**B. SETTLEMENT CONFERENCES, PRE-TRIAL CONFERENCES AND TRIAL READINESS PRE-TRIAL CONFERENCES**

1. General
   1. In an effort to maximize judicial resources, promote access to justice, and assist parties in either resolving a matter or ensuring the matter is ready for trial, the court facilitates pre-trial conferences (including trial readiness pre-trial conferences) and settlement conferences.
   2. In order to ensure the efficiency and effectiveness of these conferences, it is critical that:
      * 1. lawyers communicate with one another in advance of the conference with a view to determining areas of agreement and outstanding issues;
        2. parties and lawyers are prepared;
        3. lawyers attending the conference have a strong working knowledge of the matter and the issues; and
        4. materials are filed in compliance with the *Rules of Civil Procedure*.
   3. The applicable memorandum is to be clearly identified on the covering page.
   4. Each memorandum is placed in a sealed envelope for the judge presiding at the conference.
   5. All relevant materials are to be attached to the applicable memorandum, including for example medical reports, reports of experts, and extracts from transcripts.
   6. In the normal course, all materials filed for such conferences remain sealed and are not provided to the trial judge.
   7. The expectation is that the timetable and action items established at the conference will be adhered to and complied with.
2. Trial Readiness Pre -Trial Conferences

For trial readiness pre-trial conferences, lawyers and self-represented parties are to file a trial readiness pre-trial conference memorandum (available on the court’s website at [*www.courts.pe.ca*](http://www.courts.pe.ca), to be served and filed in accordance with the timelines set out in the *Rules of Civil Procedure* for pre-trial conferences and settlement conferences.