

- Consider discussing the matter with a lawyer
- Consider options for solutions besides the court system (eg. consent or mediation)
- Attend the Parenting After Separation Seminar (may be mandatory)
- Complete a Claim
- Complete necessary Statements and swear/affirm them to be true before a Commissioner for Oaths
- Make enough copies of your Claim and Statements
- File Claim and Statements with the clerk at the courthouse
- Serve these documents on the Respondent(s) (and any other persons that must be served):
  - Claim
  - Statement(s)
  - Response (blank)
  - Reply Statements (blank)
  - Notice of Mandatory Attendance - Parenting After Separation Seminar (if applicable)
- File an Affidavit of Service for each person served

**Remember to Print Neatly if you are filling in the forms by hand!**

#### HELP IS AVAILABLE

##### 1. Lawyers

LAWYER REFERRAL SERVICE (ALBERTA)  
& DIAL-A-LAW

Tel: (403) 228-1722 - **Lawyer Referral, Calgary**  
Tel: (403) 234-9022 - **Dial-A-Law, Calgary**  
Toll Free: 1-800-661-1095

LEGAL AID SOCIETY OF ALBERTA

Tel: (403) 297-2260\* - **Calgary**  
Tel: (780) 427-7575\* - **Edmonton**

ALBERTA LAW LINE

Toll Free: 1-866-845-3425  
Tel: (780) 644-7777 - **Edmonton**

##### 2. Family Justice Services

FAMILY LAW INFORMATION CENTRE

Tel: (403) 297-6600\* - **Calgary**  
Tel: (780) 415-0404\* - **Edmonton**

FAMILY MEDIATION SERVICES

Tel: (403) 297-6981\* - **Calgary**  
Tel: (780) 427-8329\* - **Mediation, Edmonton**  
Tel: (780) 427-8343\* - **Court Counsellors, Edmonton**  
Tel: (403) 340-7187\* - **Elsewhere in Province**

##### 3. Websites

[www.albertacourts.ab.ca](http://www.albertacourts.ab.ca)  
<http://acjnet.org/abservices/legal.aspx>

**\* call any of the numbers toll-free through the RITE line by dialing 310-0000**  
**Check your courthouse for more detailed information about services available in your area.**

## About the *Family Law Act*

You can use the *Family Law Act* and the instructions in this booklet for:

- guardianship of child(ren)
- parenting of child(ren)
- contact with child(ren)
- child support
- spousal or partner support
- declaration of parentage
- enforcement of time with a child
- other matters found in the *Family Law Act*

You **cannot** use the *Family Law Act* if there is an order or judgment under the *Divorce Act* addressing the same issue.

**For information about whether the *Family Law Act* applies to your situation, you should speak with a lawyer.**

#### BEFORE YOU BEGIN ANY PAPERWORK

##### 1) Consider discussing this matter with a lawyer

- A lawyer may give you options for solutions that you may not have considered.
- If you do not have a lawyer, you must put in the time and effort. You will be doing the work of a lawyer without a lawyer's training.

##### 2) Look at other options besides the court system

- Consent - do you agree with the order the other person wants, or does the other party agree with the order you want? Can you talk the situation over with the other party?
- Mediation - a mediator helps you and the other party to come to your own agreed solution, as an alternative to having a judge decide the solution for you.

##### 3) Decide if you can apply

- Do you qualify to apply for the order you want? Read the instruction sheets for your specific application. They have information about who can apply.

##### 4) Decide what court you will use

- **For most matters, you can apply to either the Provincial Court or the Court of Queen's Bench.** You cannot apply in one court if an application has already been made in the other court. You must not jump back and forth between the courts.
- If any other application involving the respondent(s) or the child(ren) has been assigned to a case management judge, this application must be made in Court of Queen's Bench and you must advise the clerk.

##### 5) For the following matters, you must apply to the Court of Queen's Bench:

- Exclusive Possession of a Home or Household Goods
- Declaration of Parentage
- Declaration of Irreconcilability
- Financial support orders that deal with property

##### 6) Attend Parenting after Separation Seminar

- This seminar is highly recommended for all separating parents. For some people, it is mandatory. Is the seminar mandatory for you? See the Notice of Mandatory Seminar sheet, available from the courthouse or visit: [www.albertacourts.ab.ca](http://www.albertacourts.ab.ca)  
(Click on "Court Services" header, then "Family Mediation Services" category and finally, "Courses" category).