

NOTICE TO THE PROFESSION AND PUBLIC

NEW PROCESSES IN FAMILY LAW: FAMILY FOCUSED PROTOCOL EFFECTIVE JANUARY 2, 2026

Effective January 2, 2026, the Court of King's Bench of Alberta is launching a project that will implement a series of new processes focused on a family-centred, resolution-oriented, and streamlined approach to family matters. A family entering the system will be assigned a Mandatory Intake Triage (MIT) Justice who will meet with the parties to assess and deal with any interim needs. That same Justice will become the family's Case Conference Justice and will assist them with all of the required steps to guide them to a final determination through resolution or by trial. This project is called the Family Focused Protocol (FFP).

Pursuant to the FFP, individuals submitting applications to the Court in family law matters may do so through one of three distinct streams:

- I. Regular Family Process
- II. Desk Process
- III. Urgent Process

I. REGULAR FAMILY PROCESS APPLICATIONS

The Regular Family Process is for families seeking final decisions on all issues, which may include seeking non-urgent contested interim relief. The main steps are: 1) Meet mandatory requirements and start the action (see below); 2) Prepare and submit documents for vetting (via Justice Digital for counsel); 3) Attend Mandatory Intake Triage Conference; 4) Attend Settlement Conference; 5) If unresolved, attend Case Conference for a litigation order and proceed to trial.

For directions regarding service of materials under the Regular Family Process, see Appendix A to this Notice.

A. Pre-Conditions for a Regular Family Process Application

1. Commencement of an Action

An Action must be commenced and served before any party can seek interim or final relief by way of a Regular Family Process Application. An Action may be commenced by:

- (a) Statement of Claim (versions available [here](#));
- (b) Family Law Claim (FL-10), which may be filed with a date to be determined (“TBD date”) and no Supporting Statement (versions of FL-10 available [here](#)); or
- (c) Originating Application.

The commencement document must be served in accordance with Part 11, Division 2 of the [Alberta Rules of Court](#), and an affidavit of service must be filed.

2. Mandatory Requirements

Unless a matter is urgent, or a waiver had been obtained, all parties seeking relief from the Court in a family proceeding are required to complete the [Family Justice Strategy Mandatory Requirements](#):

- (a) [Parenting After Separation Seminar](#);
- (b) Alternative Dispute Resolution;
- (c) Disclosure; and,
- (d) Meeting with Family Court Counselor (if self-represented; and where available).

B. Filing and Service of a Regular Family Process Application

Parties seeking any relief by way of a Regular Family Process Application must file and serve, in accordance with Appendix A, a Mandatory Intake Triage (MIT) package, which consists of:

- (a) Proof of compliance with the Mandatory Requirements, including the Applicant’s Disclosure Package;
- (b) Commencement Document (previously filed and served);
- (c) [Request for Mandatory Intake Triage \(MIT\) Conference Form](#);
- (d) [MIT Summary Form](#); and,
- (e) If any relief is sought, a [Form FL-18 Application](#) and supporting Affidavit/Statements.

After filing, the MIT Package must be served upon the Respondent, and an Affidavit of Service must be filed.

The Respondent will be given time, pursuant to [Family Practice Note 2](#), to respond. The Applicant may then file a reply to the response.

If the Respondent files a cross-application, the Respondent must comply with (a) and (d) above. If the cross-application is under the Family Law Act, the Respondent must also file and serve a Form FL-11 or form FL-18 with supporting affidavit/statement. If the cross-application is under the Divorce Act, the Respondent must file and serve a Form FL-18 with supporting affidavit.

Before the Case Management Officer (CMO) checks the MIT Package(s) for compliance, time will be allowed in accordance with Family Practice Note 2.

C. Case Management Officer (CMO) Review of Regular Family Process Application

Once an MIT package has been filed and served, a CMO will review the materials for compliance before the parties can schedule an MIT meeting with a justice.

An MIT Package that is not compliant with the [Mandatory Requirements](#) will be returned by the CMO to the parties, with either:

- (a) A complete rejection if the non-compliance is significant, in which case the materials will have to be corrected, resubmitted and served; or
- (b) A notification outlining the required corrections within a timeframe set by the CMO; should the deficiencies be addressed within the specified period, the CMO will proceed to finalize the review.

Documents may be rejected for reasons such as the following:

- A waiver or deferral of a Mandatory Requirement is required, which must first proceed by way of Desk Process Application (see below for Desk Process);
- The interim relief sought was not included in the Commencement Document;
- The required financial disclosure is incomplete;
- Non-compliance with [Family Practice Note 1](#) and/or [Family Practice Note 2](#).

