

A Settlement Memorandum shall be sent to the Case Conference Coordinator and served on the opposing party fourteen (14) days in advance of the scheduled Settlement Conference.

As per the NPP#2025-04, the Settlement Memorandum 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

The purpose of a Settlement Memorandum is to explain to the court and the opposing party what you are requesting and why it should be granted by the Court.

The Settlement Memorandum shall include the following;

- a detailed list of the issues in dispute, including all sub issues that need to be determined (For example, guardianship rights, specifically, whether the mother shall have exclusive rights to make decisions regarding the children's medical treatment);
- A statement of the position the party takes on each issue and or sub issue;
- Why the party takes that position;
- A brief overview of the facts and evidence on which the party intends to rely at the Settlement Conference and at trial to support their position on each issue;
- a separate single sheet containing calculations forming the basis of financial conclusions, including the *Childview* or *Divorcemate* calculations for child or spousal support, a spreadsheet of calculations for retroactive or arrears of any type of support and a complete spreadsheet of property distribution including any exemptions claimed, if applicable.
- any case law you are relying on to support your position
 - This should only be a link to the actual case with reference to the paragraph(s) you intend to rely upon. Do not provide copies of cases.
 - 'case law' means previously-decided cases, similar to yours, that support your position
 - You should have no more than two cases for each issue

The Settlement Memorandum shall be in letter form, not to exceed 8 pages, plus the attachments noted above, being the spreadsheets of child and or spousal support calculations, property distribution or case law links.

If you fail to submit and serve a Settlement Memorandum, costs may be awarded against you.