record for an accused who are seeking to withdraw as counsel of record and to applications to remove counsel as counsel of record.

TIMING OF APPLICATIONS

7.02 Hearings to consider an application to withdraw as counsel of record or to have counsel of record removed shall be fixed for a date not less than 30 days prior to the scheduled trial or preliminary inquiry date.

MATERIALS FOR USE ON APPLICATION

7.03 The Notice of Application shall be accompanied by an affidavit sworn by or on behalf of the applicant, but the applicant may not appear as counsel at any hearing in which his or her affidavit has been filed in support of the application.

AFFIDAVIT BY OR ON BEHALF OF THE APPLICANT

7.04 The affidavit by or on behalf of the applicant required in sub Practice Directive 7.03 shall contain:

- (a) particulars of the proceeding in respect of which the application is made, including a statement of the date upon which any trial is scheduled to commence and its length;
- (b) particulars of any prior applications, whether on behalf of the accused or the prosecutor, including, where available, transcripts of proceedings in regard to such applications;
- (c) where the application is made by counsel acting on behalf of an accused, a full statement of all facts material to a determination of the application, including a statement of the reasons why the order sought should be given;
- (d) where the application is made by or on behalf of the prosecutor, a full statement of all facts material to a determination of the application, including a statement of the reasons why the order sought should be given;
- (e) a statement whether an adjournment of the trial is likely or will be required in order to enable the accused to retain and instruct new counsel and, if so, when it is proposed that the trial will commence;
- (f) where applicable, a statement as to the identity of new counsel; and
- (g) an indication of whether the accused is in custody, and if so, the place of detention.

CONSENT IN WRITING

7.05 The respondent or the accused person may consent in writing to the order sought in accordance with the terms set out in a draft order and the consent shall accompany the draft order upon filing with the court.

7.06 A judge may, upon being satisfied that the relief sought by the applicant in the draft order is appropriate and which has been consented to in writing by the respondent or accused person, grant the order without the attendance of counsel.

PRACTICE DIRECTIVE 8

APPLICATIONS FOR ADJOURNMENT

APPLICATION OF THE PRACTICE DIRECTIVE

8.01 The court may adjourn a trial to such time and place and upon such terms as the court deems appropriate after considering all relevant factors.

TIMELINESS OF ADJOURNMENT REQUESTS

8.02(1) Requests for adjournments shall be commenced by Notice of Application in Form 7.

8.02(2) Requests for adjournments within 30 days of the scheduled trial date will be granted only in the most urgent circumstances.

WITNESSES

8.03 Neither party shall advise witnesses that they are not required to appear on the scheduled trial date until a judge has granted a new date, or given other appropriate direction.

PRACTICE DIRECTIVE 9

EXCLUSION OF EVIDENCE/CHARTER S.24(2)

APPLICATION OF THE PRACTICE DIRECTIVE

9.01 This Practice Directive applies in any proceeding where an accused seeks the remedy of exclusion of evidence pursuant to s.24 (2) of the *Charter*.

FORM OF APPLICATION

9.02 In any proceeding in which Practice Directive 9 applies, the accused shall file in the appropriate court office a Notice of Application in Form 3.

CONTENTS OF APPLICATION

9.03 The Notice of Application shall contain

- (a) the trial date;
- (b) the time and place of hearing;
- (c) the Right or Freedom that is alleged to be infringed or denied;
- (d) the evidence sought to be excluded;
- (e) the grounds to be relied upon, including a concise statement of the manner in which the right or freedom is alleged to be infringed or denied and the facts and principles of law to be relied upon;
- (f) a list of the cases to be relied upon;
- (g) a copy of the Information and court record of proceedings; and
- (h) an indication of whether or not the accused is in custody and if so, the place of detention.

SERVICE AND FILING

9.04(1) The Notice of Application, along with any supporting materials, shall be served on the prosecutor who has conduct of the proceedings, not less than five days before the date of hearing.

9.04(2) The Notice of Application, along with supporting materials, shall be filed in the appropriate court office not less than five days before the date of hearing.

MATERIALS IN SUPPORT OF APPLICATION

9.05 The Notice of Application shall be accompanied by a brief containing the following:

- (a) a memorandum of law in respect of the allegations made, and the grounds relied upon; and
- (b) copies of any documents, cases or other material intended to be relied upon at the hearing of the application.

PRACTICE DIRECTIVE 10

CONSTITUTIONAL QUESTIONS AND CHARTER S.24(1) REMEDIES

APPLICATION OF THE PRACTICE DIRECTIVE

- 10.01** This Practice Directive applies in any proceeding where an accused
- (a) challenges the constitutional validity, applicability or operability of any statute, regulation or principle of common law; and
 - (b) makes an application for a remedy under s. 24(1) of the *Charter*.

