



Alberta Court of Justice

Edmonton Family & Youth Division

Practice Note #2: Forms for Child Protection Court Reports

Effective: April 1, 2024

1. This Practice Note applies to proceedings under the *Child, Youth and Family Enhancement Act* in Edmonton, Stony Plain, St. Albert, Fort Saskatchewan, Sherwood Park and Leduc. The forms prescribed in this Practice Note may be used in Wetaskiwin but are not mandatory.
2. An affidavit and court report for an initial custody application shall be in Form 1.
3. An affidavit and court report for a supervision order or an extension of a supervision order shall be in Form 2.
4. An affidavit and court report for a temporary guardianship order or an extension of a temporary guardianship order shall be in Form 3.
5. An affidavit and court report for a permanent guardianship order shall be in Form 4.
6. A Justice may
 - (a) refuse to admit a court report that is not in the prescribed form, or
 - (b) direct that anything in the court report may be redacted if
 - (i) it is superfluous or irrelevant, or
 - (ii) its prejudicial effect exceeds its probative value.
7. Nothing in this Practice Note affects the discretion of a Justice to determine the admissibility of evidence.

Dated this 27th day of March 2024

A handwritten signature in black ink, appearing to read 'ay', written over a horizontal line.

The Honourable Aran Veylan
Assistant Chief Justice
Alberta Court of Justice
Edmonton Family & Youth Division

FORM 1

In the ALBERTA COURT of JUSTICE, in the matter of

, born

child(ren) alleged to be in need of intervention services.

AFFIDAVIT

I, _____ of the _____ OF _____, in
the PROVINCE OF ALBERTA, _____ as follows:

- That I am a _____, employed by Children and Family Services.
- That I am the _____ presently assigned to the above named child(ren).
- That I prepared the document entitled COURT REPORT from file information and from my personal involvement with the child(ren) on the _____ day of, _____ and it is hereunto annexed and marked as Exhibit "A".
- That to the best of my knowledge, information, and belief, the contents of Exhibit "A" are true.
- That I make this affidavit in support of an Application for a _____

filed on the _____ day of, _____.

before me at the _____
OF _____
in the PROVINCE OF ALBERTA, this _____
day of, _____

)
)
) _____
)

A Commissioner of OATHS in and
for the PROVINCE OF ALBERTA

COURT REPORT

Date:

This is Exhibit referred to in the Affidavit
of:

(name of person making the affidavit)

before me this
day of,

Commissioner for Oaths in and for Alberta

Print Name and Expiry Date

APPLICATION:

Initial Custody Order

Months:

Child in Need

Name:

Date of Birth:

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Days in Care:

If a TGO has been granted, days in care as of the date last TGO was granted:

Placement:

Date of Apprehension:

Apprehended From:

Children and Family Services Status:

Child Over 12:

Date of Service:

Type of Service:

Referral made to Legal Representation of Children and Youth:

Parent

Name:

Date of Birth:

Parent of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Guardian:

Disputed by:

Date of Service:

Type of Service:

Parent

Name:

Date of Birth:

Parent of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Guardian:

Disputed by:

Date of Service:

Type of Service:

Guardian

Name:

Date of Birth:

Guardian of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Date of Service:

Type of Service:

Family Law Orders:

Granted by:

Day-to-day Care to:

Parenting Time with:

BRIEF SUMMARY OF WHY DIRECTOR IS BRINGING THIS APPLICATION:

PREVIOUS CHILDREN AND FAMILY SERVICES INVOLVEMENT

To the Director's knowledge,
Parent/Guardian,

had previous involvement with Children and Family Services as a parent/guardian.

Type of Involvement	Number	Dates	Child(ren)		
				Add a Row	Delete a Row

COMPLIANCE WITH FEDERAL LEGISLATION IF CHILD HAS INDIGENOUS CONNECTION:
(An Act Respecting First Nations, Inuit and Métis Children, Youth and Families)

Consistent with the provisions of the *Child, Youth and Family Enhancement Act*, including but not limited to the guiding principles and the matters to be considered, *An Act Respecting First Nations, Inuit and Métis children, youth and families*, and the best interests of the children, the Director has the following additional information to provide regarding the child and family services provided to this/these child/children:

- 1. Have the notice provisions of the Federal Act been complied with?**
- 2. What consultations have taken place with Indigenous communities and family members?**
- 3. With whom has the child been placed? Explain why the child was placed with that person, and how this complies with s. 16?**
- 4. Describe the efforts made to search for and connect the child with family and to allow the child to know their family origins.**

CURRENT CIRCUMSTANCES - CHILD IN NEED OF INTERVENTION

The Safety, Security or Development of the Child is endangered because:

- (a) the child has been abandoned or lost;
- (b) the guardian of the child is dead and the child has no other guardian;
- (c) the child is neglected by the guardian;
- (d) the child has been or there is substantial risk that the child will be:
 - physically injured by the guardian of the child;
 - sexually abused by the guardian of the child;
- (e) the guardian of the child is unable or unwilling to protect the child from:
 - physical injury;
 - sexual abuse;
- (f) the child has been emotionally injured by the guardian of the child;
- (g) the guardian of the child is unable or unwilling to protect the child from emotional injury;
- (h) the guardian of the child has subjected the child to or is unable or unwilling to protect the child from cruel and unusual treatment or punishment.

GROUND FOR BELIEF THE CHILD/CHILDREN ARE IN NEED OF INTERVENTION

There are reasonable and probable grounds for the belief that the safety, security, or development of the child is endangered and therefore the child/children are in need of intervention because:

STATEMENTS IN SUPPORT OF PROPOSED APPLICATION:

I make this application in support of a custody order as there are reasonable and probable grounds to believe that the safety, security, or development of the child is endangered and because:

In the case of an initial custody application, the following steps were taken by Children and Family Services to keep the child safe at home and attempt to prevent the need for apprehension:

The Director believes that less intrusive measures will not adequately protect the child(ren) because:

The following services have been or are being provided to the family, including services that take into account the child(ren)'s Indigenous culture, if applicable:

The following steps have been taken by the parents and/or guardians to address intervention concerns or comply with any subsisting court orders:

HISTORY OF ACCESS:

CHILD'S NEEDS:

PROPOSED ACCESS TERMS:

PROPOSED ASSESSMENT TERMS:

Respectfully Submitted:

FORM 2

In the ALBERTA COURT of JUSTICE, in the matter of

, born

child(ren) alleged to be in need of intervention services.

AFFIDAVIT

I, _____ of the _____ OF _____, in
the PROVINCE OF ALBERTA, _____ as follows:

- That I am a _____, employed by Children and Family Services.
- That I am the _____ presently assigned to the above named child(ren).
- That I prepared the document entitled COURT REPORT from file information and from my personal involvement with the child(ren) on the _____ day of, _____ and it is hereunto annexed and marked as Exhibit "A".
- That to the best of my knowledge, information, and belief, the contents of Exhibit "A" are true.
- That I make this affidavit in support of an Application for a _____

filed on the _____ day of, _____.

_____ before me at the
_____ OF _____
in the PROVINCE OF ALBERTA, this
_____ day of, _____

)
)
) _____
)

A Commissioner of OATHS in and
for the PROVINCE OF ALBERTA

COURT REPORT

Date:

This is Exhibit referred to in the Affidavit
of:

(name of person making the affidavit)

before me this
day of,

Commissioner for Oaths in and for Alberta

Print Name and Expiry Date

APPLICATION:

Supervision Order

Months:

Child in Need

Name:

Date of Birth:

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Days in Care:

If a TGO has been granted, days in care as of the date last TGO was granted:

Placement:

Date of Apprehension:

Apprehended From:

Children and Family Services Status:

Child Over 12:

Date of Service:

Type of Service:

Referral made to Legal Representation of Children and Youth:

Parent

Name:

Date of Birth:

Parent of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Guardian:

Disputed by:

Date of Service:

Type of Service:

Parent

Name:

Date of Birth:

Parent of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Guardian:

Disputed by:

Date of Service:

Type of Service:

Guardian

Name:

Date of Birth:

Guardian of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Date of Service:

Type of Service:

Family Law Orders:

Granted by:

Day-to-day Care to:

Parenting Time with:

BRIEF SUMMARY OF WHY DIRECTOR IS BRINGING THIS APPLICATION:

PREVIOUS CHILDREN AND FAMILY SERVICES INVOLVEMENT

To the Director's knowledge,
Parent/Guardian,

had previous involvement with Children and Family Services as a parent/guardian.

