

Case No.:	Insert Case Number Case
Name:	Insert Case Name

Provincial Court of Alberta

Central Region

Form 2 – Response to Applications Mandatory Requirements Checklist

(NOTE: This form contains only minimum requirements and should not be relied upon as a comprehensive resource. Filing of a document does not confirm compliance with all aspects of the Rules of Court For a complete list of all document requirements, please consult the Rules of Court.) The information in brackets is the applicable Rule.

B. Requirements (Rule 2.3))

Form 2 is the prescribed form for responding to an application

The Form contains the following basic information: (2.3)(1)

- the Case Number
- the Case Name
- the Trial Date, or
- the Date Specifically Booked for the Application

The Form contains the following substantive information:

- A detailed statement of any dispute with respect to the facts as cited by the applicant. (2.3(2)(a);
- A statement of response to the application (2.3(2)(b);
- A response to the relief sought by the applicant (2.3(2)(c)
- The legal citations of cases relied on in response to the application. (2.3)(2)(d)
- The legal citations do not include paragraph numbers for the portions of the cases relied on in support of the application (2.3(2)(d)
- Indicate that the consent of the other party has been obtained for filing supporting materials at a time less than 30 days prior to the hearing of the application. (2.4(1)
- Where a transcript has been ordered but is not included, the date that the transcript was ordered AND the date when it is expected to be available. (2.4(4)

The Form does not require a separate court order to permit filing:

- To permit the response to be filed other than 15 days after service of Form 1 where consent is not obtained. (2.4(5)

Counsel for the Respondent: _____

Date: _____

Case No.:	Insert Case Number Case
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Form 3 – Consent Resolution of Filed Application Checklist

(NOTE: This form contains only minimum requirements and should not be relied upon as a comprehensive resource. Filing of a document does not confirm compliance with all aspects of the Rules of Court For a complete list of all document requirements, please consult the Rules of Court.) The information in brackets is the applicable Rule.

C. Requirements (Rule 2.9))

Form 3 is the prescribed form for a consent resolution to a filed application

The Form contains the following essential information: (2.9)

- The Information Number
- The Name of the Accused
- The Signature of the Applicant AND Respondent

- The consent or abandonment of an application may affect the interests of the accused and unless otherwise ordered must occur on the record in the presence of the accused. That can be done on the trial date, or on an earlier date booked by counsel.**

Counsel for the Party Filing the Form: _____

Date: _____