

**PROVINCIAL COURT OF ALBERTA
CALGARY FAMILY COURTS
CONFIDENTIAL VIRTUAL JDR (VJDR) SUMMARY**

The lawyer for the Applicant (or the Applicant if self-represented) should complete this form and then circulate it to the lawyer(s) for the Respondent(s) (or to the Respondent(s) if self-represented) and to the lawyer for any child for completion. Each lawyer and self-represented party should, in turn, add their own contact information, notes and summary. The completed document should then be returned to the lawyer for the Applicant (or to the Applicant if self-represented) who must then forward it to the assigned VJDR Judge. If the Applicant does not start the process described below, any other party may do so, but is not required to. If the Summary is not received by the Judge at least 5 full days before the scheduled VJDR, the VJDR will likely be canceled without further notice. No reminders will be sent by the Court.

INSTRUCTIONS: This Summary was designed in partial response to the COVID-19 pandemic. Its use will enable the Court to continue holding JDRs, without the need for anyone (individual parties, court staff or judges) to come to the Courthouse. It will coincidentally require parties to consider their respective positions well in advance of the VJDR and will provide the judge with a clear understanding of what the parties are seeking and why.

In this document the word “Applicant” refers to the individual(s) seeking a Court Order. If more than one individual is seeking a Court Order, then the one who first filed a Claim is the Applicant. Similarly, the word “Respondent” refers to the individual(s) against whom the Applicant seeks a Court Order.

The general idea is that the Applicant is to complete as much of this Summary as he or she can and to then circulate it to the other parties and children’s counsel for each to complete their part. The one completed Summary is to then be sent by email to FYJDRfiling.PCCalgary@albertacourts.ca, as well as to the assigned Judge’s VJDR email address if the Trial Coordinator has provided that email address to you, at least 5 days before the scheduled VJDR.

Because several parties may be involved in completing portions of this Summary, it is necessary to put in place some deadlines. The Summary (and the VJDR itself) will only work if it is completed and circulated in a timely manner.

If a party does not meet a deadline listed below, the Applicant (or whoever first circulated the Summary) should make a notation on the Summary in the non-compliant party’s section and forward the revised Summary to the next party.

As a reminder to self-represented parties, any communication with another party or the Court must be copied to all other parties.

Thank you, and we all look forward to a productive VJDR.

Step:	Action:	Deadline:
1.	Applicant completes his or her portion of the Summary and emails it to the Respondent. *	14 days before the scheduled VJDR.
2.	Respondents and Children’s Counsel completes his or her portion of the Summary and emails it to the Applicant and all parties.	Within 4 days of receiving the Summary.
3.	The Applicant forwards the amalgamated Summary to the VJDR Judge.	At least 5 days before the scheduled VJDR.
*	In the event the Applicant does not start the process the Respondent or children’s counsel may complete the VJDR Summary. **	10 days before the scheduled VJDR.
**	The Respondent or Children’s Counsel shall forward the amalgamated Summary to the VJDR Judge.	At least 5 days before the scheduled VJDR.

PART 1: CONTACT INFORMATION

ACTION NUMBER:

(CFC/N Number)

STYLE OF CAUSE:

ISSUE(S) FOR VJDR:

- Guardianship
- Parenting Order
- Vary Parenting Order
- Contact Order
- Vary Contact Order
- Child Support Order
- Vary Child Support Order
- Spousal Support Order
- Vary Spousal Support Order
- Other *(please specify)*:

PARTIES	PHONE	EMAIL	METHOD OF PARTICIPATING (i.e. phone / Zoom)
Applicant(s):			
Counsel for Applicant(s):			
Respondent(s):			
Counsel for Respondent(s):			
Child(ren):			
Counsel for Child(ren):			
Other:			

PART 2: RELEVANT PROCESSES & DATES

RELEVANT COURT ORDERS

(List Court Orders relevant to the issue(s) to be discussed starting with most recent Order and working backwards.)

Type of Order	Date Granted	Name of Judge	Brief Summary

PREVIOUS JDRs:

(Starting with most recent JDR and working backwards.)

Date	Name of Judge	Issues Discussed

FUTURE COURT APPEARANCES

Appearance Type	Date(s)	Time	Courtroom
VJDR Docket Return Date			
Pre-Trial Conference			
Trial Date(s)			
Other:			

PART 3: PARTY SUMMARIES

APPLICANT SUMMARY

Live applications before the Court:

(Historical orders, past JDRs, current application, cross application.)

Relevant Facts:

(3000 characters maximum. The judge does not need to know the entire history in detail. Briefly summarize why you are in Court today. The judge is going to focus on moving forward, not examining the past. The judge is not going to sort out who did what and why.)

Relief Sought:

(What do you want the Court to Order?)

Supporting Documentation:

(Please list relevant documents you intend to refer to and attach a copy. For example, if support is an issue, provide relevant financial information and calculations showing what you think are appropriate amounts.)

Draft Order Attached:

(Attach Draft Order as a Word document. If you are not providing an order, provide explanation.)

RESPONDENT SUMMARY Name:

Live applications before the Court:

(Historical orders, past JDRs, current application, cross application.)

Relevant Facts:

(3000 characters maximum. The judge does not need to know the entire history in detail. Briefly summarize why you are in Court today. The judge is going to focus on moving forward, not examining the past. The judge is not going to sort out who did what and why.)

Relief Sought:

(What do you want the Court to Order?)

Supporting Documentation:

(Please list relevant documents you intend to refer to and attach a copy. For example, if support is an issue, provide relevant financial information and calculations showing what you think are appropriate amounts.)

Draft Order Attached:

(Attach Draft Order as a Word document. If you are not providing an order, provide explanation.)

RESPONDENT SUMMARY Name:

(if there is a second Respondent)

Live applications before the Court:

(Historical orders, past JDRs, current application, cross application.)

Relevant Facts:

(3000 characters maximum. The judge does not need to know the entire history in detail. Briefly summarize why you are in Court today. The judge is going to focus on moving forward, not examining the past. The judge is not going to sort out who did what and why.)

Relief Sought:

(What do you want the Court to Order?)

Supporting Documentation:

(Please list relevant documents you intend to refer to and attach a copy. For example, if support is an issue, provide relevant financial information and calculations showing what you think are appropriate amounts.)

Draft Order Attached:

(Attach Draft Order as a Word document. If you are not providing an order, provide explanation.)

COUNSEL FOR THE CHILD(REN) SUMMARY

Live applications before the Court:

(Historical orders, past JDRs, current application, cross application.)

Relevant Facts:

(3000 characters maximum. The judge does not need to know the entire history in detail. Briefly summarize why you are in Court today. The judge is going to focus on moving forward, not examining the past. The judge is not going to sort out who did what and why.)

Relief Sought:

(What do you want the Court to Order?)

Supporting Documentation:

(Please list relevant documents you intend to refer to and attach a copy. For example, if support is an issue, provide relevant financial information and calculations showing what you think are appropriate amounts.)

Draft Order Attached:

(Attach Draft Order as a Word document. If you are not providing an order, provide explanation.)