



Effective Date: 2011/03/01

Number: AN - 8

Title:

Administrative Notice

Pre-Hearing Conferences in Registrars' Matters

Summary:

This Administrative Notice sets out the circumstances in which a pre-hearing conference may be required to be held in respect of matters to be heard before a registrar of the court. The purpose of a pre-hearing conference is to assist in defining the issues that may be before the registrar and to make directions (as appropriate) in respect of (a) the production of documents; (b) oral examinations for discovery; (c) service of notices to admit; (d) service of experts' reports; (e) service of witness lists; (f) any other matter that may assist in the just and efficient determination of the issues (see Rule 23-6(5) of the *Supreme Court Civil Rules* and Rule 22-7(5) of the *Supreme Court Family Rules*). This Administrative Notice is being issued to ensure consistency in service throughout the Province and to assist Supreme Court Scheduling in booking hearings before a registrar.

Direction:

When a pre-hearing conference is required

1. Pre-hearing conferences for registrars' hearings are required to be set for registrars' matters in the following circumstances:
 - a. All appointments under the *Legal Profession Act* where the bill sought to be reviewed is \$25,000 or more;
 - b. All appointments to assess Bills of Costs where the amount involved is \$45,000 or more;
 - c. All references to the registrar under Rule 18-1(5) of the *Supreme Court Civil Rules* and 18-1(5) of the *Supreme Court Family Rules* involving two self-represented litigants; and

- d. All matters estimated to require, in Vancouver, New Westminster and Victoria, one day or longer of hearing time; and in all other locations, one half day or longer of hearing time.

How to schedule a pre-hearing conference

2. If any of the above circumstances apply, a party should obtain a date for the pre-hearing conference from Supreme Court Scheduling.
3. In registries where the appointment date is obtained at the same time as the prehearing conference date, both dates should appear on the Appointment.
4. In registries where the appointment date will not be set until after the pre-hearing conference, the subsequent Appointment hearing date may be set by Requisition and the fee for filing the Requisition (if any) will be waived. The Appointment should indicate on its face that the hearing date will be set after completion of the pre-hearing conference.

A handwritten signature in black ink, appearing to read 'K. Sainty', with a long horizontal line extending to the right.

Kathryn S. Sainty
Supreme Court Registrar