



Family Justice Services

Family Justice Services are a group of programs and services offered by Alberta Justice in collaboration with the courts of Alberta. Family Justice Services works directly with individuals and also with the judges of the Alberta Provincial Court and Court of Queen's Bench to help people get appropriate solutions for their family law issues.

For matters including parenting, access and custody, child and spousal/partner support, Family Justice Services provides:

- information
- referrals and information to other agencies
- assistance with court documents and some court appearances
- education programs for parents and families experiencing separation or divorce
- mediation and dispute resolution programs and
- assistance for assessments and interventions

For information call:

Family Law Information Centre (FLIC)

Calgary 403-297-6981

Edmonton 780-415-0404

Grande Prairie 780-833-4234

Lethbridge 403-388-3102

Medicine Hat 403-529-8715

Red Deer 403-755-1468

Dial 310-0000 first for toll free access in Alberta,

Or visit www.albertacourts.ab.ca.

ISBN 0778541584
2011/07

CASEFLOW CONFERENCE PROGRAM

Family
Justice
Services



**Government
of Alberta ■**

What is a Caseflow Conference?

The Caseflow Conference process is a program in the Provincial Court in Alberta. It is an alternative to a docket appearance in court before a judge when an applicant files a claim for a parenting order, guardianship order, contact order or an order to enforce time with a child under the *Family Law Act*. Applications under the *Extra-Provincial Enforcement of Custody Orders Act* may also proceed to a Caseflow Conference.

Where the applicant does not have a lawyer, cases are automatically referred to the Caseflow Conference Program. Other parties may use the program if they wish. Under the program parties receive the assistance of a family court counsellor as well as attend a Caseflow Conference.

The Caseflow Conference provides an opportunity for discussion of the parties' issues with respect to the application(s), in a private, less formal atmosphere than a courtroom. Parties are provided information regarding resources available to assist them in resolving their disputes. Claims may also be finalized if parties consent to the terms of orders.



What is the role of the Caseflow Coordinator?

The Caseflow Coordinator chairs the Caseflow Conferences. The Caseflow Coordinator listens to brief statements from family court counsellors, the parties, and/or their lawyer. The coordinator ensures that the legal requirements of the claim are met and that parties are ready to proceed with court. A Caseflow Coordinator is also able to file the required legal documents.

The coordinator has the authority to adjourn claims to a further Caseflow Conference or to court, and schedule trials and Judicial Dispute Resolutions, but does not have the authority to impose court orders. Options are explored to assist parties to resolve their disputes such as mediation, attending training workshops, such as “Parenting After Separation” or “Focus on Communication in Separation.” Should the parties consent to a claim, the coordinator can prepare consent documents and arrange for a consent desk order to be granted without the parties appearing in court.

What is the role of the Family Court Counsellor?

The family court counsellor is a Family Justice Services employee whose role is to assist all parties to a claim through the Caseflow Conference process or court. They do not represent the interests of one party. They assist in completing claims, responses and other court related documents. At a conference or court appearance, they introduce the parties, and summarize the issues and concerns. Family court counsellors are available for consultation prior to, during, or following a conference or court appearance and are instrumental in providing information and referrals regarding alternatives and resources to assist parties in resolving disputes.

For further information on the Caseflow Conference Program, contact:

Calgary 403-297-6981
Edmonton 780-427-8343

