**F. DIRECTOR OF CHILD PROTECTION**

1. Scheduling
   1. Lawyers and self-represented parties are reminded of the timelines set out in the *Child, Youth and Family Services Act,* RSPEI 1988 Cap. C-6.01. Given these timelines, when dates are offered by the court for child protection hearings and pre-application conferences, lawyers and self-represented parties are expected to make every possible effort to be available for the offered dates.
   2. The court reserves a standing weekly time slot for child protection matters, both in Charlottetown and Summerside (Slemon Park). As the allotted time is brief, an adjournment may be necessary in circumstances where more time is required.
2. Pre-Application Conference
   1. Where the court authorizes a pre-application conference, the parties are to file a pre-application conference memorandum, available on the court’s website at [*www.courts.pe.ca*](http://www.courts.pe.ca).
   2. The pre-application conference memorandum is to be filed, with proof of service, at least seven days before the date set for the pre-application conference.
   3. Where the Director of Child Protection (the “Director”) seeks a permanent order, the court, on its own initiative, generally schedules a pre-application conference. Lawyers and self-represented parties are expected to be in a position to address hearing-related matters, including those matters set out in the pre-application conference memorandum form.
   4. If a party views a pre-application conference would be worthwhile even where the Director is not seeking permanent relief, the party may make the request to the trial coordinator and the court will provide direction.
   5. On occasion, the parties may also be interested in the court facilitating a resolution conference, with a view to resolving the matter in the absence of a contested hearing. Requests for a resolution conference may be made to the trial coordinator.