D. Mandatory Intake Triage (MIT) Conference

1. Scheduling of Mandatory Intake Triage (MIT) Conference

Upon approval of the MIT Package, the CMO will send the parties an email certifying compliance with the Court's requirements and providing a booking link to schedule a one-hour Mandatory Intake Triage Conference (MIT Conference). **Parties must fill out the booking link within 30 days of receipt of the email. Otherwise, they will have to resubmit and re-serve their MIT package for review.**

2. The Mandatory Intake Triage (MIT) Conference

The MIT Conference is a hearing, before an assigned MIT Justice in a courtroom, and on the record. Remote hearings will be permitted only when approved in advance by the Court in appropriate circumstances (parties seeking a remote hearing may make a request by completing the [Hearing Mode Request Form](#)). The Justice presiding at the MIT Conference may:

- (a) Grant interim relief;
- (b) Make procedural orders;
- (c) Order reports pursuant to [Family Practice Note 7](#) and/or [Family Practice Note 8](#);
- (d) Appoint Child's Counsel;
- (e) Assist the parties in determining the need for expert reports or other reports, along with any relevant evidence needed to ensure a meaningful Settlement Conference;

- (f) Engage in mediation;
- (g) Grant any other Order or make any other direction that is appropriate in the circumstances.

In addition to providing any necessary interim relief, the purpose of the MIT Conference is to prepare the parties for a half-day mandatory Settlement Conference with a different Justice (not the MIT/Case Conference Justice, unless the parties and the Justice consent).

Upon completion of the MIT Conference, further applications for interim relief will be permitted only in exceptional circumstances. If an urgent matter arises after an MIT Conference and it cannot wait to be addressed at Trial, the Applicant must complete and file a Request for Meeting with Case Conference Justice, and the MIT Justice (referred to as the Case Conference Justice after the MIT Conference) will determine whether, how, and when the further application for interim relief will be heard.

3. Mandatory Intake Conference (MIT) Report

Upon conclusion of the MIT Conference, an MIT Conference Report will be provided to the parties and filed on the Court file. Unless an issue is resolved, settlement discussions that took place on that issue remain confidential and will not be included in the MIT Conference Report.

Unless both parties are self-represented, Counsel will be directed to prepare any orders arising from the MIT Conference. If both parties are self-represented, the Court will direct the Court Generated Orders Clerk to prepare any required orders.

Unless all issues have been resolved at the MIT Conference, the MIT Report will direct the parties to schedule a Settlement Conference:

- (a) Immediately; or
- (b) Upon the completion of the procedural orders made by the MIT Conference Justice.

In exceptional circumstances, at the sole discretion of the MIT Justice, the parties may be directed to trial without participating in the Settlement Conference.

E. Settlement Conference

1. Scheduling of Settlement Conference.

Once the parties have completed all steps ordered by the MIT/Case Conference Justice, or upon the immediate direction of the MIT/Case Conference Justice, parties may schedule a half-day Settlement Conference by completing and filing a [Joint Request for Settlement Conference form](#).

2. Materials for Settlement Conference

The materials that must be submitted by the parties prior to the Settlement Conference are set out in the [Settlement Conference Memorandum](#). These materials must be sent by email to the following addresses:

- Red Deer and all locations south of Red Deer, including Calgary:
CaseConferenceCoordinator.KBJCalgary@albertacourts.ca

- Wetaskiwin and all locations north of Wetaskiwin, including Edmonton:

CaseConferenceCoordinator.KBJEdmonton@albertacourts.ca

3. The Settlement Conference

The Settlement Conference is a hearing, before a Justice, which may take place in a courtroom, or a boardroom, as determined by the Settlement Conference Justice. Remote hearings will only be permitted in exceptional circumstances.

The Justice presiding at the Settlement Conference will be different from the MIT/Case Conference Justice, unless the parties consent and the MIT/Case Conference Justice agrees to conduct the Settlement Conference. The aim of the Settlement Conference is to resolve all outstanding issues between the parties.

If both parties consent, a request may be made to the MIT Justice for a Binding Settlement Conference.

4. Settlement Conference Report

Upon the conclusion of the Settlement Conference, a Settlement Conference Report will be provided to the parties and filed on the Court file. Unless an issue is resolved, settlement discussions on that issue remain confidential and will not be included in the Settlement Conference Report.

Unless both parties are self-represented, Counsel will be directed to prepare any orders arising from the Settlement Conference. If both parties are self-represented, the Court will direct the Court Generated Orders Clerk to prepare any required orders. Unless all remaining issues have been resolved at the Settlement Conference, the parties will be directed to:

- (a) Prepare a Consent Litigation Plan Order, or, if applicable, a [Streamlined Trial Order](#);
- (b) Meet with Resolution Counsel to prepare a [Litigation Plan Order](#) or, if applicable, a [Streamlined Trial Order](#), which must be approved by the assigned Case Conference Justice; or
- (c) Attend a Case Conference with the assigned Case Conference Justice to, among other things, determine suitability for a Streamlined Trial if required, finalize a [Litigation Plan Order](#), or prepare a [Streamlined Trial Order](#).

F. Pre-Trial Conference

For any matter that is proceeding to Trial, the parties must schedule a Pre-Trial Conference with their assigned Case Conference Justice 90 days or more prior to the scheduled trial date, unless otherwise ordered.

II. DESK APPLICATIONS PROCESS

There are two types of desk application streams. All desk applications, including desk divorce applications, that are not listed below, will use the current desk application processes in place.

Filing processes for desk applications will not change under the FFP.

