

King's Bench Filing Digital Service – Civil

User Guide: Clerks of the Court

July 2024

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Filing Digital Service – Civil

This service enables lawyers and legal assistants to upload their documents to Court of King's Bench for electronic filing and stamping. This new provincial system streamlines digital document submission and review and automates many of the current manual email processes.

Lawyers and legal assistants can submit civil filing requests at **all King's Bench judicial centres** using the digital service. The system currently accepts more than 100 document types, including orders, affidavits, notices, commercial filings and desk applications (without notice).

Note: The service provides functionality to be used by all clerks for generating action numbers for all new Civil filings, regardless of if they are submitted using the digital service or via other channels, such as front counter.

Filing service URL: <https://qb-filing.alberta.ca>

The full list of currently accepted filing document types is available here:

https://qb-filing.alberta.ca/assets/docs/KBFiling-Accepted_Document_Types.pdf

Service currently available for use by:

- Active and practicing Alberta lawyers and their legal assistants, with fees
- Alberta lawyers/legal assistants who do not pay fees (government ministry counsel, Legal Aid certificates)

Service not currently available for:

- Self-represented litigants
- Out-of-province lawyers
- Counsel who get fees waived for filing requests, such as Government of Alberta lawyers, Legal Aid, and other governmental organizations
- Agents

The service does not yet accommodate:

- Urgent matters for Justice Desk Applications
- Desk Applications that commence a file
- Default judgments with a Bill of Cost
- Submissions where the fee varies (i.e., request for trial date, money paid into court)
- Civil Applications Judges Chambers applications

This service was built by Justice Digital, a partnership between the Ministry of Justice, the Courts, and the Government of Alberta's Digital Design and Delivery.

User accounts

Creating account

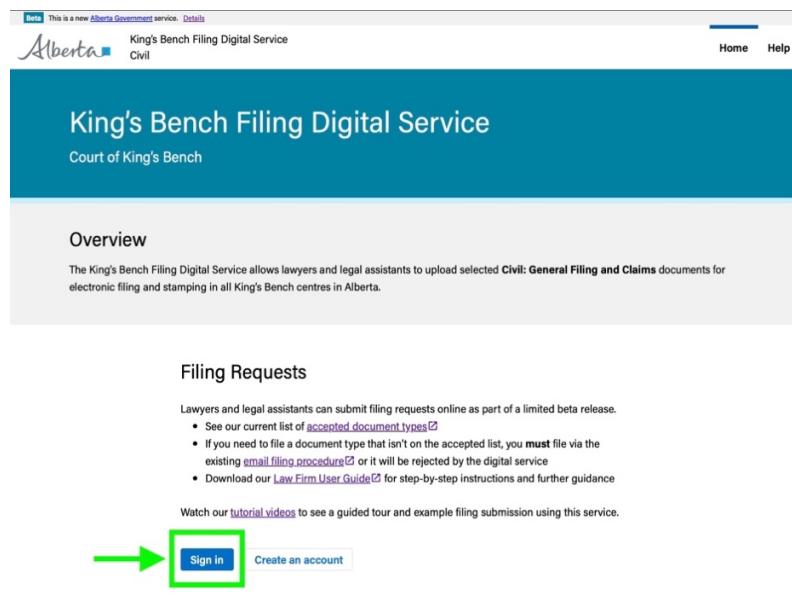
To create a clerk Justice Digital account, email a request to your supervisor, stating which service you need access to. If you have already been granted access, you can proceed to signing in for the first time.

Supervisors can email request logins to JSG.FilingSupport@gov.ab.ca. Please include clerk name, GOA email (@gov.ab.ca) and which Justice Digital services they will need access to.

Note: you can use your one account (email and password) in order to access any Justice Digital service, not just Filing Digital Service – Civil. However, you will need to request permissions to access

