

## SUPREME COURT OF YUKON

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PRACTICE DIRECTION  
CIVIL-7

*Requests for Trial Dates in Civil Matters*

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Trial dates will be given at a case management conference pursuant to Rules 36 and 41. Adjournment applications may also be considered at a case management conference, and filing fees must be paid when filing the new Notice of Trial.

The case management conference judge will be guided by the attached Case Management Checklist. The judge may require an order to be entered. Any directions given at the case management conference are orders of the Court. If counsel are unable to meet deadlines that have been set, a further case management conference should be requested. If counsel agree to change the deadlines, they may submit a desk order by consent.

In lengthy or complex matters, the case management conference judge may require the preparation of a trial plan setting out the specific days in which witnesses will be called. The judge may also set timelines for filing outlines, briefs and case law. An outline or brief should contain a statement of the facts, issues, law, and analysis.

The Checklist and any notes taken by the case management conference judge will be placed in a sealed envelope on the file and opened only upon the direction of a judge.

Out-of-town counsel may appear at case management conferences by telephone, providing they have been called to the Yukon Bar or have received a Certificate of Permission to Act from the Law Society on the particular matter.

Parties may attend case management conferences with counsel. The case management conference judge may require the attendance of parties.

Veale J.  
January 15, 2016

## Case Management Checklist

- Identification of issues at trial
- Pre-trial applications (nature, need for directions)
- Estimated time for trial (including submissions)
- Parties, including Intervenors (additions, substitutions, removal)
- Status of pleadings (contemplated amendments, other)
- Status of discoveries and/or interrogatories
- Admissions (Notices to Admit, Agreed Statements of Facts)
- Witnesses (names, relevance, expected time required for direct and cross)
- Witness accommodation (videoconferencing, translation, other)
- Expert reports (number, nature, timelines):
- Documents, trial briefs and case law (common books of documents or case law, timelines)
- Electronic document sharing and other courtroom configuration requirements