

Family Focused Protocol

MASTER LIST OF INCLUDED & EXCLUDED MATTERS

Date Issued: June 1, 2026

Table of Contents

MATTERS ELIGIBLE FOR FAMILY LAW CHAMBERS	3
EXCLUDED MATTERS FROM THE NEW REGULAR FAMILY PROCESS.....	4
1. Applications for Protection Orders	4
2. Approved Urgent Applications (With or Without Notice)	4
3. Applications for Surrogacy Orders	5
4. Appeals from the Alberta Court of Justice	5
5. Incoming Proceedings Under the <i>Interjurisdictional Support Orders Act</i> and Section 18.1 of the <i>Divorce Act</i> (RE Interjurisdictional Support Applications)	6
6. Outgoing Initial and Variation Applications for Child and/or Spousal, including Provisional Applications under the <i>Interjurisdictional Support Orders Act</i> and <i>Divorce Act</i>	6
7. Applications under <i>Divorce Act</i> s. 18.2.....	7
8. Registration of Foreign Support Orders in Alberta	7
9. Stay of Enforcement Applications (with Interjurisdictional Variation).....	8
10. Proceedings Under the <i>International Child Abduction Act</i> (Hague Convention)	8
11. Proceedings Under the <i>Income and Employment Supports Act</i>	9
12. Adoption Proceedings (Part 2 of the <i>Child, Youth and Family Enhancement Act</i>)	9
13. Proceedings under the <i>Vital Statistics Act</i> (Uncontested only)	9
14. Proceedings under the <i>Family Orders and Agreements Enforcement Assistance Act</i>	10
15. Family Law Practice Note 5 – Allegations of Sexual Abuse (Form 1)	10
16. Proceedings Under the <i>Maintenance Enforcement Act</i> (Default Hearings)	10
17. Application for Stay of Enforcement under s.32 of the <i>Maintenance Enforcement Act</i>	11

18. Applications Concerning Arbitration Awards under the <i>Arbitration Act</i>	11
INCLUDED MATTERS IN THE NEW REGULAR FAMILY PROCESS	12
1. Divorce Proceedings	12
2. Combined Divorce and Family Property Proceedings	12
3. Family Property Proceedings Only	13
4. Family Law Payments Out of Court	13
5. Family Law Act Proceedings.....	14
6. s. 12.26 Application for Recognition of a Decision of a Competent Authority Varying Parenting or Contact Order (Foreign Decision) –	14
7. Unjust Enrichment Claims	15
8. Partition and Sale Applications	15
9. Extra-Provincial Enforcement of Custody Orders (under Provincial Legislation)	16
10. Post-Divorce Act Applications	16
11. Exclusive Possession Applications	17
12. Proceedings under the <i>Vital Statistics Act</i> (Contested Only)	18
MATTERS PROCEEDING AS PART OF THE DESK PROCESS	19
OTHER MATTERS NOT MENTIONED	22

MATTERS ELIGIBLE FOR FAMILY LAW CHAMBERS

This section identifies matters that can proceed directly to Family Law Chambers without going through the FFP, which includes:

1. Application to transfer an action from one judicial centre to another per Rule 3.5 of the *Alberta Rules of Court*
2. Order deeming service good and sufficient
3. Application to dispense with Defendant's consent on a desk divorce where all matters are resolved
4. Changes to birth registration under the *Vital Statistics Act*
5. Urgent FIATS, including urgent FIATS pertaining to Family Law Practice Note 2.
 - These applications require notice on the opposing party.

EXCLUDED MATTERS FROM THE NEW REGULAR FAMILY PROCESS

1. Applications for Protection Orders

Including actions under the Protection Against Family Violence Act (Part 12, Subdivision 4) and restraining orders (Part 12, Subdivision 5 of the Alberta Rules of Court)

- **Edmonton/Calgary:** Urgent Matters Chambers
- **Regions:** Family Law Chambers
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No.

2. Approved Urgent Applications (With or Without Notice)

Applications that have been approved to proceed on an urgent basis, including both with notice and without notice applications. Justice will direct how proceedings will move forward

- **Edmonton/Calgary:**
 - Urgent Request Form reviewed by the Judiciary and referred to:
 - Urgent Matters Chambers; or
 - Family Law Chambers
- **Regions:**
 - Judicial referral to:
 - Family Law Chambers; **or**
 - Family Focused Protocol
- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

3. Applications for Surrogacy Orders

Under Part 1 of the Family Law Act

- **Swim Lane:** [Excluded from Swim Lanes 1 & 2](#)
- **Hearing Method:** Province-wide, handled by designated Justice.
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No.

