

KB Filing Digital Service - accepted document types

July 2023

PLEASE NOTE:

- Not all document types can be submitted for filing and stamping. Because supporting documents are already filed and stamped, the system can accept more document types as supporting than are allowed for digital filing.
- While Desk Applications and Proposed Orders can now be submitted for Justice/Applications Judges Review, we cannot accept **Emergency Desk Applications for Justice**. Please refer to the announcement regarding [Justice “Urgent Matter Chambers”](#).
- The service **CANNOT** accept **applications** for Application Judges Chambers or Specials but it **CAN** accept other documents in advance of an already scheduled hearing.
- The service can now accept submissions for Civil Justice Chambers in the pilot location of Edmonton **ONLY**

Area of Law	Document Type	To be filed	As supporting document
Civil	Acceptance of Offer to Settle	✓	✓
Civil	Adjustment Notice	✓	✓
Civil	Affidavit	✓	✓
Civil	Affidavit of Accounting	✗ not yet accepted	✓
Civil	Affidavit of Attempted Service	✓	✓
Civil	Affidavit of Deficiency	✓	✓
Civil	Affidavit of Execution	✓	✓

Area of Law	Document Type	To be filed	As supporting document
Civil	Affidavit of Property Management	✗ not yet accepted	✓
Civil	Affidavit of Records	✓	✓
Civil	Affidavit of Self Appointed Litigant Rep	✓	✓
Civil	Affidavit of Service	✓	✓
Civil	Affidavit of Substitutional Service	✓	✓
Civil	Agreed Statement of Facts	✓	✓
Civil	Amended Claim	✓	✓
Civil	Amended Counter Claim	✓	✓
Civil	Amended Notice of Claims against Co-Defendant	✓	✓
Civil	Amended Statement of Defence	✓	✓
Civil	Amended Statement of Defence to Counterclaim	✓	✓
Civil	Amended Third-Party Claim	✓	✓
Civil	Amended Third-Party Statement of Defence	✓	✓
<p>* Emergency Desk Applications and Proposed Orders for review by a Justice are not accepted. Please refer to the announcement regarding Justice “Urgent Matter Chambers”.</p>			
Civil	Applications - Justice Desk (Without Notice, non-urgent, non commencing file)	✓	✓
Civil	Applications - Applications Judges Desk Application (Without Notice, non commencing file)	✓	✓
Civil	Applications - Justice Desk (Without Notice, non-urgent, commencing file)	✗ not yet accepted	✗ not yet accepted
Civil	Applications - Applications Judges Desk Application (Without Notice, commencing file)	✗ not yet accepted	✗ not yet accepted

Area of Law	Document Type	To be filed	As supporting document
Civil	Applications - Civil Justice Chambers	✓ EDM only	✓
Civil	Applications - Application Judges Chambers	✗ not yet accepted	✓
Civil	Applications - Justice or Applications Judges Specials	✗ not yet accepted	✓
Civil	Appointment for Assessment of Costs	✓	✓
Civil	Appointment for Review of Retainer / Lawyer's Charges	✓	✓
Civil	Assignment of Judgment	✓	✓
Civil	Authority	✓	✓
Civil	Award Order of Board	✓	✓
Civil	Bill of Cost	✗ not yet accepted	✓
Civil	Brief	✓	✓
Civil	Case law	✗	✓
Civil	Certificate Alberta Tax	✓	✓
Civil	Certificate Employment Standards	✓	✓
Civil	Certificate Miscellaneous	✗ not yet accepted	✓
Civil	Certificate of Assessment	✗ not yet accepted	✓
Civil	Certificate of Default Judgment (Alberta Court of Justice)	✓	✓
Civil	Certificate of Discharge CLP	✓	✓

Area of Law	Document Type	To be filed	As supporting document
Civil	Certificate of Judgment	✓	✓
Civil	Certificate of Land Titles Act	✓	✓
Civil	Certificate of Lis Pendens	✓	✓
Civil	Certificate of Title	✓	✓
Civil	Certified Record of Proceedings	✓	✓
Civil	Chambers Applications - Applications Judge	✗ not yet accepted	✓
Civil	Chambers Applications - Justice	✓ EDM only	✓
Civil	Confidential Evidence for a Review Hearing	✓	✓
Civil	Confirmation of Trial Date	✗ not yet accepted	✓
Civil	Correspondence	✓	✓
Civil	Counter Claim	✓	✓
Civil	Cross Examination of Transcripts	✓	✓
Civil	Default Judgment	✗ not yet accepted	✓
Civil	Default Judgment - NO Bill of Costs attached	✓	✓
Civil	Demand for Notice	✓	✓
Civil	Demand for Particulars	✓	✓

*** Emergency Desk Applications and Proposed Orders for review by a Justice are not yet accepted.**
Please refer to the announcement regarding [Justice “Urgent Matter Chambers”](#).