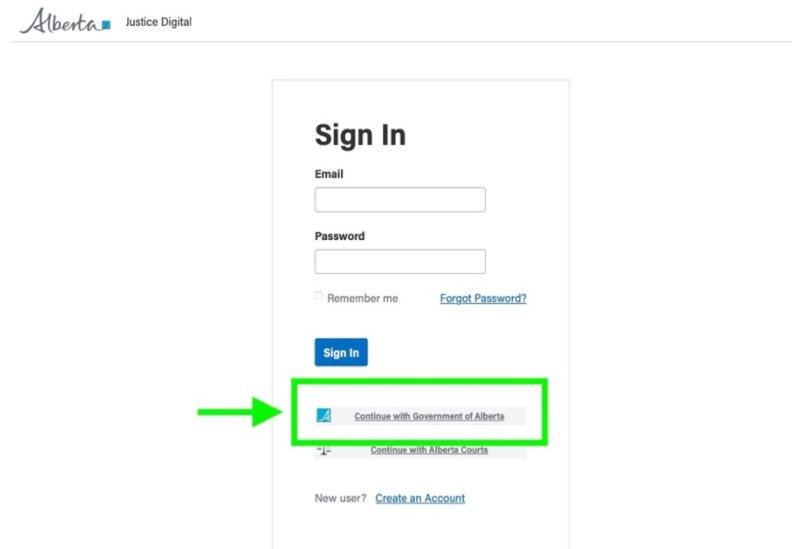
First time login

Launch the Filing Digital Service (qb-filing.alberta.ca) in a Chrome browser and click "Sign in".



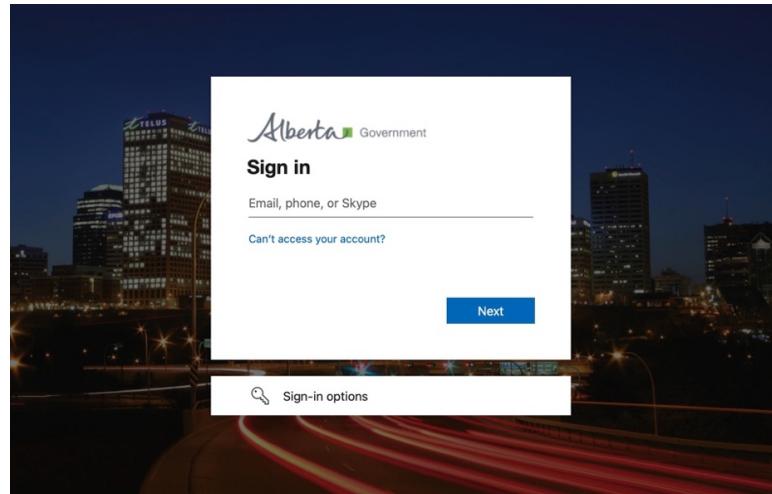
This screenshot shows the King's Bench Filing Digital Service homepage. At the top, there is a banner for the Alberta Civil service. Below the banner, the page title is "King's Bench Filing Digital Service" and the subtitle is "Court of King's Bench". A section titled "Overview" provides a brief description of the service. Below this, a section titled "Filing Requests" contains instructions for lawyers and legal assistants. A green arrow points to the "Sign in" button, which is highlighted with a green box. Other buttons visible include "Create an account" and "Watch our tutorial videos".

Choose "Continue with Government of Alberta".



This screenshot shows the "Sign In" page. It features fields for "Email" and "Password", a "Remember me" checkbox, and a "Forgot Password?" link. Below these is a "Sign In" button. Further down, there are two "Continue with" buttons: "Continue with Government of Alberta" (highlighted with a green box and a green arrow) and "Continue with Alberta Courts". At the bottom, there is a link for "New user? Create an Account".

Continue signing in using the Government of Alberta/Microsoft sign in screen. Use your @gov.ab.ca email address (not "@just.gov.ab.ca")



Almost there! On the next screen, enter your GOA password (same one you use to sign in with your GOA "gov.ab.ca" account to view Outlook online).