Type of Involvement	Number	Dates	Child(ren)		
				Add a Row	Delete a Row

COMPLIANCE WITH FEDERAL LEGISLATION IF CHILD HAS INDIGENOUS CONNECTION:
(An Act Respecting First Nations, Inuit and Métis Children, Youth and Families)

Consistent with the provisions of the *Child, Youth and Family Enhancement Act*, including but not limited to the guiding principles and the matters to be considered, *An Act Respecting First Nations, Inuit and Métis children, youth and families*, and the best interests of the children, the Director has the following additional information to provide regarding the child and family services provided to this/these child/children:

- 1. Have the notice provisions of the Federal Act been complied with?**
- 2. What consultations have taken place with Indigenous communities and family members?**
- 3. With whom has the child been placed? Explain why the child was placed with that person, and how this complies with s. 16?**
- 4. Describe the efforts made to search for and connect the child with family and to allow the child to know their family origins.**

CURRENT CIRCUMSTANCES - CHILD IN NEED OF INTERVENTION

The Safety, Security or Development of the Child is endangered because:

- (a) the child has been abandoned or lost;
- (b) the guardian of the child is dead and the child has no other guardian;
- (c) the child is neglected by the guardian;
- (d) the child has been or there is substantial risk that the child will be:
 - physically injured by the guardian of the child;
 - sexually abused by the guardian of the child;
- (e) the guardian of the child is unable or unwilling to protect the child from:
 - physical injury;
 - sexual abuse;
- (f) the child has been emotionally injured by the guardian of the child;
- (g) the guardian of the child is unable or unwilling to protect the child from emotional injury;
- (h) the guardian of the child has subjected the child to or is unable or unwilling to protect the child from cruel and unusual treatment or punishment.

GROUND FOR BELIEF THE CHILD/CHILDREN ARE IN NEED OF INTERVENTION

There are reasonable and probable grounds for the belief that the safety, security, or development of the child is endangered and therefore the child/children are in need of intervention because:

STATEMENTS IN SUPPORT OF PROPOSED APPLICATION:

I make this application in support of a Supervision Order as there are reasonable and probable grounds to believe that the child's safety, security, or development will be adequately protected as a result of supervision and because:

The Director is requesting that this Order be for a period of _____ months.

The Director believes that less intrusive measures will not adequately protect the child(ren) because:

The following services have been or are being provided to the family, including services that take into account the child(ren)'s Indigenous culture, if applicable:

The following steps have been taken by the parents and/or guardians to address intervention concerns or comply with any subsisting court orders:

CHILD'S NEEDS:

TERMS OF THE PROPOSED ORDER:

		Add a Term of Proposed Order	Delete a Term of Proposed Order
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Respectfully Submitted:

FORM 3

In the ALBERTA COURT of JUSTICE, in the matter of

, born

child(ren) alleged to be in need of intervention services.

AFFIDAVIT

I, _____ of the _____ OF _____, in
the PROVINCE OF ALBERTA, _____ as follows:

- That I am a _____, employed by Children and Family Services.
- That I am the _____ presently assigned to the above named child(ren).
- That I prepared the document entitled COURT REPORT from file information and from my personal involvement with the child(ren) on the _____ day of, _____ and it is hereunto annexed and marked as Exhibit "A".
- That to the best of my knowledge, information, and belief, the contents of Exhibit "A" are true.
- That I make this affidavit in support of an Application for a _____

filed on the _____ day of, _____.

_____ before me at the
_____ OF _____
in the PROVINCE OF ALBERTA, this
_____ day of, _____

)
)
) _____
)

A Commissioner of OATHS in and
for the PROVINCE OF ALBERTA

COURT REPORT

Date:

This is Exhibit referred to in the Affidavit
of:

(name of person making the affidavit)

before me this
day of,

Commissioner for Oaths in and for Alberta

Print Name and Expiry Date

APPLICATION:

Temporary Guardianship Order and Terms

Months:

Child in Need

Name:

Date of Birth:

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Days in Care:

If a TGO has been granted, days in care as of the date last TGO was granted:

Placement:

Date of Apprehension:

Apprehended From:

Children and Family Services Status:

Child Over 12:

Date of Service:

Type of Service:

Referral made to Legal Representation of Children and Youth:

Parent

Name:

Date of Birth:

Parent of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Guardian:

Disputed by:

Date of Service:

Type of Service:

Parent

Name:

Date of Birth:

Parent of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Guardian:

Disputed by:

Date of Service:

Type of Service:

Guardian

Name:

Date of Birth:

Guardian of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Date of Service:

Type of Service:

Family Law Orders:

Granted by:

Day-to-day Care to:

Parenting Time with:

BRIEF SUMMARY OF WHY DIRECTOR IS BRINGING THIS APPLICATION:

PREVIOUS CHILDREN AND FAMILY SERVICES INVOLVEMENT

To the Director's knowledge,
Parent/Guardian,

had previous involvement with Children and Family Services as a parent/guardian.