The FFP desk applications listed below may be filed by email, and in accordance with the Court's [email filing procedures and naming conventions](#), and will be referred to a designated Family Roster Justice:

- (a) [Mandatory Requirement Waiver/Deferral Requests](#);
- (b) [Resolution Counsel Meeting Requests](#) (Parties must have completed PAS and exchanged disclosure, and one party must earn less than \$90,000);
- (c) Time-Sensitive Consent Orders;
- (d) [Notice to Disclose Applications](#);
- (e) [Urgent Requests](#), using the current protocol;
- (f) Request for Meeting with Case Conference Justice (only where there is no existing referral);
- (g) Where there is no assigned MIT/Case Conference Justice, applications pursuant to [Family Practice Note 2](#), paragraph 47

For Consent Order requests to appoint Counsel for a child, the parties must provide a letter explaining the reason for the request, along with a completed [Legal Aid Alberta Referral form](#). These will be forwarded to the designated Justice (currently Kachur J for Red Deer and south, and Loparco J for Edmonton and north).

III. URGENT APPLICATIONS PROCESS

For the purpose of the Urgent Applications Process in Family proceedings, the Court defines urgent matters as:

- Where there is a risk of violence or immediate harm to one of the parties or a child, including applications for exclusive possession of a family home where these criteria are met;
- Where there is a risk of removal of a child from the jurisdiction;
- Emergency Protection Order reviews;
- Matters relating to parenting time, contact or communication with a child **that cannot reasonably be delayed**.

If a party has an urgent application and they have an assigned MIT/Case Conference Justice, that [urgent request](#) should be brought to the assigned MIT/Case Conference Justice via the designated form available at this link: <https://albertacourts.ca/kb/court-operations-schedules/urgent>.

For those matters where there has been no MIT/Case Conference Justice assigned, urgent requests (for the entire Province) shall be directed to a Desk Duty Justice in Edmonton or Calgary.

When submitting an urgent request, a draft application and supporting documents must also be submitted.

APPENDIX A

SERVICE OF MATERIALS UNDER THE REGULAR FAMILY PROCESS

1. All documents commencing an Action (Statement of Claim; Family Law Claim (FL-10); Originating Application) must be served in accordance with Part 11, Division 2 of the [Alberta Rules of Court](#).
2. Applicants are required to provide an email address for the Applicant and the Respondent on the [Request for a Mandatory Intake Conference](#) Form and on [the Mandatory Intake Triage Summary](#) Form. If an Applicant does not know the Respondent's email address, or if the Respondent does not have a functioning email address, the Applicant is required to obtain an Order for Substitutional Service from an Applications Judge, setting out an alternative form of service.
3. In those cases where the Applicant does not know the Respondent's email address, the Applicant must put their own email address in the place reserved for the Respondent's email address on the Request for Mandatory Intake Conference Form and Mandatory Intake Triage Summary Form.
4. Where there is an Order for Substitutional Service, the Applicant must serve all materials by the process set out in that Order. In addition, the Applicant will be required to provide all communications from the Court, in relation to the matter, to the Respondent per the Order for Substitutional Service.
5. All subsequent materials filed with the Court under this Practice Note may be served by email, unless otherwise ordered by the Court.

APPENDIX B

PROCESS FOR OBTAINING WAIVERS OF MANDATORY REQUIREMENTS

1. Any party applying for a waiver of a Mandatory Requirement must complete a [Request to Waive/Defer Mandatory Requirements](#) form, a [Desk Application to Waive/Defer Mandatory Requirements](#) and a [Notice to Respond to Waiver Request](#).
2. The completed Request to Waive/Defer Mandatory Requirements form and a Notice to Respond to Waiver Request must be served upon the opposing party (“the Respondent”), in accordance with Appendix A, along with a [Response to Request to Waive Mandatory Requirements](#), to be completed by the Respondent.
3. The Respondent will have 5 clear days to complete and return the Response to Request to Waive Mandatory Requirements directly to the Applicant (or Applicant’s Counsel, as the case may be).
4. After the 5 clear day notice period, or upon receipt of the Response, the Applicant must file:
 - (a) The [Request to Waive/Defer Mandatory Requirements](#);
 - (b) The [Desk Application to Waive Mandatory Requirements](#);
 - (c) The [Notice to Respond to Waiver Request](#) (unless there has been an order dispensing with service);
 - (d) The [Response to Request to Waive Mandatory Requirements](#) (if it has been completed and returned to the Applicant by the Respondent); or in the event the Respondent has not returned a Response to the Applicant per paragraph 3, an Affidavit of Service proving service of the materials by the Applicant upon the Respondent.
5. If there has been:
 - (a) An order dispensing with service, or
 - (b) An Affidavit of Service is required pursuant to paragraph 4(d), and the Applicant has served the Respondent pursuant to a service order (for example, service *ex juris* or substitutional service);the Applicant must refer, in their Affidavit of Service, to the service order or the order dispensing with service.
6. The Applicant is not required to provide the materials in paragraph 4 to the Respondent after filing.
7. A copy of the Order in respect of the Waiver Request will be provided by the Court to the Applicant. The Applicant must serve the Order on the Respondent. Where the Court has the Respondent’s email address, a courtesy copy may be provided via email to the Respondent, but this will not constitute service of the Order.