Area of Law	Document Type	To be filed	As supporting document
Civil	Desk Application - Justice, Without Notice, non-urgent	✓*	✓
Civil	Desk Application - Applications Judges Desk Application, Without Notice	✓	✓
Civil	Discontinuance of Claim	✓	✓
Civil	Discontinuance of Counterclaim	✓	✓
Civil	Discontinuance of Third Party Claim	✓	✓
Civil	Endorsement	✗ not yet accepted	✓
Civil	Expert's Report	✓	✓
Civil	Financial Statement of Debtor	✓	✓
Civil	Formal Offer to Settle	✓	✓
Civil	Garnishee Renewal	✓	✓
Civil	Garnishee Summons	✓	✓
Civil	Judgment Roll	✗ not yet accepted	✓
Civil	Litigation Plan - Complex	✓	✓
Civil	Litigation Plan - Standard	✓	✓
Civil	Memorandum of Decision	✓	✓
Civil	Money Paid into Court	✗ not yet accepted	✓
Civil	Monitor's Certificate	✓	✓
Civil	Notice of Additional Creditor - Orderly Payment of Debts	✓	✓

Area of Law	Document Type	To be filed	As supporting document
Civil	Notice of Address for Service in Foreclosure Action	✓	✓
Civil	Notice of Appeal - Court of Appeal	✗ not yet accepted	✓
Civil	Notice of Appeal - Applications Judges Order	✓ EDM only	✓
Civil	Notice of Appeal - Alberta Court of Justice	✓ EDM only	✓
Civil	Notice of Appointment for Questioning	✓	✓
Civil	Notice of Bankruptcy	✓	✓
Civil	Notice of Change of Address	✓	✓
Civil	Notice of Change of Representation	✓	✓
Civil	Notice of Claim against Co-Defendant	✓	✓
Civil	Notice of Request for Transfer of Action	✓	✓
Civil	Notice of Withdrawal of Lawyer	✓	✓
Civil	Notice to Admit Facts	✓	✓
Civil	Notice to Attend as a Witness	✓	✓
Civil	Notice to Disclose	✓	✓
Civil	Notice to Produce Document	✓	✓
Civil	Notice to Prove Lien	✓	✓
Civil	Noting in Default	✓	✓

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Area of Law	Document Type	To be filed	As supporting document
Civil	Order: Restraining Order	✗ not accepted	✓
Civil	Order: To Appear	✓*	✓
Civil	Orders: Business and Corporate orders	✓*	✓
Civil	Orders: Civil Contempt and Liberty orders	✓*	✓
Civil	Orders: Foreclosure orders	✓*	✓
Civil	Orders: Hearings, Appearances, & Trial orders	✓*	✓
Civil	Orders: Judgment orders	✓*	✓
Civil	Orders: Procedure orders	✓*	✓
Civil	Orders: Property & Tenancy orders	✓*	✓
Civil	Orders: Alberta Court of Justice	✓*	✓
Civil	Orders: Service of Documents orders	✓*	✓
Civil	Orders: Uncertain order type	✓*	✓
Civil	Other (Supporting Document)	✗	✓
Civil	Partial Discharge of CLP	✓	✓
Civil	Partial Discontinuance of Claim	✓	✓
Civil	Partial Satisfaction	✓	✓
Civil	Alberta Court of Justice Signed Order (starting action number)	✓	✓
Civil	Questioning Transcript	✓	✓
Civil	Reasons for Judgment	✓	✓
Civil	Receiver's Certificate	✓	✓

Area of Law	Document Type	To be filed	As supporting document
Civil	Record of Pleadings	✓	✓
Civil	Record of Proceedings	✓	✓
Civil	Replacement Writ	✓	✓
Civil	Reply to 3rd Party Defence	✓	✓
Civil	Reply to Defence	✓	✓
Civil	Reply to Demand for Particulars	✓	✓
Civil	Reply to Garnishee	✓	✓
Civil	Reply to Notice to Admit Facts	✓	✓
Civil	Reply to Statement of Defence to Counterclaim	✓	✓
Civil	Request for Trial Date	✗ not yet accepted	✓
Civil	Satisfaction	✓	✓
Civil	Service Admitted	✓	✓
Civil	Specials Applications - Justice or Applications Judge	✗ not yet accepted	✓
Civil	Statement of Adjustment	✓	✓
Civil	Statement of Claim	✓	✓
Civil	Statement of Defence	✓	✓
Civil	Statement of Defence to Counterclaim	✓	✓
Civil	Statutory Declaration	✓	✓
Civil	Statutory Declaration of Publication	✓	✓

Area of Law	Document Type	To be filed	As supporting document
Civil	Subsequent Bill of Costs	✗ not yet accepted	✓
Civil	Supplemental Affidavit	✓	✓
Civil	Third Party Claim	✓	✓
Civil	Third Party Defence	✓	✓
Civil	Transcript	✓	✓
Civil	Transcripts on Questioning	✓	✓
Civil	Undertaking	✓	✓
Civil	Warrant for Arrest	✗ not yet accepted	✓
Civil	Withdrawal of Writ of Enforcement	✓	✓
Civil	Writ of Enforcement	✓	✓
Civil	Written Argument / Written Submission	✓	✓