



# Family Law Mandatory Requirements Information Package

The Court of King's Bench and Court of Justice in Edmonton and Calgary have made it mandatory for people to complete the following requirements before filing:

- In the Court of Justice, any document commencing a family law action or prior to filing a new application.
- In the Court of King's Bench, any document intended to bring the matter before the Court for relief, including a Notice to Attend Family Docket Court.

## Mandatory Parenting After Separation course

The Parenting After Separation (PAS) course was created for families going through separation or divorce. It provides education and resources on how to manage conflict and how to reduce toxic stress on children while they are experiencing changes within their family. Parties must complete the PAS course before filing any document to which the mandatory requirements apply if children under the age of 18 will be affected by the proceeding. Once the course has been completed, the completion certificate must be filed before filing any document to which the mandatory requirements apply.

Respondents must complete the PAS Course and file their PAS certificates with the clerk of the court within 14 days of the date they are served. If the respondent decides to file a cross-application, they must complete the PAS course before filing and submit their PAS Certificate when filing.

The course must be retaken if more than two years have passed since its completion.

You can access the PAS course online in English and French here: <https://www.alberta.ca/pas>

## Mandatory financial disclosure

Financial disclosure is mandatory for all parties filing an application for child support, spousal support, adult interdependent partner support, and property division applications. The court requires full financial disclosure from **BOTH** parties (the applicant and respondent) to understand the family's financial situation and to make fair decisions.

If a respondent does not provide financial disclosure when required, the court may order costs, make a support order against them based on the information available to the court, or grant any other remedies available to the court.

Please look at this form to see what is required by the court for financial disclosure:

- [Mandatory Financial Disclosure Statement](#)

A completed Financial Disclosure Statement form with its supporting documents must be filed before filing any document to which the mandatory requirements apply.

## Mandatory Alternative Dispute Resolution

Parties are required to attempt an Alternative Dispute Resolution (ADR) process before seeking the assistance of the courts.

ADR includes many different options for resolving disputes. ADR is usually a less formal process that allows parties to reach their own agreements with the assistance of a trained, neutral third party who facilitates their discussions. Outcomes from ADR can be made into an agreement and can set the stage for improved communication between the parties. Children also benefit when parents are able to work together to make decisions about their care. ADR can be an effective way for people in conflict to resolve their disputes without attendance at court or other more costly processes.

All ADR processes must consider screening for [family violence](http://www.alberta.ca/recognize-family-violence) (www.alberta.ca/recognize-family-violence) and the appropriateness of the ADR process. Further, it is important for all parties to consider independent legal advice throughout the process, including prior to any attempts at ADR.

**If you have concerns for your safety or the safety of others, contact the Family Violence Information Line, by phone or text: 310-1818. This service is available 24 hours a day, 7 days a week.**

To meet the ADR requirement set by the Alberta courts, the ADR process must:

- Be delivered by a neutral third party who is familiar with parenting conflict, family violence, and the impact of conflict on children and child development
- Include the topics or issues you want to bring to court
- Have been attempted within the past six months.

A [Participation in ADR form](#) must be completed before filing any document to which the mandatory requirements apply.

## **Mandatory meeting with a Family Court Counsellor (unless represented by a lawyer)**

Self-represented parties who have children under the age of 18 or other dependent children must meet with a family court counsellor before filing a court application who will explain the court process and discuss options to resolve their family law matter. The family court counsellor will provide support, education, resources, and guidance for self-represented litigants who are in need. Further, if necessary, the family court counsellor will help the parties access the required forms to proceed to court.

Family court counsellors are not lawyers and cannot provide legal advice.

If the respondent only files a response to an application, the respondent may choose to not meet with a family court counsellor. If the respondent decides to file a cross-application, they must meet with a family court counsellor before filing.

A letter from the family court counsellor must accompany the filing of any document to which the mandatory requirements apply.

---

**Potential applicants are encouraged to provide this document to the other party or parties as early as possible to ensure knowledge and completion of the requirements. When an applicant serves the respondent with a document intended to bring the matter before the Court for relief, the applicant must also serve the respondent with a copy of this Mandatory Requirements Information Package.**

If you have concerns about completing the mandatory requirements or have questions, please contact your local Information Services office for assistance:

### **Contact Centre**

1-855-738-4747

### **Calgary**

706S-601 5 Street SW  
Calgary, Alberta

### **Edmonton**

8124-10365 97 Street NW  
Edmonton, Alberta