NOTICE

- 10.02** In any case to which Practice Directive 10 applies, the accused shall file in the appropriate court office a Notice of Application and Constitutional Question in Form 3

CONTENTS OF APPLICATION

- 10.03** The Notice of Application shall contain
- (a) the date of hearing;
 - (b) the place of hearing;
 - (c) the law or legislative provision that is challenged;
 - (d) the right or freedom alleged to be infringed or denied, and any statutory or other constitutional provision to be relied upon;
 - (e) the precise relief sought;
 - (f) the grounds to be relied upon, including a concise statement of particulars that explain the points to be argued;
 - (g) a summary of the evidence, whether viva voce, documentary or otherwise to be relied upon;
 - (h) a copy of the Information and court record of proceedings; and
 - (i) an indication of whether or not the accused is in custody and if so the place of detention.

SERVICE AND FILING

- 10.04** The Notice of Application, along with supporting materials, shall be served not less than 14 days before the date of hearing upon:
- (a) the prosecutor who has conduct of the proceedings;
 - (b) the Attorney General of Manitoba through the Director of Constitutional Law for the Manitoba Department of Justice; and
 - (c) the Attorney General of Canada through the Regional Director of the Department of Justice Canada in Winnipeg.

- 10.05** The Notice of Application shall be filed in the appropriate court office not less than 14 days before the date of hearing.

MATERIAL IN SUPPORT OF APPLICATION

- 10.06** The Notice of Application and Constitutional Question shall be accompanied by:
- (a) transcripts of any earlier proceedings that are material to the determination of the constitutional issue raised;
 - (b) copies of any documents intended to be relied upon at the hearing of the application;
 - (c) any affidavit evidence upon which the applicant intends to rely at hearing;
 - (d) the names of any expert witnesses upon whom the applicant intends to rely and a summary of the evidence expected from those witnesses; and
 - (e) any memorandum of law in respect of the allegations made and the grounds relied upon.

10.07 Where a respondent intends to rely upon transcripts, documents, affidavits, or a memorandum of law, the respondent shall serve and file the material no later than 5 days before the hearing of the application.

ABRIDGMENT OR ADJOURNMENT

10.08 A judge may abridge any time prescribed by this Practice Directive where it is in the interests of justice to do so.

10.09 A judge may adjourn the hearing of an application under this Practice Directive where, considering the complexity of the issues raised and compliance with the time frames provided for in this Practice Directive, there would not be sufficient time to allow the respondent to prepare a proper response to the application.

PRACTICE DIRECTIVE 11
PRE-HEARING CONFERENCES

Preliminary Inquiries and Trials [Code, s. 625.1; s. 536.4; s. 536.5]

APPLICATION OF THE PRACTICE DIRECTIVE

RESOLUTION CONFERENCES (*Code* s. 625.1)

11.01(1) For all matters set for preliminary inquiry of two or more days, or where a preliminary inquiry has been the subject of a s. 536.4(1) (focus hearing) upon application by either the accused or the prosecutor, a resolution conference shall be held at such time and date, and in such place and manner, as a judge of the court may direct.

11.01(2) For all other preliminary inquiries, either at the request of counsel or on the court's own motion, a judge of the court may direct that a resolution conference be held.

ATTENDANCE OF COUNSEL AND ACCUSED

Attendance at Conference

11.02(1) Prior to attending at the resolution conference, the party requesting same must have filed Form A (identifying witnesses and issues) in court at the time the preliminary inquiry was set, or as directed by the court.

11.02(2) The prosecutor and counsel for the accused, who are each to be fully briefed in respect of the issues to be discussed at the resolution conference, shall be present at the resolution conference, unless otherwise ordered by a judge and in the case of an accused who is not represented by counsel, the accused shall be present.

Completion in Draft of Pre-Conference Report

11.02(3) Prior to attending the resolution conference, the prosecutor and counsel for the accused may jointly prepare in draft a pre-hearing conference report in Form 10 to be presented to the resolution conference judge.

THE HEARING

General Nature of Resolution Conference

11.03(1) Unless otherwise ordered by the resolution conference judge, a resolution conference shall be an informal meeting conducted in chambers at which a full and free discussion of the issues raised may occur without prejudice to the rights of the parties in any further proceedings that may take place.

11.03(2) A resolution conference judge will not preside at a hearing pertaining to any matters that were the subject of the resolution conference unless the matter is resolved, all parties request that the resolution conference judge preside, and the judge agrees to preside.