Type of Involvement	Number	Dates	Child(ren)		
				Add a Row	Delete a Row

COMPLIANCE WITH FEDERAL LEGISLATION IF CHILD HAS INDIGENOUS CONNECTION:
(An Act Respecting First Nations, Inuit and Métis Children, Youth and Families)

Consistent with the provisions of the *Child, Youth and Family Enhancement Act*, including but not limited to the guiding principles and the matters to be considered, *An Act Respecting First Nations, Inuit and Métis children, youth and families*, and the best interests of the children, the Director has the following additional information to provide regarding the child and family services provided to this/these child/children:

- 1. Have the notice provisions of the Federal Act been complied with?**
- 2. What consultations have taken place with Indigenous communities and family members?**
- 3. With whom has the child been placed? Explain why the child was placed with that person, and how this complies with s. 16?**

4. Describe the efforts made to search for and connect the child with family and to allow the child to know their family origins.

CURRENT CIRCUMSTANCES - CHILD IN NEED OF INTERVENTION

The Safety, Security or Development of the Child is endangered because:

- (a) the child has been abandoned or lost;
- (b) the guardian of the child is dead and the child has no other guardian;
- (c) the child is neglected by the guardian;
- (d) the child has been or there is substantial risk that the child will be:
 - physically injured by the guardian of the child;
 - sexually abused by the guardian of the child;
- (e) the guardian of the child is unable or unwilling to protect the child from:
 - physical injury;
 - sexual abuse;
- (f) the child has been emotionally injured by the guardian of the child;
- (g) the guardian of the child is unable or unwilling to protect the child from emotional injury;
- (h) the guardian of the child has subjected the child to or is unable or unwilling to protect the child from cruel and unusual treatment or punishment.

GROUNDINGS FOR BELIEF THE CHILD/CHILDREN ARE IN NEED OF INTERVENTION

There are reasonable and probable grounds for the belief that the safety, security, or development of the child is endangered and therefore the child/children are in need of intervention because:

STATEMENTS IN SUPPORT OF PROPOSED APPLICATION:

I make this application in support of a Temporary Guardianship Order as the safety, security, or development of the child cannot be adequately protected if the child remains with the child's guardian(s), but it can be anticipated that within a reasonable time, the child may be returned to the custody of the child's guardian(s) because:

The Director is requesting that this Order be for a period of _____ months.

Complete if Applicable - I make this application for a s.33(3) Temporary Guardianship Order because of the following good and sufficient reasons:

The Director believes that less intrusive measures will not adequately protect the child(ren) because:

The following services have been or are being provided to the family, including services that take into account the child(ren)'s Indigenous culture, if applicable:

The following steps have been taken by the parents and/or guardians to address intervention concerns or comply with any subsisting court orders:

HISTORY OF ACCESS:

CHILD'S NEEDS:

TERMS OF THE PROPOSED ORDER:

Add a Term of Proposed Order	Delete a Term of Proposed Order
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OTHER ACCESS CONDITIONS:

Respectfully Submitted:

FORM 4

In the ALBERTA COURT of JUSTICE, in the matter of

, born

child(ren) alleged to be in need of intervention services.

AFFIDAVIT

I, _____ of the _____ OF _____, in
the PROVINCE OF ALBERTA, _____ as follows:

- That I am a _____, employed by Children and Family Services.
- That I am the _____ presently assigned to the above named child(ren).
- That I prepared the document entitled COURT REPORT from file information and from my personal involvement with the child(ren) on the _____ day of, _____ and it is hereunto annexed and marked as Exhibit "A".
- That to the best of my knowledge, information, and belief, the contents of Exhibit "A" are true.
- That I make this affidavit in support of an Application for a _____

filed on the _____ day of, _____.

