



Action Number:

Your file number will appear here

Provincial Court of Alberta (Civil)

PLAINTIFF(S)

All parties names will display here. If there are any Third Parties their names will also be displayed along with the title for THIRD PARTY

DEFENDANT(S)

DOCUMENT

NOTICE OF BINDING JUDICIAL DISPUTE RESOLUTION

All parties have consented to this action proceeding before a Judge by way of a Binding Judicial Dispute Resolution (BJDR). This process is intended to eliminate the need for a trial. If the parties are unable to settle the action at the BJDR, the Judge may give a final and binding judgment which cannot be appealed.

You must attend the BJDR on:

DATE AND TIME:
DURATION:
WHERE:

This section will tell you all the details of when you are required to attend court.

ROOM:

** Any additional information from the court may appear here

All parties must attend, even if they are represented by counsel or agents. Witnesses are not permitted at the BJDR. If interpreter is needed, it is your responsibility to make the necessary arrangements for a qualified interpreter to attend at your expense.

You must be ready to proceed on the BJDR date. Requests for special requirements such as hearing assistance, voice amplifiers, TV and or video equipment must be made at: <https://av.albertacourts.ca> at least 30 days prior to the BJDR.

At least 14 days prior to the BJDR date, the parties must exchange all records including documents, contracts, cheques, invoices, letters, receipts, repair estimates, photographs or videos, printouts of any emails or other electronic messages, copies or transcripts of any voice mail messages or any other materials that relate to this action. These should be provided to each of the other parties at their address for service. Bring these records with you to the BJDR. You should also bring a copy for the Court.

No person shall record the BJDR without the permission of the Court.

Any inquiries may be directed to the Court office at: This will always display the Base Court number

WARNING:

If you fail to attend the Binding Judicial Dispute Resolution your Civil Claim, Dispute Note, Counterclaim or other pleading may be struck and Judgment may be entered against you.

Dated on November 19, 2018 at Edmonton, Alberta Base Court information

Clerk of the Provincial Court

IMPORTANT NOTICE TO PARTIES

Customized Notice to Parties for the Binding Judicial Dispute Resolution

The Binding Judicial Dispute Resolution (BJDR) is an informal, off the record process intended to assist the parties with reviewing the facts, helping to identify those facts that are agreed upon or are in dispute and clarifying issues between the parties. It is expected that the parties will make every effort to settle the action at the BJDR. Settlement discussions allow all parties to have a say in the outcome. If a settlement is not reached, the discussions will assist the Judge in giving a final and binding Judgment.

1. **Settlement prior to the BJDR:**
If the parties settle the action, you must contact the Court office prior to the BJDR.
2. **Preparing for the BJDR:**
 - A) Exchange records as directed in the Notice of Binding Judicial Dispute Resolution with all other parties.
 - B) Review your records and those that are provided to you by the other parties.
 - C) Bring your records and an extra copy to the BJDR.
 - D) Do not bring any witnesses.
3. **BJDR Etiquette:**
 - A) Security measures are in effect at the Courthouse. Ensure that you arrive in sufficient time to clear security and be on time for the BJDR.
 - B) Cell phones must be turned off.
 - C) No person shall record the BJDR.
 - D) Speak calmly and clearly; do not interrupt others.
 - E) Address the Judge as "Your honour", Legal Counsel as, "Mr.____" or "Ms.____" and the Court Clerk as "Master Clerk" or "Madam Clerk"
4. **What to expect at the BJDR:**
 - A) Depending on the Court location, the BJDR will take place either in a courtroom or boardroom.
 - B) Discussion regarding settlement and a final resolution of the action.
5. **Settlement:**
 - A) If a settlement is reached, the parties may sign a Settlement Agreement or the Judge may issue an Order or Judgment confirming the details of the settlement.
 - B) When the terms of the Settlement Agreement are fulfilled or if required by the terms of the Order, a Notice of Withdrawal of the Civil Claim and / or Counterclaim must be filed.
6. **If the action is not settled at the BJDR:**
 - A) The Judge may give a final and binding Judgment which may include costs and which cannot be appealed. All parties will receive a copy of the Judgment (Court Order) confirming the amount of the Judgment.
 - B) If the Judge decides that a binding Judgment is not appropriate, the action may be scheduled for Pre-Trial Conference or Trial and all parties will be notified of the date and time.

For more help, visit the Provincial Court Civil website at <https://www.albertacourts.ca/pc/areas-of-law/civil> you will find information on court processes and videos to assist you.