Specific Inquiries to be Made

11.03(3) Without restricting the generality of 11.03(1), a resolution conference judge may inquire as to:

- (a) the extent of disclosure made by the prosecutor and any or further requests for disclosure by an accused or counsel for an accused;
- (b) the nature and particulars of any applications to be made before or at the outset of the preliminary inquiry proceedings including an:
 - (i) application to quash an Information;
 - (ii) application to change the venue or adjourn the hearing of the preliminary inquiry;
 - (iii) application to challenge the sufficiency of the Information, to order particulars or to amend the Information or any count therein;
 - (iv) application to sever the trial of any count(s) or accused from the trial(s) of another or others of them; and
 - (v) application to determine the fitness of an accused to stand trial;
- (c) the identification and simplification of such issues as remain to be contested at the preliminary inquiry;
- (d) the identification of witnesses to be heard at the inquiry, taking into account the witnesses' needs and circumstances;
- (e) the possibility of obtaining admissions and agreements so as to facilitate an expeditious, fair and just determination of the proceedings;
- (f) the estimated duration of the preliminary inquiry proceedings;
- (g) the advisability of fixing the hearing date, in the event that a hearing date has not been set for any reason;
- (h) any application to be made at the preliminary inquiry pursuant to s. 540(7) of the *Code*;
- (i) any other matter that may assist in promoting a fair, just and expeditious hearing; and
- (j) the possibility of resolving the matter before trial.

Resolution Conference Orders

- 11.04** At the conclusion of a resolution conference, the resolution conference judge may:
- (a) adjourn and order a continuation of the resolution conference, and in conjunction with counsel and the trial coordinator, fix the date, time, and place for the conference to be continued;
 - (b) give counsel directions regarding further steps to be taken or information to be obtained and set dates for such directions to be met;
 - (c) if he or she deems it necessary, cancel, abridge or add to scheduled preliminary inquiry dates to ensure that the time set aside is appropriate and to facilitate compliance with the Practice Directives;
 - (d) order that certain preliminary motions be heard in advance of the preliminary inquiry date, and, in conjunction with counsel and the trial coordinator, fix dates for the motion to be heard in advance by the assigned preliminary inquiry judge;
 - (e) if counsel for the accused or the prosecutor makes or renews application for a s. 536.4 focus hearing following the completion of the resolution conference, or the judge conducting the resolution conference concludes that a focus hearing may be required, forward a request to the judge before whom the preliminary inquiry is to be held for a determination as to whether to order a focus hearing pursuant to s. 536.4 of the *Code*; and
 - (f) once all resolution conference meetings are completed, prepare a resolution conference report in Form 10, a copy of which shall be provided to the prosecutor and counsel for the accused, or the accused if he or she is not represented by counsel, and which may be provided to the preliminary inquiry judge together with any relevant documents.

FOCUS HEARINGS (Code, s. 536.4)

11.05(1) Upon completion of a resolution conference, and upon application by the prosecutor, counsel for the accused, or on the judge's own motion, the judge before whom a preliminary inquiry is to be held may order that a hearing (focus hearing) be held pursuant to s. 536.4 of the *Code*, at such time and date, and in such place and manner, as the judge may direct.

ATTENDANCE OF COUNSEL AND ACCUSED**Attendance at Conference**

11.06(1) Prior to attending at the focus hearing, the requesting party must have filed Form A (identifying witnesses and issues) in court at the time the preliminary inquiry was set, or as the court directed.

11.06(2) The prosecutor and counsel for the accused, who are each to be fully briefed in respect of the issues to be discussed at the focus hearing, shall be present at the focus hearing, unless otherwise ordered by a judge and in the case of an accused who is not represented by counsel, the accused shall be present.

Completion in Draft of Pre-Conference Report

11.06(3) Prior to attending the focus hearing, the prosecutor and counsel for the accused may jointly prepare in draft a pre-hearing conference report in Form 10 to be presented to the focus hearing judge.

THE HEARING**General Nature of a Focus Hearing**

11.07(1) Unless otherwise ordered by the hearing judge, a focus hearing shall be an informal meeting conducted in chambers at which a full and free discussion of the issues raised may occur without prejudice to the rights of the parties in any further proceedings that may take place..

Specific Inquiries to be Made

11.07(2) Without restricting the generality of 11.07(1), a judge conducting a focus hearing pursuant to s. 536.4 of the *Code* may inquire as to those matters set out in 11.03(3).

11.07(3) Any admissions of fact or agreements reached at a focus hearing shall be recorded in Form B by the judge conducting the hearing.

11.07(4) An application to be made at the preliminary inquiry pursuant to s. 540(7) of the *Code* shall be identified at the focus hearing, and if contested, shall be filed on Form 10 and heard on the record within the time period directed by the judge presiding at the focus hearing.

Focus Hearing Orders

11.08 At the conclusion of a focus hearing, the focus hearing judge may:

- (a) adjourn and continue the focus hearing to such further dates, times and places as the judge may direct;
- (b) give counsel directions regarding further steps to be taken or information to be obtained and set dates for such directions to be met;
- (c) if he or she deems it necessary, cancel, abridge or add to scheduled preliminary inquiry dates to ensure that the time set aside is appropriate and to facilitate compliance with the Practice Directives;
- (d) order that certain preliminary motions be heard in advance of the preliminary inquiry date, and, in conjunction with counsel and the trial coordinator, fix dates for the motion to be heard in advance by the assigned preliminary inquiry judge; and
- (e) once all focus hearing meetings are completed, prepare a focus hearing report in Form 10, a copy of which shall be provided to the prosecutor and counsel for the accused, or the accused if he or she is not represented by counsel.