Government of Alberta

Sign in with your organizational account

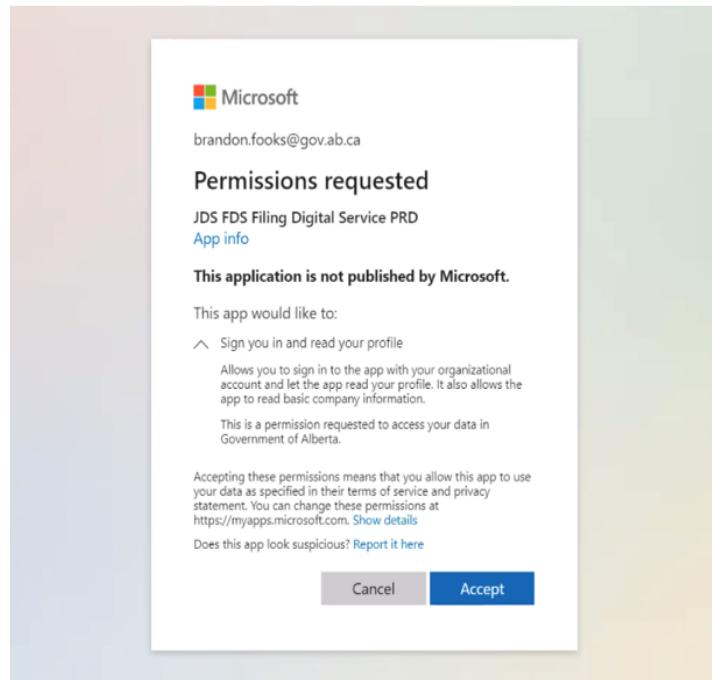
christopher.j.nash@gov.ab.ca

Password

Sign in

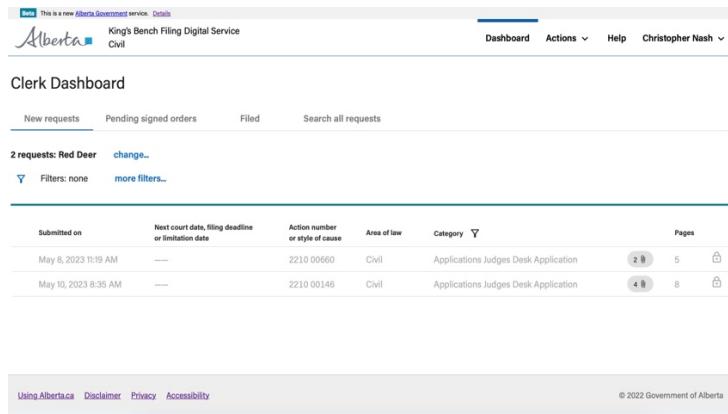
© 2016 Microsoft

(Depending on GOA/Microsoft security settings for your location and account, you may see yet another “Permissions requested” prompt from Microsoft. Click “accept”.)



You should now be signed in and see the clerk's dashboard.

Tip: For security purposes, the service is set to automatically log you out after 30 minutes of inactivity.



Clerk Dashboard

[New requests](#) [Pending orders](#) [Filed](#) [Hearings](#) [Search all requests](#)46 requests: Calgary [change...](#)Filters: none [more filters...](#)

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
 Mar 16, 2023 1:06 PM	Mar 16, 2023	1301 12144	Civil	Civil Chambers	 2 
 Feb 24, 2023 10:12 AM	---	1401 12135	Civil	General Filing and Claims	 2 
 Feb 27, 2023 8:35 AM	---	1301 01214	Civil	Civil Chambers	 3 
 May 30, 2023 2:49 PM	---	1301 01241	Civil	General Filing and Claims	 1 
 May 16, 2023 3:26 PM	---	1201 02121	Civil	General Filing and Claims	 1 
 May 16, 2023 3:29 PM	---	1201 01254	Civil	General Filing and Claims	 1 
May 17, 2023 9:26 AM	May 25, 2023	1201 01215	Civil	Civil Chambers	 2 
May 23, 2023 1:21 PM	May 25, 2023	1301 01214	Civil	Civil Chambers	 2 

Clerk dashboard

The main screen when signed into the service is the clerk dashboard, which lists all incoming filing requests, as well as links to other features and functionality.

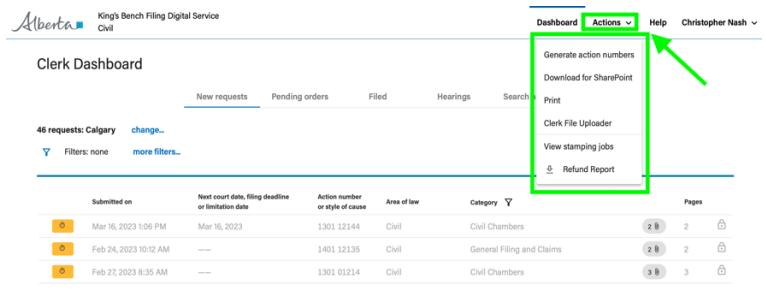
Filing requests submitted by law firms appear on the dashboard in the order that they should be reviewed. **Always select the file at the top of the list for review.** Requests that should be prioritized will automatically be sorted accordingly (jumping the queue to the top of the list):

-  Emergency
-  Timed documents
- Next court date

The remaining requests that do not have any priority flags will be sorted by the oldest to newest **Date Submitted.**

Dashboard components

The top menu includes the “Actions” menu, which is where to find the action number generator, print queue, SharePoint queue and downloadable reports.



