

Case No.: Insert Case Number

Case Name: Insert Case Name

Provincial Court of Alberta

Southern Region

Form 2 – Response to Applications Mandatory Requirements Checklist* To be completed by the Respondent

A. Requirements (Rule 2.3)

Form 2 is the prescribed form for responding to an application

The Form contains the following basic information: (2.3(1))

- the Case Number
- the Case Name
- the Trial Date, or
- the Date Specifically Booked for the Application

The Form contains the following substantive information:

- A detailed statement of any dispute with respect to the facts as cited by the applicant. (2.3(2)(a));
- A statement of response to the application (2.3(2)(b));
- A response to the relief sought by the applicant (2.3(2)(c))
- The legal citations of cases relied on in response to the application. (2.3(2)(d))
- The legal citations include paragraph numbers for the portions of the cases relied on in support of the application (2.3(2)(d))
- Indicate that the consent of the other party has been obtained for filing supporting materials at a time less than 30 days prior to the hearing of the application. (2.4(1))
- Where a transcript has been ordered but is not included, the date that the transcript was ordered AND the date when it is expected to be available. (2.4(4))

The Form does not require a separate court order to permit filing of the response to be filed other than 15 days after service of Form 1 where consent is not obtained. (2.4(5))

Respondent: _____

Date: _____

*This form contains only minimum requirements and should not be relied upon as a comprehensive resource. Filing of a document does not confirm compliance with all aspects of the Rules of Court. For a complete list of all document requirements, please consult the Rules of Court.) The information in brackets is the applicable Rule.