PRE-TRIAL CONFERENCES [*Code*, s. 625.1]

11.09(1) For all matters set for a trial of two or more days, a pre-trial conference shall be held at such time and date, and in such place and manner, as a judge of the court may direct.

11.09(2) For all other trials, any counsel may request a judge of the court to direct that a pre-trial conference be held.

ATTENDANCE OF COUNSEL AND ACCUSED

Attendance at Conference

11.10(1) The prosecutor and counsel for the accused, who are each to be fully briefed in respect of the issues to be discussed at the pre-trial conference, shall be present at the pre-trial conference, unless otherwise ordered by a judge and in the case of an accused who is not represented by counsel, the accused shall be present.

Completion in Draft of Pre-Trial Report

11.10(2) Prior to attending the pre-trial conference, the prosecutor and counsel for the accused may jointly prepare in draft a pre-trial conference report in Form 10 to be presented to the pre-trial conference judge.

THE HEARING

General Nature of Conference

11.11(1) Unless otherwise ordered by the pre-trial conference judge, a pre-trial conference shall be an informal meeting conducted in chambers at which a full and free discussion of the issues raised may occur without prejudice to the rights of the parties in any further proceedings that may take place.

11.11(2) A pre-trial conference judge will not preside at a hearing pertaining to any matters that were the subject of the pre-trial conference unless the matter is resolved, all parties request that the pre-trial conference judge preside and the judge agrees to preside.

Specific Inquiries to be Made

11.11(3) Without restricting the generality of 11.11(1), a pre-trial conference judge may inquire as to any of the matters referred to in 11.03(3).

Pre-Trial Conference Orders**11.12**

At the conclusion of a pre-trial meeting, the pre-trial conference judge may:

- (a) adjourn and order a continuation of the pre-trial conference and, in conjunction with counsel and the trial co-ordinator, fix the date, time and place for the conference to be continued;
- (b) give counsel directions regarding further steps to be taken or information to be obtained and set dates for such directions to be met;
- (c) if he or she deems it necessary, cancel, abridge or add to scheduled trial dates to ensure that the time set aside is appropriate and to facilitate compliance with the Practice Directives;
- (d) order that certain preliminary motions be heard in advance of the trial date, and, in conjunction with counsel and the trial coordinator, fix dates for the motion to be heard in advance by the assigned trial judge;
- (e) if the matter concerns an application for *Charter* relief other than an application to exclude evidence, in conjunction with counsel and the trial coordinator, fix motion dates and trial dates; and
- (f) once all pre-trial conference meetings are completed, prepare a pre-trial conference report in Form 10, a copy of which shall be provided to the prosecutor and counsel for the accused, or the accused if he or she is not represented by counsel, and which may be provided to the trial judge together with any relevant documents.

PRACTICE DIRECTIVE 12

CHANGE IN OPTIONAL CONDITIONS OF PROBATION ORDERS

APPLICATION OF THE PRACTICE DIRECTIVE AND TO WHOM MADE

12.01 An application pursuant to Section 732.2(3) of the *Code* shall be made in Form 8 or such other form acceptable to the court and in accordance with Practice Directive 6.02.

CONTENT OF APPLICATION

- 12.02(1)** Every Notice of Application, whether prepared in Form 8 or otherwise, shall state:
- (a) the optional condition to be changed, or
 - (b) the period of time and/or the terms on which the applicant seeks relief from compliance with an optional condition of the order; or
 - (c) the period for which the probation order remains in effect where a decrease of that period is sought.
- 12.02(2)** The applicant shall set out on the Notice of Application the reason(s) for:
- (a) the change of the optional conditions, or
 - (b) the request for relief from an optional condition, or
 - (c) the decrease in the period for which the order remains in effect.

MATERIALS IN SUPPORT OF APPLICATION

- 12.03(1)** The applicant shall file with the application, a copy of the existing probation order sought to be changed.
- 12.03(2)** The applicant may file in support of the application
- (a) an affidavit prepared in accordance with Practice Directive 4.04; and
 - (b) the original or copy of any other document.

SERVICE AND FILING

- 12.04(1)** The Notice of Application shall be served in accordance with Practice Directive 6.03(1).
- 12.04(2)** The Notice of Application and other supporting materials shall be filed in accordance with Practice Directive 6.03(2).