4. Appeals from the Alberta Court of Justice

Pursuant to Rule 12.61 of the Alberta Rules of Court and s. 114 Child, Youth and Family Enhancement Act & Family Law Act Appeals

- **Edmonton/Calgary:**
 - Speak to Family List ***followed by***
 - Appeal Hearing
- **Regions:**
 - Family Law Chambers ***followed by***
 - Appeal Hearing
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.

- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice

5. Incoming Proceedings Under the *Interjurisdictional Support Orders Act* and Section 18.1 of the *Divorce Act* (RE Interjurisdictional Support Applications)

- **Edmonton/Calgary/Red Deer:** ISO List
- **Regions (excluding Red Deer):** Family Law Chambers
 - **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission and email iso.alberta@just.gov.ab.ca for questions.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

6. Outgoing Initial and Variation Applications for Child and/or Spousal, including Provisional Applications under the *Interjurisdictional Support Orders Act* and *Divorce Act*

- **Hearing:** The hearing occurs in the other jurisdiction
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.
- **Note:** Questions on these applications should be directed to the ISO Clerk at ISO.Alberta@gov.ab.ca or ISO Counsel. If a Provisional Order is required, it will be done either by desk application, on the ISO List (Calgary/Edmonton/Red Deer) or in Chambers (Regions) with assistance from ISO Counsel.

7. Applications under *Divorce Act* s. 18.2

Variation application (s 17(1)(a)) commenced in Alberta with service to a respondent in another Canadian province along with a blank Request to Convert Form

- **Edmonton/Calgary/Red Deer:**
 - ISO List; ***then may be referred to:***
 - Family Law Chambers; ***or***
 - Family Focused Protocol
- **Regions (excluding Red Deer):**
 - Family Law Chambers; ***then may be referred to:***
 - Back to Family Law Chambers; ***or***
 - Family Focused Protocol
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission and email iso.alberta@just.gov.ab.ca for questions and hearing dates.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

8. Registration of Foreign Support Orders in Alberta

Under Interjurisdictional Support Orders Act s. 19-20 to set aside a foreign order and Divorce Act s. 19.1 for recognition and enforcement of a foreign support order in Alberta

- **Edmonton/Calgary/Red Deer:** ISO List
- **Regions (excluding Red Deer):** Family Law Chambers
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission and email iso.alberta@just.gov.ab.ca for questions and hearing dates.

- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

9. Stay of Enforcement Applications (with Interjurisdictional Variation)

Under s. 32 of the Maintenance Enforcement Act when there is a previously filed interjurisdictional variation or filed concurrently with an Interjurisdictional application to vary child or spousal support

- **Edmonton/Calgary/Red Deer:**
 - ISO List; **or**
 - Urgent Matters Chambers for Edmonton/Calgary only
- **Regions (excluding Red Deer):**
 - Family Law Chambers
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission and email iso.alberta@just.gov.ab.ca for questions and hearing dates.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

10. Proceedings Under the *International Child Abduction Act* (Hague Convention)

Family Practice Note 6

- **Jurisdiction:** Province-wide, handled by designated Justice
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.

- **FJS Requirement:** No, unless directed by a Justice.

11. Proceedings Under the *Income and Employment Supports Act*

- **Swim Lane:** [Excluded from Swim Lane 1 & 2](#)
- **Edmonton/Calgary/Red Deer:** Child Support List
- **Regions (excluding Red Deer):** Family Law Chambers
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

12. Adoption Proceedings (Part 2 of the *Child, Youth and Family Enhancement Act*)

- **Edmonton/Calgary:** Adoption List / Hearing
- **Regions:** Special Hearing
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

13. Proceedings under the *Vital Statistics Act* (Uncontested only)

Example: Change of Name via Originating Application

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.

- **FJS Requirement:** No, unless directed by a Justice.

14. Proceedings under the *Family Orders and Agreements Enforcement Assistance Act*

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** TBD

15. Family Law Practice Note 5 – Allegations of Sexual Abuse (Form 1)

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

16. Proceedings Under the *Maintenance Enforcement Act* (Default Hearings)

- **Edmonton/Calgary/Red Deer:** MEP Default Hearing
- **Regions (excluding Red Deer):** Family Law Chambers
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No, unless directed by a Justice.

