

**FAMILY LAW PRACTICE NOTE 4
CHILD SUPPORT RESOLUTION PROGRAM (“CSRP”)**

Effective January 2, 2026

This Practice Note applies only to the Judicial Centers where the requirements of the Family Justice Strategy apply: [jus-family-law-mandatory-requirements-information-package-2025.pdf](#)

This Practice Note applies to any intended court application for initial, interim or variation of child support in the Court of King’s Bench where the parties attend before a Justice and are directed to the CSRP. It also applies to parties who voluntarily attend the CSRP. The only issues that may be addressed by the CSRP are child support, and spousal/partner support only when child support is also in issue.

This Practice Note does not apply to matters under the *Child, Youth and Family Enhancement Act*, RSA. 2000, c. C-12. This Practice Note also does not apply to those matters where the Applicant is in Alberta, and the Respondent is not a habitual resident in Alberta unless both parties first attend before a Justice and agree to utilize the CSRP process.

A. Mandatory Attendance at CSRP if directed by a Justice:

1. If the parties are directed by a Justice to the CSRP, they will be required to do the following:
 - a. Contact CSRP by email or by phone using the contact information below.
 - b. File and exchange their financial disclosures as ordered by a Justice and provide a copy of the filed financial disclosure to CSRP.

Where disclosure is not ordered in by a Justice, the parties must file and exchange the disclosure required by the Alberta Court of King’s Bench [Notice to Disclose](#) (items 1-9 only) or the [Disclosure Statement](#) with applicable Schedule and provide copies to CSRP prior to being provided date options by the CSRP Coordinator.

- c. Agree to the date for a CSRP Meeting.
 - Parties will be provided with **three** available meeting times. If the parties cannot reach agreement on a meeting date or one of the parties does not confirm attendance, parties will be directed back to the Justice for triage and next steps.

B. Voluntary Attendance at CSRP:

1. Parties who wish to participate in the CSRP to resolve their child support issues may attend CSRP prior to attendance before the Court if they both agree to use this process prior to proceeding with a Court process. Parties will still be required to file and exchange their financial disclosure and agree on a date as per A.1. above. If parties are unable to resolve their child support issues at CSRP, then either party can proceed with the Family Focused Protocol (with CSRP Report attached).

C. CSRP Meeting

1. After the parties have fulfilled the CSRP forms and Disclosure requirements and agreed on a date for the CSRP Meeting, the CSRP Coordinator will issue a Confirmation of CSRP Meeting which will indicate a date and time arranged for the CSRP Meeting. As indicated above, the parties must file their financial disclosure and provide it to the CSRP Coordinator before they are provided with date options to schedule their CSRP meeting. If financial disclosure has not been provided, no meeting date options will be provided.

2. The CSRP Officer will assist the parties to reach an agreement on their child support issues and may give directions regarding further disclosure to either party.

3. At the conclusion of the CSRP Meeting, the CSRP Officer will provide a Report setting out the results of the CSRP Meeting. The Report will be placed on the Court file (physical file/electronic file).

4. If the parties have settled/partially settled or have agreed to an adjournment, the CSRP Officer or Coordinator or Counsel for one of the parties will draft a Consent Order, which the parties will sign. The Consent Order will be forwarded by the CSRP Coordinator to a Justice for signature. The Consent Order may include the following:

- a. Matter settled/partially settled with details to be set out in Consent Order.
- b. Matter not settled/partially settled and further CSRP Meeting scheduled by consent (set out return date) where parties:
 1. Agree on a without prejudice pre-disclosure income amount and a child support amount and adjourn to provide financial disclosure; or
 2. Consent to a Disclosure Order and return to CSRP.
- c. If the parties have not settled all their child support issues, the CSRP Officer will provide recommendations for other resources for the parties and may direct parties to the Family Focused Protocol to address the outstanding support issue(s). The Officer will note these recommendations in their Report, which will be placed in the Court file (physical file/electronic file).

Edmonton and Area Contact Information:

CSRP@just.gov.ab.ca

Telephone 780-427-1907

Calgary and Area Contact Information:

CSRP@just.gov.ab.ca

Telephone 403-297-3875

Red Deer Contact Information:

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