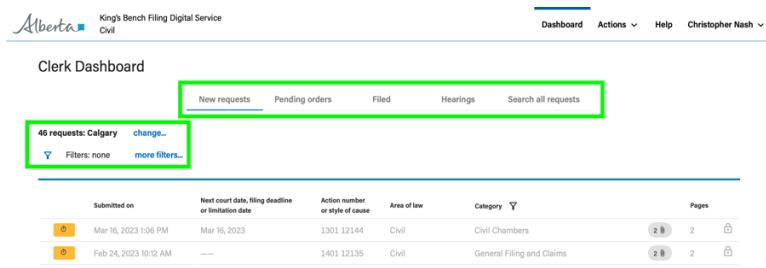
Alberta King's Bench Filing Digital Service Civil

Clerk Dashboard

46 requests: Calgary change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Mar 16, 2023 1:06 PM	Mar 16, 2023	1301 12144	Civil	Civil Chambers	2 2
Feb 24, 2023 10:12 AM	—	1401 12135	Civil	General Filing and Claims	2 2
Feb 27, 2023 8:55 AM	—	1301 01214	Civil	Civil Chambers	3 3

The set of on-page tabs and filters let you find and view requests according to a number of available options.



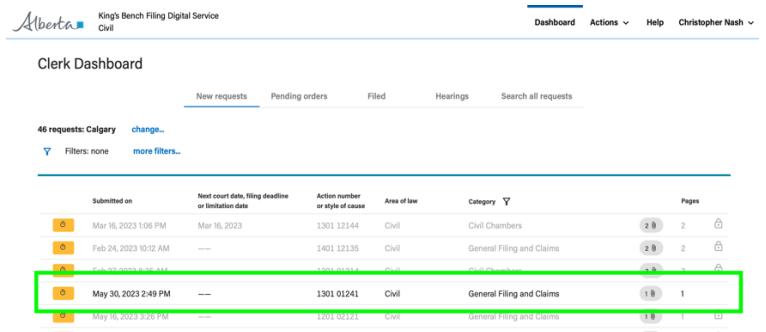
Alberta King's Bench Filing Digital Service Civil

Clerk Dashboard

46 requests: Calgary change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Mar 16, 2023 1:06 PM	Mar 16, 2023	1301 12144	Civil	Civil Chambers	2 2
Feb 24, 2023 10:12 AM	—	1401 12135	Civil	General Filing and Claims	2 2

The main list displays filing requests available for viewing and actioning. Clicking an item in the list will open it for review, and assign it to you so other clerks do not change the submission while you are working on it.



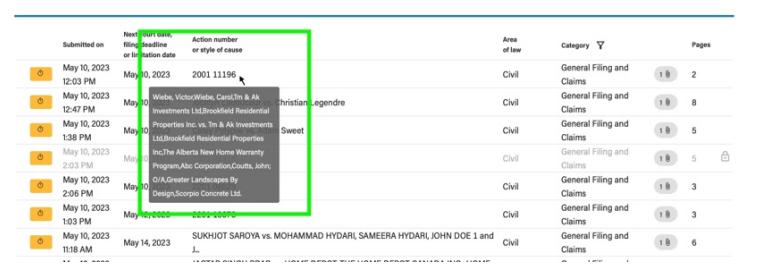
Alberta King's Bench Filing Digital Service Civil

Clerk Dashboard

46 requests: Calgary change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Mar 16, 2023 1:06 PM	Mar 16, 2023	1301 12144	Civil	Civil Chambers	2 2
Feb 24, 2023 10:12 AM	—	1401 12135	Civil	General Filing and Claims	2 2
May 30, 2023 2:49 PM	—	1301 01241	Civil	General Filing and Claims	1 1
May 16, 2023 3:26 PM	—	1201 02121	Civil	General Filing and Claims	1 1

Tip: Hovering the cursor over a submission in the “action number or style of cause” column will show the full style of cause for that item.



Alberta King's Bench Filing Digital Service Civil

Clerk Dashboard

46 requests: Calgary change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
May 10, 2023 12:03 PM	May 10, 2023	2001 11196	Civil	General Filing and Claims	1 2
May 10, 2023 12:47 PM	May 10, 2023	Webbe, Victor/Webe, Carol/Tm & Ak Investments Ltd/Brookfield Residential Properties Inc. vs. Tm & Ak Investments Inc/The Alberta New Home Warranty Program/Abc Corporation/Coutts, John; Inc/A Greater Landscapes By Design/Scarpa Concrete Ltd.	Civil	General Filing and Claims	1 8
May 10, 2023 1:38 PM	May 10, 2023	Sweet	Civil	General Filing and Claims	1 5
May 10, 2023 2:03 PM	May 10, 2023	Christian/Legendre	Civil	General Filing and Claims	1 5
May 10, 2023 2:06 PM	May 10, 2023	2009 20397	Civil	General Filing and Claims	1 3
May 10, 2023 10:03 PM	May 10, 2023	SUKHJOT SARDYA vs. MOHAMMAD HYDARI, SAMEERA HYDARI, JOHN DOE 1 and others	Civil	General Filing and Claims	1 3
May 10, 2023 11:18 AM	May 14, 2023	J...	Civil	General Filing and Claims	1 6