_____ before me at the
_____ OF _____
in the PROVINCE OF ALBERTA, this
_____ day of, _____.

)
)
) _____
)

A Commissioner of OATHS in and
for the PROVINCE OF ALBERTA

COURT REPORT

Date:

This is Exhibit referred to in the Affidavit
of:

(name of person making the affidavit)

before me this
day of,

Commissioner for Oaths in and for Alberta

Print Name and Expiry Date

APPLICATION:

Permanent Guardianship Order and Access Order

Months:

Child in Need

Name:

Date of Birth:

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Days in Care:

If a TGO has been granted, days in care as of the date last TGO was granted:

Placement:

Date of Apprehension:

Apprehended From:

Children and Family Services Status:

Child Over 12:

Date of Service:

Type of Service:

Referral made to Legal Representation of Children and Youth:

Parent

Name:

Date of Birth:

Parent of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Guardian:

Disputed by:

Date of Service:

Type of Service:

Parent

Name:

Date of Birth:

Parent of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Guardian:

Disputed by:

Date of Service:

Type of Service:

Guardian

Name:

Date of Birth:

Guardian of (list Children):

Indigenous Connection: First Nation Métis Inuit Not Applicable

(Please Explain):

Location:

Date of Service:

Type of Service:

Family Law Orders:

Granted by:

Day-to-day Care to:

Parenting Time with:

BRIEF SUMMARY OF WHY DIRECTOR IS BRINGING THIS APPLICATION:

PREVIOUS CHILDREN AND FAMILY SERVICES INVOLVEMENT

To the Director's knowledge,
 Parent/Guardian,
 had previous involvement with Children and Family Services as a parent/guardian.

Type of Involvement	Number	Dates	Child(ren)		
				Add a Row	Delete a Row

COMPLIANCE WITH FEDERAL LEGISLATION IF CHILD HAS INDIGENOUS CONNECTION:
 (An Act Respecting First Nations, Inuit and Métis Children, Youth and Families)

Consistent with the provisions of the *Child, Youth and Family Enhancement Act*, including but not limited to the guiding principles and the matters to be considered, *An Act Respecting First Nations, Inuit and Métis children, youth and families*, and the best interests of the children, the Director has the following additional information to provide regarding the child and family services provided to this/these child/children:

- 1. Have the notice provisions of the Federal Act been complied with?**
- 2. What consultations have taken place with Indigenous communities and family members?**
- 3. With whom has the child been placed? Explain why the child was placed with that person, and how this complies with s. 16?**

4. Describe the efforts made to search for and connect the child with family and to allow the child to know their family origins.

CURRENT CIRCUMSTANCES - CHILD IN NEED OF INTERVENTION

The Safety, Security or Development of the Child is endangered because:

- (a) the child has been abandoned or lost;
- (b) the guardian of the child is dead and the child has no other guardian;
- (c) the child is neglected by the guardian;
- (d) the child has been or there is substantial risk that the child will be:
 - physically injured by the guardian of the child;
 - sexually abused by the guardian of the child;
- (e) the guardian of the child is unable or unwilling to protect the child from:
 - physical injury;
 - sexual abuse;
- (f) the child has been emotionally injured by the guardian of the child;
- (g) the guardian of the child is unable or unwilling to protect the child from emotional injury;
- (h) the guardian of the child has subjected the child to or is unable or unwilling to protect the child from cruel and unusual treatment or punishment.

GROUNDINGS FOR BELIEF THE CHILD/CHILDREN ARE IN NEED OF INTERVENTION

There are reasonable and probable grounds for the belief that the safety, security, or development of the child is endangered and therefore the child/children are in need of intervention because:

STATEMENTS IN SUPPORT OF PROPOSED APPLICATION:

I make this application in support of a Permanent Guardianship Order as the safety, security, or development of the child cannot be adequately protected if the child remains or is returned to a guardian other than the Director and it cannot be anticipated that the child could or should be returned to the custody of the child's guardian(s) within a reasonable period of time because:

The Director believes that less intrusive measures will not adequately protect the child(ren) because:

The following services have been or are being provided to the family, including services that take into account the child(ren)'s Indigenous culture, if applicable:

The following steps have been taken by the parents and/or guardians to address intervention concerns or comply with any subsisting court orders:

HISTORY OF ACCESS:

CHILD'S NEEDS:

PROPOSED ACCESS:

Proposed Access:

OTHER ACCESS CONDITIONS:

Respectfully Submitted:
