

FAMILY LAW PRACTICE NOTE 4
KING'S BENCH CHILD SUPPORT RESOLUTION PROGRAM ("KBCSRP")
(EDMONTON and CALGARY)
Effective November 1, 2022

This Practice Note applies only to the Judicial Centres of Edmonton and Calgary.

This Practice Note applies to any intended court application for initial, interim or variation of child support in the Court of King's Bench where the parties attend at Family Docket Court and are directed to the KBCSRP. It also applies to parties who voluntarily attend the KBCSRP. The only issues that may be addressed by the KBCSRP are child support, and spousal/partner support only when child support is also in issue.

This Practice Note does not apply to matters under the *Child, Youth and Family Enhancement Act*, RSA. 2000, c. C-12. This Practice Note also does not apply to those matters where the Applicant is in Alberta and the Respondent is not a habitual resident in Alberta unless both parties first attend Family Docket Court and agree to utilize the KBCSRP process.

A. Mandatory Attendance at KBCSRP if directed in Family Docket Court (FDC):

1. Prior to filing any court application that includes a request for child support (including child support variation) a party must attend Family Docket Court in the Court of King's Bench. A Notice to Attend Family Docket Court can be found [here](#) (form KB158 on the Family Law Forms page of the Court of King's Bench of Alberta website). This applies to all parties, regardless of whether or not they are represented by Counsel. It does not apply to a party who has been permitted by a Justice to bypass Family Docket Court and proceed with an application for child support.
2. If the parties are directed in Family Docket Court to the KBCSRP, they will be required to do the following:
 - a. Contact KBCSRP by email or by phone using the contact information below;
 - b. Agree to the date for a KBCSRP Meeting;
 - o Parties will be provided with 3 available meeting times. If the parties are not able to reach agreement on a meeting time or one of the parties does not confirm attendance, parties will be directed back to Family Docket Court for triage and next steps;
 - c. File and exchange their financial disclosure as ordered in Family Docket Court and provide a copy of the filed financial disclosure to the KBCSRP at least 14 days before the KBCSRP

Meeting. Where disclosure is not ordered in Family Docket Court, the parties must file and exchange the disclosure required by the Alberta Court of King's Bench [Notice to Disclose](#) (items 1-9 only) and provide copies to KBCSRP 14 days before the KBCSRP meeting.

B. Voluntary Attendance at KBCSRP:

1. Parties who wish to participate in the KBCSRP to resolve their child support issues may attend KBCSRP prior to attendance at Family Docket Court if they both agree to use this process prior to Family Docket Court. They will still be required to agree on a date and file and exchange their financial disclosure as per A.2. above. If parties are unable to resolve their child support issues at KBCSRP, then either party can file a Notice to Attend Family Docket Court (with KBCSRP Report attached) and proceed to Family Docket Court.

C. KBCSRP Meeting

1. After the parties have agreed on a date for the KBCSRP Meeting date, the KBCSRP Coordinator will issue a Confirmation of KBCSRP Meeting which will indicate a date and time arranged for the KBCSRP Meeting. As indicated above, the parties must file their financial disclosure and provide it to the KBCSRP Coordinator and the other party at least 14 days before the KBCSRP meeting (refer to A.2.c. above). If financial disclosure has not been provided, the meeting may not proceed.

2. The KBCSRP Officer will assist the parties to reach an agreement on their child support issues and may give directions regarding further disclosure to either party.

3. At the conclusion of the KBCSRP Meeting, the KBCSRP Officer will provide a Report setting out the results of the KBCSRP Meeting. The Report will be placed on the Court file (physical file/electronic file).

4. If the parties have settled/partially settled or have agreed to an adjournment, the KBCSRP Officer or Coordinator or Counsel for one of the parties will draft a Consent Order, which the parties will sign. The Consent Order will be forwarded by the KBCSRP Coordinator to a Justice for signature. The Consent Order may include the following:

- a. Matter settled/partially settled with details to be set out in Consent Order;
- b. Matter not settled/partially settled and further KBCSRP Meeting scheduled by consent (set out return date) where parties:
 - Agree on a without prejudice pre-disclosure income amount and a child support amount and adjourn to provide financial disclosure; or
 - Consent to a Disclosure Order and return to KBCSRP.

5. If the parties have not settled all of their child support issues, the KBCSRP Officer will provide recommendations for other resources for the parties and may direct parties to Family

Docket Court for assessment and next steps. The Officer will note these recommendations on their Report, which will be placed in the Court file (physical file/electronic file).

Edmonton Contact Information:

CSRP.Edmonton@just.gov.ab.ca

Telephone: 780-427-1907

Calgary Contact Information:

CSRP.Calgary@just.gov.ab.ca

Telephone 403-297-3875