

## SUPREME COURT OF YUKON

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PRACTICE DIRECTION  
Family 3A

*Family Law Case Conference and  
Case Management Conference in Family Matter  
Pre- and Post- Conference Memorandum*

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This Practice Direction is a supplement to PD Family 3.

Counsel or parties attending at a family law case conference or a case management conference in a family matter are required to prepare and file one Pre-Conference Memorandum signed by both counsel or by the party or parties if they are not represented by counsel, containing the information in the attached Direction to File a Pre-Conference Memorandum.

Counsel or the parties must file the Pre-Conference Memorandum three (3) days, not counting Saturday or holidays, prior to the family law case conference or case management conference in a family matter.

After the family law case conference or case management conference in a family matter, the presiding judge will prepare a Post-Conference Memorandum containing the information in the attached Post-Conference Memorandum document, including any directions or orders arising from the conference. The Post-Conference Memorandum will be filed and distributed to counsel or the parties.



Duncan C.J.  
February 3, 2025

## Direction to File a Pre-Conference Memorandum

1. Three (3) days, not counting Saturday or holidays, before the Family Law Case conference or Case Management conference in a family matter, each party shall provide a copy of a Pre-Conference Memorandum to the other party and then the applicant/plaintiff shall file a joint copy with the Court.
2. The Pre-Conference Memorandum shall include:
  - a. a list of the issues in dispute;
  - b. a statement of the position each party takes on the issues;
  - c. why each party takes that position;
  - d. confirmation that settlement has been discussed, when, and in what form, such as in person, through correspondence, or other;
  - e. if any financial conclusions are presented, a separate sheet of paper with calculations to support the financial conclusions for use in subsequent discussions or orders; and
  - f. information on whether there are outstanding criminal or civil/family orders or matters relevant to this proceeding, the parties, or any children affected by this proceeding.
3. The Pre-Conference Memorandum shall not exceed 1.5 pages. Its purpose is to tell the other side and the Court what a party wants and why a party should get it.
4. The presiding judge at the conference may give further directions or orders and will determine what hearing or other Court time is required, in accordance with Rule 63(16).
5. Failure to file a Pre-Conference Memorandum means you may be required to pay costs.

S.C. No.:

**SUPREME COURT OF YUKON**

BETWEEN:

APPLICANT/PLAINTIFF

AND

RESPONDENT/DEFENDANT

Pre-Conference Memorandum

Counsel for the Applicant/Plaintiff

Name of counsel

Counsel for the Respondent/Defendant

Name of counsel

1. This matter is scheduled for a Family Law Case Conference/Case Management Conference on [DATE AND TIME];
2. Issues in dispute [List];
3. Positions of the parties on each issue, and why;
4. Confirmation that settlement has been discussed, when, and in what form;
5. Financial conclusion on separate sheet of paper with calculations (if relevant);
6. Outstanding criminal or civil/family orders relevant to this matter.

DATED:

\_\_\_\_\_  
Signature [Party or Party's Lawyer]

\_\_\_\_\_  
Signature [Party or Party's Lawyer]

\_\_\_\_\_  
Print Name [Party or Party's Lawyer]

\_\_\_\_\_  
Print Name [Party or Party's Lawyer]

S.C. No.:

**SUPREME COURT OF YUKON**

BETWEEN:

APPLICANT/PLAINTIFF

AND

RESPONDENT/DEFENDANT

Post-Conference Memorandum

Counsel for the Applicant/Plaintiff

Name of counsel

Counsel for the Respondent/Defendant

Name of counsel

A family law case conference/case management conference was held on XXX [insert date].

Overview

1. [set out background, issues, positions of parties, next steps];
2. ...

Future Dates

1. The matter will return on the following dates: [insert dates and type of appearance]

Directions or Orders

1. [Set out what is to be filed, when, with any specific directions, and any other directions or orders]
2. ...

DATED:

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[Name of judge]