

COURT OF QUEEN'S BENCH OF ALBERTA

FAMILY LAW PRACTICE NOTE "4"

**DISPUTE RESOLUTION OFFICER PROJECT (CALGARY)/
CHILD SUPPORT RESOLUTION PROJECT (EDMONTON)**

EFFECTIVE DECEMBER 1, 2014

This Practice Note applies only to the Judicial Centres of Edmonton and Calgary. In Calgary, this Practice Note shall apply to any application for interim or variation of child support. In Edmonton, this Practice Note shall apply to such applications only if the applicant is self-represented.

This Practice Note does not apply to matters under the Child, Youth and Family Enhancement Act, RSA. 2000, c. C-12, nor does it apply to Provisional Orders made under the Divorce Act, RSC 1985, c. 3

A. For all actions set in the Judicial Centre of Calgary, the Dispute Resolution Officer ("DRO") Project shall operate as follows:

1. Applications under the Family Law Act made by parties without counsel shall follow the process set out in Practice Note 9, and the steps set out in this Practice Note shall only apply once the application is set for a DRO session.
2. Any application for interim or variation of child support shall be first returnable before a volunteer DRO who shall assist the Court in a number of ways, from facilitating a resolution to providing directions for the completion of disclosure.
3. All child support applications (whether interim or variation) shall initially be scheduled by the Clerk of the Court to be spoken to at a DRO Session. The Clerk shall stamp on any application relating to child support a notation that any portion of the application relating to child support shall be spoken to at a DRO Session and shall indicate a date for that Session. A party may pre-book a DRO Session by telephone prior to filing an application.
4. Except in cases of emergency (in which case an exemption may be obtained by Fiat) no application for child support shall be heard in Chambers unless a DRO has noted on the court file that a DRO Session has been completed.
5. The parties and (if represented) their lawyers shall attend at the DRO Session. The DRO shall attempt to negotiate settlement and may give directions regarding further disclosure to be provided by either party.

6. At the conclusion of the DRO Session, the DRO shall make a notation to be placed on the court file setting out the results of the DRO session. The DRO may assist in drafting the Consent Order, which the Parties shall sign and then attend in Court to present to a judge for signature. The Order might include the following:
 - a. Matter settled on the following basis (details to be set out) or as per attached Consent Court Order.
 - b. Further DRO Session scheduled by consent (set out return date).
 - c. No settlement reached; matter to be spoken to in Chambers (set out return date).
 - d. Matter to be spoken to in Chambers, and listed documentation to be provided (set out return date, disclosure to be provided and by whom).

Calgary Contact Information:
Dispute Resolution Officer Project
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Calgary, AB T2P 5P7
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B. For all actions set in the Judicial Centre of Edmonton, the Child Support Resolution (“CSR”) Project shall operate as follows:

7. Except in the case of emergency (in which case an exemption may be obtained by fiat) no application for child support shall be heard in Chambers unless a CSR Project Officer has noted on the court file that a CSR Meeting has been completed.
8. CSR Project Officers are located in the Family Law Information Centre on the main floor of the Edmonton Court House.
9. All self-represented parties who wish to bring any application for interim or variation of child support must, before filing such an application, schedule and attend an appointment for a CSR Meeting. The Clerk of the Court shall issue a Notice to Attend Child Support Resolution Meeting which will indicate a date for the CSR meeting. The applicant must serve this Notice and all of his or her financial information (details of gross and net salary, details of any other income, copy of last three years income tax information, and details of the change in circumstance) on the other party or parties.
10. The parties shall attend the CSR Meeting and shall bring all of their financial information to the Meeting. If the respondent is represented by counsel, that party’s lawyer may also attend. If one or both of the parties resides outside of the City of Edmonton, the CSR Meeting may take place by telephone conference. The CSR Officer shall attempt to negotiate settlement and may give directions regarding further financial disclosure to be provided by either party.

11. The CSR Officer may assist in drafting a Consent Order, which the parties may sign. The Consent Order will then be sent to a judge for signature.
12. At the conclusion of the CSR Meeting, the CSR Officer shall make a notation to be placed on the court file, setting out the results of the CSR Meeting. Such notation might include the following:
 - a. Matter settled on the following basis (details to be set out) or as per attached Consent Order.
 - b. Further CSR Meeting scheduled by consent (set out return date).
 - c. No settlement reached; matter to be spoken to in Chambers (set out return date).
 - d. Matter to be spoken to in Chambers. Listed documentation to be provided (return date to be set out, details of disclosure to be provided and who is to provide it).

Edmonton Contact Information:
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