PRACTICE DIRECTIVE 13

APPLICATION TO CHANGE A RELEASE ORDER MADE PURSUANT TO PART XVI OF THE CRIMINAL CODE

APPLICATION OF THE PRACTICE DIRECTIVE AND TO WHOM MADE

13.01 An application pursuant to provisions of Part XVI of the *Code* to vary or revoke a release order made pursuant to a provision of Part XVI of the *Code* shall be made on Form 9 or such other form acceptable to the court and in accordance with this Practice Directive, unless both the applicant and the respondent request the court to dispense with the application of this Practice Directive.

CONTENT OF APPLICATION

13.02 Every Notice of Application shall state:

- (a) the conditions(s) sought to be changed; and
- (b) the reason(s) for seeking the change.

MATERIAL IN SUPPORT OF APPLICATION

13.03(1) The applicant shall file with the application a copy of the existing release order (written undertaking, recognizance) sought to be changed.

13.03(2) The applicant may file in support of the application

- (a) an affidavit prepared in accordance with Practice Directive 4.04;
- (b) the original or copy of any other document; and
- (c) the written consent of the prosecutor.

SERVICE AND FILING

13.04(1) The Notice of Application and other supporting materials shall be served in accordance with Practice Directive 6.03(1).

13.04(2) The Notice of Application shall be filed in accordance with Practice Directive 6.03(2).

PART III

APPENDIX

FORM 1: Notice of Application

Court File No. _____

PROVINCIAL COURT
(SPECIFY COURT LOCATION)
(Criminal Division)

BETWEEN:

HER MAJESTY THE QUEEN
(indicate whether applicant or respondent)

-and-

(SPECIFY NAME OF ACCUSED)
(indicate whether applicant or respondent)

NOTICE OF APPLICATION

TAKE NOTICE that an application will be brought on ____ day, the ____ day of (specify month). 20__ at (time of day) or as soon thereafter as the application can be heard at (specify address of court house and courtroom number if known) for an order granting:

THE RELIEF SOUGHT IS:

- 1. An Order allowing the application and granting (indicate particular relief sought)

THE GROUNDS FOR THIS APPLICATION ARE:

- 1. That...
- 2. That...
- 3. Such further and other grounds as counsel may advise and this Honourable Court may permit

IN SUPPORT OF THIS APPLICATION, THE APPLICANT RELIES UPON THE FOLLOWING:

- 1. (set out documents such as transcripts. etc. upon which the Applicant relies)

THE APPLICANT MAY BE SERVED WITH DOCUMENTS PERTINENT TO THIS APPLICATION

- 1. By service in accordance with Practice Directive 5, through (specify address and fax number)

DATED at _____ this _____ day of _____ 20__.

(signature of applicant or counsel) (set out name and address, as well as telephone and fax numbers)

Issued by Staff Justice of the Peace

FORM 2: Designation of Counsel
(Practice Directive 1.03)

Court File No. _____

PROVINCIAL COURT
(SPECIFY COURT LOCATION)
(Criminal Division)

BETWEEN:

HER MAJESTY THE QUEEN

-and-

(SPECIFY NAME OF ACCUSED)

DESIGNATION OF COUNSEL
(s. 650.01 CC)

I, (name of accused) of (address of accused) state that my lawyer is (lawyer's name, address and phone number).

I have asked my lawyer to represent me, appear for me and provide legal services for me on the following charges:

	Information	Charge(s)	Date of
	Number(s)	(in Words)	Offence(s)
1.			
2.			

I understand my lawyer cannot appear for me in my absence on any other charges except those listed above, unless I sign a further Designation of Counsel form for those charges.

I understand that I MUST attend Court in person for my trial if I decide to enter a plea of not guilty or on the day of any guilty plea for any of my charges, and on any day when I will be sentenced (unless the Judge gives permission for me to be absent); and on any day the Judge orders me to attend Court.

I also understand that I MUST keep in touch with my lawyer until these charges are dealt with in Court. This means I must tell my lawyer IMMEDIATELY if I change my address or telephone number and I will make sure that my lawyer always has a way to contact me. I have been given a copy of this Designation of Counsel.

Dated this ____ day of _____, 20__ at _____

Signature of Accused

Signature of Lawyer (Designated Counsel)

I certify that this document has been filed with the Court, together with the Information(s) to which it relates.

Staff Justice of the Peace _____

Dated this ____ day of _____, 20__ at _____.

FORM 3: Notice of Application and Charter/Constitutional Issue
(Practice Directives 9 and 10)

Court File No. _____

PROVINCIAL COURT
(SPECIFY COURT LOCATION)
(Criminal Division)

BETWEEN:

HER MAJESTY THE QUEEN

-and-

(SPECIFY NAME OF ACCUSED)

NOTICE OF APPLICATION AND CHARTER/CONSTITUTIONAL ISSUE

TAKE NOTICE that the (identify party) will bring an application on _____ day, the _____ day of (specify month). 20____. at (time of day) or as soon thereafter as this application can be heard at (specify address of court house and courtroom number if known), for an order granting:

THE RELIEF SOUGHT IS:

- 1. An Order allowing the applicant and granting (indicate precise relief sought)

THE GROUNDS FOR THIS APPLICATION ARE:

- 1. That...
- 2. Such further and other grounds as counsel may advise and this Honourable Court may permit.

THE CHARTER/CONSTITUTIONAL ISSUES TO BE RAISED ARE:

- 1. (state concisely each issue to be raised)
- 2. ...

THE CHARTER/CONSTITUTIONAL PRINCIPLES TO BE ARGUED ARE:

- 1. ...
- 2. ...

THE STATUTORY PROVISIONS OR PRACTICE DIRECTIVES UPON WHICH THE APPLICANT RELIES ARE:

- 1. ...

IN SUPPORT OF THIS APPLICATION, THE APPLICANT RELIES UPON THE FOLLOWING:

- 1. (briefly describe the documents such as affidavits, transcripts, etc., upon which the Applicant relies)

THE APPLICANT MAY BE SERVED WITH DOCUMENTS PERTINENT TO THIS APPLICATION

- 1. By service in accordance with Practice Directive 5, through (specify address and fax number)

DATED at _____ this _____ day of _____ 20____.

(signature of applicant or counsel) (set out name and address, as well as telephone and fax numbers)

Issued by Staff Justice of the Peace

FORM 5: Affidavit of Service
(Practice Directive 5)

Court File No. _____

PROVINCIAL COURT
(SPECIFY COURT LOCATION)
(Criminal Division)

BETWEEN.

HER MAJESTY THE QUEEN

-and-

(SPECIFY NAME OF ACCUSED)

AFFIDAVIT OF SERVICE

I, (full name of affiant, of the (City, Town, etc.) of _____, in the Province of _____
(set out the affiants capacity), **MAKE OATH AND SAY (or AFFIRM):**

(personal service)

1 On (date) at (time), I served (Identify person served) with the (identify document(s) served) by leaving a copy with him (or her) at (address where service was made). (Where the Practice Directives provide for personal service on a corporation, etc., by leaving a copy of the document with another person, substitute: by leaving a copy with (identify person by name and title) at (address where service was made).)

2. I was able to identify the person by means of (state the means by which the person’s identity was ascertained.)

SWORN (or affirmed) before me at the (City, Town, etc.) of)
_____ in the (County, District, Regional)
Municipality, Province etc.) of _____ on)
_____ (date).)
) _____
)
)
)

Commissioner for Taking Oaths (or as may be))

FORM 6: Notice of Abandonment
(Practice Directive 6)

Court File No. _____

PROVINCIAL COURT
(SPECIFY COURT LOCATION)
(Criminal Division)

BETWEEN.

HER MAJESTY THE QUEEN
(Applicant, Appellant or Respondent)

-and-

(SPECIFY NAME OF ACCUSED)
(Applicant, Appellant or Respondent)

NOTICE OF ABANDONMENT

TAKE NOTICE that the (specify whether Applicant or Appellant) hereby wholly abandons his (or her) application for (indicate the nature of the order and relief sought).

DATED at _____ this _____ day of _____ 20____.

(Signature of applicant or appellant or counsel acting on behalf of that person) (name and address)

FORM 7: Notice of Application for Adjournment
(Practice Directive 8)

Court File No. _____

PROVINCIAL COURT
(SPECIFY COURT LOCATION)
(Criminal Division)

BETWEEN:

HER MAJESTY THE QUEEN
(indicate whether applicant or respondent)

-and-

(SPECIFY NAME OF ACCUSED)
(indicate whether applicant or respondent)

NOTICE OF APPLICATION FOR ADJOURNMENT

TAKE NOTICE that an application will be brought on ____ day, the ____ day of _____
(specify month) 20____, at (time of day) or as soon thereafter as this application can be heard at
_____ (specify address of court house and courtroom number if known), for
an order granting an adjournment of the hearing scheduled to take place on ____ day, the ____ day of
_____ (specify month) 20____ at _____ (specify address of court house).

THE GROUNDS FOR THIS APPLICATION ARE:

1. That
2. That
3. Such further and other grounds as counsel may advise and this Honourable Court may permit

IN SUPPORT OF THIS APPLICATION, THE APPLICANT RELIES UPON THE FOLLOWING:

1. (Set out documents such as affidavits, transcripts etc., upon which the Applicant relies).

DATED at _____, this ____ day of _____ 20____

(Signature of applicant or counsel - set out name and
address as well as telephone and fax numbers)

FORM 8: Notice of Application for Change in Optional Conditions of Probation Order
(Practice Directive 12)

Court File No. _____

PROVINCIAL COURT
(SPECIFY COURT LOCATION)
(Criminal Division)

BETWEEN:

HER MAJESTY THE QUEEN
(indicate whether applicant or respondent)

-and-

(SPECIFY NAME OF ACCUSED)
(indicate whether applicant or respondent)

**NOTICE OF APPLICATION FOR CHANGE IN OPTIONAL
CONDITIONS OF PROBATION ORDER**

TAKE NOTICE that an application will be brought on _____ day, the _____ day of _____ (specify month), 20____, at _____ (time of day) or as soon thereafter as the application can be heard at _____ (specify address of court house and courtroom number if known), for an order to change the Probation Order made the _____ day of _____ (specify month) 20_____

The optional conditions sought to be changed are (check if applicable)
Clause _____

The optional conditions from which the applicant seeks temporary or permanent relief are
Clause _____

A decrease in the length of the term of the Probation Order is sought.

The above noted changes are sought for the following reasons

IN SUPPORT OF THIS APPLICATION THE APPLICANT RELIES UPON THE FOLLOWING:

1. Copy of the existing Probation Order sought to be changed.
2. (set out documents such as affidavits or other documents upon which the applicant relies).

DATED at _____ this _____ day of _____ 20_____.

(Signature of applicant or counsel - set out name, address as well as telephone and fax number)

FORM 9: Notice of Application for Change or Revocation of Release Order

(Practice Directive 13)

Court File No. _____

PROVINCIAL COURT
(SPECIFY COURT LOCATION)
(Criminal Division)

BETWEEN:

HER MAJESTY THE QUEEN
(indicate whether applicant or respondent)

-and-

(SPECIFY NAME OF ACCUSED)
(indicate whether applicant or respondent)

NOTICE OF APPLICATION FOR CHANGE OR REVOCATION OF RELEASE ORDER

TAKE NOTICE that an application will be brought on ____ day, the ____ day of _____ (specify month), 20____, at _____ (time of day) or as soon thereafter as the application can be heard at _____ (specify address of court house and courtroom number if known), for an order to vacate the release order made the _____ day of _____ (specify month) 20____, made pursuant to the provisions of Part XVI of the *Criminal Code* by _____ (name of Judge/Justice).

- The conditions sought to be changed are (check if applicable)
Clauses _____
- The conditions sought to be deleted are
Clauses _____
- The existing release order vacated and replaced with a new release order pursuant to the provisions of Part XVI of the *Criminal Code*.

The above noted changes are sought for the following reasons:

IN SUPPORT OF THIS APPLICATION THE APPLICANT RELIES UPON THE FOLLOWING:

1. (Set out documents such as affidavits or other documents upon which the Applicant relies).

DATED at _____ this _____ day of _____ 20____.

(Signature of applicant or counsel - set out name, address as well as telephone and fax number)

FORM 10: Pre-Hearing Conference Report
(Practice Directive 11)**PROVINCIAL COURT**
PRE-HEARING CONFERENCE REPORT**HEARING REPORT**for Resolution Hearing Focus Hearing Pre-Trial Conference

1. **Presiding Judge:**
2. **Date of Conference:**
3. **Name(s) of Accused Person(s):**
4. **Name of Defence Counsel:**
Name of Crown Counsel:
5. **Charges:**
6. **Elections made and pleas entered:**
Proceeding on one or more Informations?
Any objection?
7. **Disclosure:**
Outstanding:

Deadline for disclosure:
8. **Preliminary Matters:**
By prosecution:

By defence:
9. **Admitted facts or agreements:**
 - (a) **Identify type of admission/agreement:**
 - (b) **Identify Agreements/Admissions of Fact**
10. **Forms A and B filed:**
11. **Issue of criminal responsibility:**
12. **Victim Impact:**
13. **Issues in Dispute (factual and legal):**

14. Are there any confessions and/or oral statements to be tendered in evidence?

Will a voir dire be necessary?

Will evidence be called by the defence on voir dire?

15. Will a voir dire be required for any other evidentiary issues?

16. Any child witnesses or witnesses whose competency is challenged?

Any witness who requires an interpreter?

Language of trial:

Expert witnesses:

Number of expert witnesses:

Will the opinion of a duly qualified expert be tendered for admission:

by prosecutor by defence

Upon what issue will such evidence be tendered?

Is the admissibility of the proposed evidence contested?

If yes, upon what basis?

