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**Title:**

## **Administrative Notice**

### **Pre-Hearing Conferences in Registrars' Matters**

#### **Summary:**

This Administrative Notice sets out the circumstances in which a pre-hearing conference must be held for registrars' matters, how to schedule a pre-hearing conference, and the materials that should be provided in advance of a pre-hearing conference.

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*).

#### **Direction:**

#### **When a pre-hearing conference is required**

1. Pre-hearing conferences must be held 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*; 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, two or more hours of hearing time.

### **How to schedule a pre-hearing conference**

2. If any of the above circumstances apply, counsel or a party should obtain a date for the pre-hearing conference from Supreme Court Scheduling.
3. The pre-hearing conference must take place at least 60 days before the main appointment date (i.e., the date for the substantive hearing).
4. In registries where the main appointment date is obtained at the same time as the pre-hearing conference date, both dates should appear on the appointment.
5. In registries where the main appointment date will not be set until after the pre-hearing conference, the main appointment 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 main appointment date will be set after completion of the pre-hearing conference.

### **What materials are needed at a pre-hearing conference**

6. There is no requirement in the *Supreme Court Civil Rules* to provide a hearing record for a pre-hearing conference; however, counsel and parties attending a pre-hearing conference should provide the presider with a copy of (a) the filed appointment; and (b) the order and/or reasons for judgment to which the appointment relates. These materials should be provided to the registry where the pre-hearing conference is to take place no later than 4 p.m. on the business day that is one full business day before the date set for the pre-hearing conference.

**Meg Gaily**  
**Supreme Court Registrar**