17. Application for Stay of Enforcement under s.32 of the *Maintenance Enforcement Act*

These application are required to be on notice: Under section 32(1), if the Director has issued a support deduction notice or a creditor has obtained an order for payment under section 19, the debtor may apply to the Court of King's Bench for a stay of those proceedings, and a copy of the application must be served by the applicant on the Director and the creditor.

- **Edmonton/Calgary:** Urgent Matters Chambers
- **Regions:** Family Law Chambers
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No.

18. Applications Concerning Arbitration Awards under the *Arbitration Act*

Any application related to an Arbitration Award under the Arbitration Act, RSA 2000, cA-43, including, but not limited to, an application for leave to appeal, an appeal of an award, an application to set aside an award, an application to enforce an award, an application for a declaration of invalidity of an arbitration.

- **Province-wide:** Civil Justice Chambers
- **Filing Method:**
 - **Step 1:** Visit the [Civil Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No.

INCLUDED MATTERS IN THE NEW REGULAR FAMILY PROCESS

Note: The Family Justice Strategy requirements are as indicated unless a waiver is granted through the desk application process to a Family Roster Justice.

1. Divorce Proceedings

Under the Divorce Act, commenced by Statement of Claim for Divorce, including Joint Statements of Claim for Divorce (excluding proceedings 18.1, 18.2, and 19 of the Divorce Act)

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes
 - **Completion of the online Parenting After Separation Course:** Yes.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** Yes, except where no child support, spousal support or property claims.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** Yes.

2. Combined Divorce and Family Property Proceedings

A combined proceeding under the Divorce Act and Family Property Act (or former Matrimonial Property Act), commenced by Statement of Claim for Divorce and Division of family (or Matrimonial) Property

- **Swim Lane:** Swim Lane 1 for all locations
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.

- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes
 - **Completion of the online Parenting After Separation Course:** Yes.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** Yes, except where no child support, spousal support or property claims.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** Yes.

3. Family Property Proceedings Only

Under the Family Property Act (or former Matrimonial Property Act), commenced by Statement of Claim for Division of Family (or Matrimonial) Property

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes.
 - **Completion of the online Parenting After Separation Course:** Yes.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** Yes.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** Yes.

4. Family Law Payments Out of Court

Under the Family Property Act (or former Matrimonial Property Act), commenced by Statement of Claim for Division of Family (or Matrimonial) Property, including payment out

- **Swim Lane:** Swim Lane 1 for all locations
- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** No.

5. Family Law Act Proceedings

Commenced by Claim under the Family Law Act

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes.
 - **Completion of the online Parenting After Separation Course:** Yes.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** Yes, except where no child support or spousal support claims.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** Yes.

6. s. 12.26 Application for Recognition of a Decision of a Competent Authority Varying Parenting or Contact Order (Foreign Decision) –

Application under s. 12.26 of the Alberta Rules of Court, commenced by application or originating application

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:**

- **Completion of the online Parenting After Separation Course:** No.
- **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
- **Providing Financial Disclosure:** No.
- **Participation in an Alternative Dispute Resolution (ADR) process:** No.

7. Unjust Enrichment Claims

An action between two parties who have lived together in a relationship of interdependence, commenced by Statement of Claim

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes.
 - **Completion of the online Parenting After Separation Course:** Yes.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** Yes.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** Yes.

8. Partition and Sale Applications

Pursuant to Part 3 of the Law of Property Act, between parties who have lived together in a relationship of interdependence, commenced by originating application

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes.

- **Completion of the online Parenting After Separation Course:** Yes.
- **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
- **Providing Financial Disclosure:** Yes.
- **Participation in an Alternative Dispute Resolution (ADR) process:** Yes.

9. Extra-Provincial Enforcement of Custody Orders (under Provincial Legislation)

An application to register, enforce, or vary a custody order under the Extra-Provincial Enforcement of Custody Orders Act pursuant to Rule 12.27 of the Alberta Rules of Court, commenced by originating application

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes.
 - **Completion of the online Parenting After Separation Course:** No, unless applying to vary the order only.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** No, they can only apply for parenting, not child support.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** No, unless directed by a Justice.

10. Post-Divorce Act Applications

An application after an order or judgment under the Divorce Act pursuant to Rule 12.45 or 12.451 of the Alberta Rules of Court, commenced by certifying their order + FL-18. This applies to orders that are granted outside of Alberta.