Admission to the qualifications of the expert to be called:

by prosecutor by defence

17. Estimated number of Crown witnesses/time:

Estimated number of defence witnesses, if defence is called/time:

18. Special Needs:

19. Total time required:

20. Hearing dates set:

21. Are counsel ready to proceed?

22. Is a further hearing required?

23. Additional comments?

Copy to:

Judge

SCHEDULE 1: Provincial Court Offices**BRANDON**

Provincial Court
100 - 1104 Princess Avenue
Brandon, Manitoba R7A 0P9
Phone: (204) 726-7114
Fax: (204) 726-6995

DAUPHIN

Provincial Court
114 River Avenue West
Dauphin, Manitoba R7N 0J7
Phone: (204) 622-2192
Fax: (204) 622-2099

FLIN FLON

Provincial Court
104 – 143 Main Street
Flin Flon, Manitoba R8A 1K2
Phone: (204) 687-1670
Fax: (204) 687-1673

MINNEDOSA

Provincial Court
70 – 3rd Avenue South West
Box 414
Minnedosa, Manitoba R0J 1E0
Phone: (204) 867-4722
Fax: (204) 867-4720

MORDEN

Provincial Court
301 Wardrop Street
Morden, Manitoba R6M 1X6
Phone: (204) 822-2882
Fax: (204) 822-2883

PORTAGE LA PRAIRIE

Provincial Court
25 Tupper Street North
Portage la Prairie, Manitoba R1N 3K1
Phone: (204) 239-3337
Fax: (204) 239-3402

SELKIRK

Provincial Court
101 – 235 Eaton Avenue
Selkirk, Manitoba R1A 0W7
Phone: (204) 785-5077
Fax: (204) 785-5125

STEINBACH

Provincial Court
Unit A, 284 Reimer Avenue
Steinbach, Manitoba R5G 0R5
Phone: (204) 346-6070
Fax: (204) 346-6072

SWAN RIVER

Provincial Court
201 – 4th Avenue South
Box 206
Swan River, Manitoba R0L 1Z0
Phone: (204) 734-2252
Fax: (204) 734-9544

THE PAS

Provincial Court
300 – 3rd Street East
Box 1259
The Pas, Manitoba R9A 1L2
Phone: (204) 627-8420
Fax: (204) 623-6528

THOMPSON

Provincial Court
59 Elizabeth Road
Box 34
Thompson, Manitoba R8N 1X4
Phone: (204) 677-6761
Fax: (204) 677-6584

VIRDEN

Provincial Court
232 Wellington Street West
Box 1478
Virden, Manitoba R0M 2C0
Phone: (204) 748-4288
Fax: (204) 748-2980

WINNIPEG

Provincial Court
Law Courts Building
Main Floor, 408 York Avenue
Winnipeg, Manitoba R3C 0P9
Phone: (204) 945-3454
Fax: (204)945-7130

Provincial Court – Child Protection

All Provincial Court Child Protection matters scheduled for hearing at one of the following locations must be filed in Winnipeg:

WINNIPEG

Law Courts Building
Main Floor, 408 York Avenue
Winnipeg, Manitoba R3C 0P9
Registry Office
Phone: (204) 945-0344
Fax: (204) 948-2369

Locations:

ASHERN (*Winnipeg Circuit*)
Centennial Hall

BEAUSEJOUR (*Selkirk Circuit*)
Provincial Building
20 First Street South

BERENS RIVER (*Selkirk Circuit*)
Roman Catholic Mission Hall

BLOODVEIN (*Selkirk Circuit*)
Band Office

EMERSON (*Selkirk Circuit*)
Town Hall
104 Church Street
P.O. Box 340

FISHER BRANCH (*Winnipeg Circuit*)
Community Centre Hall

GARDEN HILL (*Selkirk Circuit*)
CFS Boardroom

LITTLE GRAND RAPIDS (*Selkirk Circuit*)
School Gym

PAUINGASSI (*Selkirk Circuit*)
Band Hall
Box 60

POPLAR RIVER (*Selkirk Circuit*)
Band Hall

POWerview-PINE FALLS (*Selkirk Circuit*)
Legion Hall
7 Tamarack Street

ST. MARTIN (*Selkirk Circuit*)
Community Centre

ST. THERESA POINT (*Selkirk Circuit*)
Band Office

Other regional Provincial Court Child Protection matters are filed in:

DAUPHIN

Provincial Court
114 River Avenue West
Dauphin, Manitoba R7N 0J7
Phone: (204) 622-2192
Fax: (204) 622-2099

PORTAGE LA PRAIRIE

Provincial Court
25 Tupper Street North
Portage la Prairie, Manitoba R1N 3K1
Phone: (204) 239-3337
Fax: (204) 239-3402

STEINBACH

Provincial Court
Unit A - 284 Reimer Avenue
Steinbach, Manitoba R5G 0R5
Phone: (204) 346-6070
Fax: (204) 346-6072

SWAN RIVER

Provincial Court
201 – 4th Avenue South
Box 206
Swan River, Manitoba R0L 1Z0
Phone: (204) 734-2252
Fax: (204) 734-9544

THE PAS

Provincial Court
300 – 3rd Street East
Box 1259
The Pas, Manitoba R9A 1L2
Phone: (204) 627-8420
Fax: (204) 623-6528

THOMPSON

(includes circuit court locations of Cross Lake and Norway House)
Provincial Court
59 Elizabeth Road
Box 34
Thompson, Manitoba R8N 1X4
Phone: (204) 677-6761
Fax: (204) 677-6584