Family Desk Applications Flow Chart

This flow chart is provided as a guide only. If there is any inconsistency between this flow chart and the applicable Announcement or Notice to Profession and Public, the latter applies

Without Notice Applications (Not Urgent)

See June 20, 2020 Announcement:

https://albertacourts.ca/qb/resources/ announcements/electronic-without-notice-deskapplications-family

E.g. exemptions from Parenting After Separation or CSRO/DRO, non-urgent fiats

Notice to Disclose (NTD) (Desk Application)

See Notice to the Profession and Public #2020-05, May 8, 2020:

https://albertacourts.ca/qb/resources/notices-tothe-profession-public/docs/default-source/qb/ npp/NPP-desk-application-for-notices-todisclose-2020-05

Simple Desk Applications

(limit of 2 issues)

For a list of permitted applications, see Notice to the Profession and Public #2020-04. May 8, 2020:

https://albertacourts.ca/qb/resources/notices-tothe-profession-public/docs/default-source/qb/ npp/NPP-Family-law-simple-desk-2020-04

Desk Applications with Written Argument (available when all parties are represented by counsel)

See Notice to the Profession and Public #2020-06, May 8, 2020:

https://albertacourts.ca/qb/resources/notices-tothe-profession-public/docs/default-source/qb/npp/ notice-to-the-profession-public---familyapplications-with-written-argument---2020-06

Applicant files documents and submits application to Clerk by email using proper QB filing procedures

Applicant files and serves NTD and proposed Order on Respondent with Response to Request for Disclosure and waits required time for the Respondent to respond

Unless Respondent provides disclosure, Applicant submits the Request for Disclosure Order, proof of service on Respondent, any Response to the Request for Disclosure and proposed Order to the Clerk by email using proper QB filing procedures Applicant files and serves on Respondent the application form, affidavit/statements and proposed Order (the "Application Documents") and waits required time for Respondent to respond

If Respondent fails to respond, or if after Respondent's response the parties still cannot resolve the matter by consent, Applicant submits the Application Documents, proof of service on Respondent, and response provided by Respondent to the Clerk by email using proper QB filing procedures

Process begins with Consent Order or direction of Court

Family PN2 deadlines apply unless otherwise agreed by counsel or directed by Court

All materials filed in accordance with Consent Order/Court direction

QB filing

See July 27, 2020 Announcement for email address, naming conventions and proper email filing procedures:

https://albertacourts.ca/qb/resources/announcements/new-email-filing-procedure

Applicant takes all of filed application documents and response documents, including written arguments and proposed forms of Order(s) and submits entire package to Clerk by email using proper QB filing procedures

Assigned Justice

Requested Order granted with Reasons provided (where opposed) by Endorsement

Rejected for Desk Application process with Reasons provided by Endorsement

Order other than requested Order granted with Reasons provided by Endorsement

Within 7 days, Applicant must provide Order