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes.
 - **Completion of the online Parenting After Separation Course:** Yes.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** Yes, except where no child support, spousal support or property claims.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** No, unless directed by a Justice.

11. Exclusive Possession Applications

An application for exclusive possession Under Part 2 of the Family Property Act (or former Matrimonial Property Act), commenced by originating application

- **Edmonton/Calgary:**
 - Urgent Matters Chambers (if approved as urgent); **or**
 - Family Focused Protocol
- **Regions:**
 - Family Law Chambers (if approved as urgent); **or**
 - Family Focused Protocol
- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:**
 - No, if proceeding as urgent, unless directed by a Justice.

- Yes, if proceeding under Family Focused Protocol.
 - **Completion of the online Parenting After Separation Course:** Yes.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** Yes.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** Yes.

12. Proceedings under the *Vital Statistics Act* (Contested Only)

- **Filing Method:**
 - **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
 - **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **FJS Requirement:** Yes.
 - **Completion of the online Parenting After Separation Course:** Yes.
 - **Meeting with a Family Court Counsellor for self-represented parties with dependent children:** Yes, but only available in select locations.
 - **Providing Financial Disclosure:** No.
 - **Participation in an Alternative Dispute Resolution (ADR) process:** Yes.

MATTERS PROCEEDING AS PART OF THE DESK PROCESS

FJS Requirements do not apply unless directed by the Justice.

- **Urgent / Time Sensitive Consent Orders**

Application for Time Sensitive Consent Orders in family matters (following the current FJS developed process)

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.

- **Application for a Waiver / Deferral of Mandatory Requirements**

May only be submitted after an action has been commenced.

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.

- **Request for a meeting with Resolution Counsel**

May only be submitted after an action has been commenced.

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.

- **Notice to Disclose Desk Application**

May only be submitted after an action has been commenced.

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.

- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.
- **Urgent Application Process (Province Wide)**
An Urgent Request Form is required for all Urgent Applications. A draft commencement or previously filed commencement must be included with the Urgent Request package for Judicial review. Fees are applicable at the time of filing the submission. For more information on the Urgent Application Process visit: <https://albertacourts.ca/kb/court-operations-schedules/urgent>.
 - **Filing Method:**
 - **Step 1:** Visit the Urgent Application Process page and complete the Urgent Request Form: <https://albertacourts.ca/kb/court-operations-schedules/urgent>.
 - **Step 2:** Include your commencing document, materials to be filed in support of your Urgent Application Request, along with the Urgent Request form to:
 - i. CALGARY, RED DEER AND SOUTH LOCATIONS
Urgent Requests with Notice / Without Notice:
NoReply.QBUrgentRequestCalgary@just.gov.ab.ca
 - ii. EDMONTON AND NORTH LOCATIONS, INCLUDING WETASKIWIN
Urgent Requests with Notice / Without Notice:
NoReply.QBUrgentRequestEdmonton@just.gov.ab.ca

NOTE: If you are making an Urgent Application request related to a Family or Divorce matter that meets the Urgent criteria and you have an MIT Justice assigned, in place of an application and affidavit, you are required to send a Request for Case Conference form along with the Urgent Request form. All other instructions on the Urgent Application Process must be complied with.

- **No Assigned MIT/Case Conference Justice**

Where there is no assigned MIT/Case Conference Justice, applications pursuant to Family Practice Note 2, paragraph 47 for leave to:

- *Obtain a different hearing date;*
- *File after the required deadlines;*
- *Submit affidavits or exhibits exceeding the page limits;*
- *File additional affidavits;*
- *File electronic exhibits; or*
- *Present oral evidence in the application.*

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.

OTHER MATTERS NOT MENTIONED

FJS Requirements may apply.

- **Orders for Substitutional Service, Service Ex Juris, and Hague Service Outside of Canada are dealt with by Applications Judges**

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.

- **Desk Divorce Applications, Non-Urgent Consent Orders and other desk applications**

These matters go through the Regular Desk Process before any Justice.

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.

- **Consent Requests for Court Appointed Counsel for a Child or Children**

These matters are referred to a designated Justice.

- **Filing Method:**

- **Step 1:** Visit the [Family and Divorce Filing Digital Service](#) to confirm whether your documents are eligible for digital submission.
- **Step 2:** If the documents are not eligible, refer to the [Email Filing Procedures](#) for instructions on completing your filing by email.