



PRACTICE DIRECTION

CASE MANAGEMENT IN CRIMINAL MATTERS

Background:

[1] The purpose of case management is to narrow issues for trial or preliminary inquiry where possible, ensure accurate time estimates and to otherwise consider any matters that would promote a fair and expeditious trial, and to discuss resolution where appropriate.

[2] Case management is required by the court before court dates will be assigned for trial or preliminary inquiry where counsel are wishing to set matters with a time estimate of more than two days, require more than one pre-trial hearing date, or necessitate a special sitting of the court.

[3] Territorial Court Judges will assist counsel with judicial case management on criminal files where it is requested by counsel or by the court, or where it is required by the court before scheduling multi-day or complex matters for trial or preliminary inquiry.

Procedure:

[4] Counsel may request the scheduling of a case management conference by email to TCChambers@ntcourts.ca. When making the request, counsel should provide their joint availability for case management and indicate whether they wish the case management conference to take place by telephone or in person.

[5] Counsel are required to complete and submit the [Case Management Conference Report Form](#), by email to TCChambers@ntcourts.ca, two (2) clear days before the scheduled case management conference. Counsel should submit the Form jointly where possible, however separate Forms will be accepted if the filing of a joint report is not possible. In such a case, counsel should explain the circumstances that make it impossible to submit a joint Form.

[6] A Case Management Report Form is not required where counsel are scheduling further or subsequent case management on a matter that has already had case management and where a Report form has already been submitted. A new Report form will be required however, if there has been a change in defence counsel

and new counsel is taking a different position than one previously reflected in case management or where there has been a material change in the prosecution.

[7] Counsel may apply by email to TCChambers@ntcourts.ca to ask a judge to waive the requirement of the submission of the Case Management Report form in a particular case, and must set out the reasons for the application for the consideration of the judge.

[8] The Case Conference Memorandum and the Case Management Report will be filed by the court and attached to the court file following case management. The contents of the Case Conference Memorandum and the Case Management Report shall not be published or broadcast unless by leave of a Judge.


Obtaining the Form and submitting dates for court scheduling:

[9] The [Case Management Conference Report Form](#), is available using the hyperlink in this directive, or can be retrieved under the “Court Forms” Tab on the Court’s website. If you are unable to retrieve the Form, please email TCChambers@ntcourts.ca.


[10] If counsel are asked to submit their available dates for trials, pre-trial applications, or preliminary inquiries following case management, the available dates should be sent to the relevant court registry by email at TerritorialCourt@gov.nt.ca or TerritorialCourtHR@gov.nt.ca.

[10] This Directive replaces the Directive on Case Management in Criminal Matters issued on November 28, 2024.


Dated this 17 day of February 2025.




Chief Judge J. E. Scott



Judge R. D. Gorin



Judge S. L. Whitecloud-Brass



Judge G. W. D. Magee