

**FAMILY LAW PRACTICE NOTE 3
FAMILY LAW CONFERENCES
(FOR MATTERS UNDER PART 12 OF THE ALBERTA RULES OF COURT)
Effective January 2, 2026**

Pursuant to Rule 4.11, a Court-directed family law conference is available to assist the parties in moving a matter towards trial. This Practice Note applies if such a conference is directed by the Court in anticipation of trial.

The objectives of a family law conference are as follows:

Settlement Component

1. To define the specific matters in issue between the parties.
2. To establish the position of each party relating to the matters in issue.
3. To define the position of each party relating to settlement of the matters in issue.
4. To encourage and promote settlement of the matters in issue. The parties are encouraged to set out their settlement proposal in short, written form. This proposal may be provided to the Conference Justice together with the Family Law Conference Summary set out at the end of this Practice Note.
5. To determine what facts and issues can be agreed upon for:
 - a) the purpose of settlement; and
 - b) trial, if settlement is not possible.

Case Management Component

6. To specify the incomes, expenses, assets, liabilities, exemptions and financial circumstances of the parties in a form which may be provided to the Trial Judge at the start of the trial.
7. To establish what exhibits will be tendered at trial and whether agreement on the admission of facts or exhibits can be reached.
8. To establish the number, names and types of witnesses reasonably expected to be called at trial, the substance of their testimony and the approximate duration of their testimony at trial.
9. To estimate the amount of time required for trial.

10. For matters not yet ready for trial, to determine the steps to be completed before the filing of a [Form 37](#) or scheduling a matter for trial, to formulate a plan for the completion of those steps and to determine if a further pretrial conference is required.

The following procedural and practice directives apply to family law conferences:

1. Family Law Conference Summary forms must be exchanged by counsel at least fourteen days before the date of the conference and submitted directly to the Conference Justice seven days prior to the conference. Failure to provide the forms in a timely fashion may result in an award of costs against counsel personally.
2. All parties and Counsel (where applicable) must attend the Case Conference, which will be held in person in a courtroom unless otherwise directed.
3. The Justice who hears the Case Conference shall not be the Trial Judge unless counsel and both parties agree in writing.
4. The Conference Justice will provide a report concerning case management directions to the Trial Coordinator, the Trial Judge, and the parties, through counsel where retained, in advance of trial, but this document will contain no reference to any settlement issues or discussions.
5. At the request of counsel for any party, the Conference Justice may make an Order directing steps or procedures to be taken prior to trial and at trial including, but not limited to:
 - a) agreements made concerning exhibits;
 - b) filing of up-dated statements of property, income and financial circumstances of the parties;
 - c) a list of the witnesses to be called at trial by each party with a brief description of the expected testimony of each witness;
 - d) agreements made related to admitted facts and issues;
 - e) exchange of expert reports and the updating of any expert opinions;
 - f) disclosure of documents; and
 - g) whether a further conference should be held prior to trial.

COURT FILE NUMBER
COURT OF KING'S BENCH OF ALBERTA
JUDICIAL CENTRE
PLAINTIFF(S)
DEFENDANT(S)

**FAMILY LAW CONFERENCE
SUMMARY**

ADDRESS FOR SERVICE AND
CONTACT INFORMATION OF
PARTY FILING THIS DOCUMENT

Parties:

	Plaintiff/Applicant	Defendant/Respondent
Name of party and status:		
Date of birth:		
Income:		
Responsible lawyer:		
Law firm:		
Address of party or law firm		
Address for service		
Phone number of lawyer		
File number of lawyer		
Email address of lawyer		

Date of Cohabitation:

Date of Marriage:

Date of Separation:

Submitted by:

Counsel for:

Proceedings are under:

- Divorce Act
- Matrimonial Property Act
- Family Property Act
- Family Law Act

Children: (names and birth dates)

- 1.
- 2.
- 3.
- 4.

Issues to be determined at trial: (Check those matters in issue)

- Parenting Time/Custody (Divorce Act)
- Parenting Time/Access (Divorce Act)
- Parenting Issues (Family Law Act)
Specify: _____
- Time with the child (Family Law Act)
 - (a) Guardian _____
 - (b) Non-guardian _____
- Child Support:
 - (a) Income _____
 - (b) Entitlement _____
 - (c) Quantum _____
 - (d) Hardship _____
- Spousal/Partner Support
 - (a) Income _____
 - (b) Entitlement _____
 - (c) Quantum _____
 - (d) Duration _____
- Matrimonial/Family Property
 - (a) Value _____
 - (b) Liabilities _____
 - (c) Exemptions _____
 - (d) Dissipation _____
 - (e) Method of Distribution _____
- Other
Specify: _____

1. Trial

(a) Anticipated time required for evidence and argument:

Plaintiff/Applicant: _____ days

Defendant/Respondent: _____ days

(b) Are security problems anticipated? Yes / No

(c) List trial judges with potential conflicts:

(d) Are pleadings / required documents finalized? Yes / No

(e) List any obstacles to trial readiness (e.g. outstanding motions, incomplete production, need for further examination, incomplete undertakings, expert opinions, etc.)

(f) List the party's witnesses:

2. Admissions:

(a) Will there be an agreed statement of facts? Yes / No

(b) Do the parties agree on the admissibility of any exhibits? Yes / No

3. Alternative methods to resolve dispute:

What efforts have been made to settle this matter prior to the conference?

4. Expert Reports:

(a) Are there any expert reports, either obtained or to be obtained? Yes / No

(b) Will the expert(s) be up-dating his or her opinion before trial? Yes / No

(c) Will the qualifications of the expert(s) be admitted? Yes / No

(d) Application to cross-examine the expert before trial? Yes / No

(e) Can the reports be admitted without calling the experts? Yes / No

(f) Which ones? (Please list)

(g) Can the reports go to the trial judge before the trial? Yes / No

(h) In the case of an expert assessment touching on child related matters where both parties have agreed on the assessor, will the assessor be examined in chief or cross examined by both parties or will the assessment be entered by agreement?

5. Positions:

(a) Set out the current arrangements for parenting/custody/access, parenting issues (including time with the child), or contact, the party's position on the disputed parenting issues, and the expert's opinion on those disputed issues:

(b) Set out the current arrangement for child support, and the party's position on the disputed child support issues such as guideline incomes, section seven expenses, undue hardship:

(c) Set out the current arrangement for spousal / partner support, and the party's position on the disputed spousal/partner support issues such as entitlement, quantum and duration:

(d) Attach the party's statement of assets, liabilities and exemptions (including nature of and method of proof of exemptions and value and tracing issues) and the party's position on the disputed issues.

6. A "without prejudice" proposal for settlement of matters in issue must be attached to this Summary as Schedule "A". If you have already made an offer to settle since the Settlement Conference and it is still outstanding, you may attach that.