Tip: Hovering over the paper clip item for a submission will show what documents are in the submission.



Alberta King's Bench Filing Digital Service Civil

Clerk Dashboard

46 requests: Calgary change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
May 10, 2023 8:37 AM	—	2201 05147	Civil	General Filing and Claims	2 6
May 10, 2023 8:37 AM	—	CHRISTINE STOCKTON vs. RALPH GORDON MACKELVIE	Civil	General Filing and Claims	1 6
May 10, 2023 8:48 AM	—	CANADIAN IMPERIAL BANK OF COMMERCE vs. LEONIE JOY ELLIS	Civil	General Filing and Claims	1 6
May 10, 2023 9:10 AM	—	1401 06571	Civil	Accounting	2 14

File locking:

When a request is selected from the **New requests** tab dashboard, it will become **“Assigned to you”**. This means that other clerks who are logged in cannot access the same request.

Requests that are “assigned to you” will be displayed on the dashboard with a user icon (👤), and you can select it to complete the review.

If a different clerk is reviewing a request, you will see it on the dashboard displayed with a lock icon (🔒) and you will not be able to select it.

If you need to release a request that has been assigned to you, scroll to the bottom of the Review page and select the “Cancel” button.

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
May 10, 2023 12:03 PM	May 10, 2023	2001 11196	Civil	General Filing and Claims	1 2
May 10, 2023 12:47 PM	May 10, 2023	Jocelyn Ladouceur vs. Christian Legende	Civil	General Filing and Claims	1 8
May 10, 2023 1:38 PM	May 10, 2023	Caley Pylypiv vs. Adam Sweet	Civil	General Filing and Claims	1 5
May 10, 2023 2:03 PM	May 10, 2023	2301 03918	Civil	General Filing and Claims	1 3
May 10, 2023 2:06 PM	May 10, 2023	2201 08629	Civil	General Filing and Claims	1 3
May 10, 2023 1:03 PM	May 12, 2023	2201 13673	Civil	General Filing and Claims	1 3

Alberta King's Bench Filing Digital Service Civil Dashboard Actions Help Christopher Nash

test vs. test - Review Mode Pending review

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Affidavit	—	File and stamp	TestDoc.pdf (2797 KB)	

Decision

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

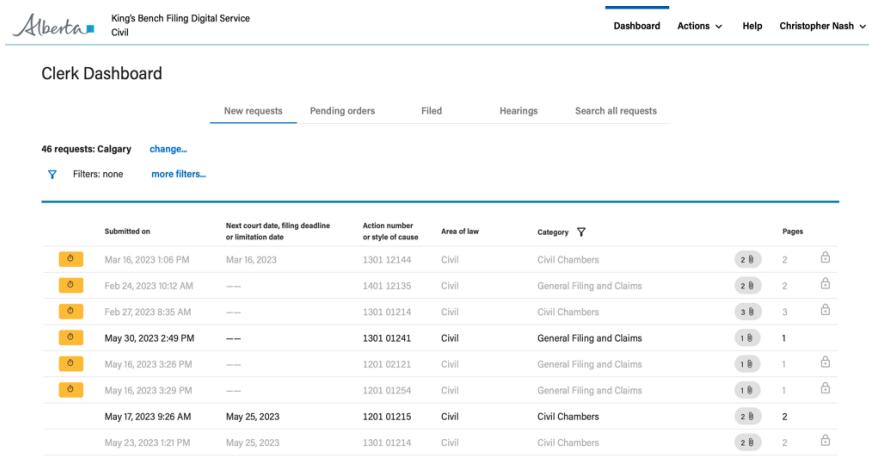
Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

 **Cancel** **File and stamp**

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Dashboard tabs

The “**New requests**” tab displays submitted requests pending or in review from the selected Judicial Centre. If you are filing for a different location, you can change the dashboard’s Judicial Centre.

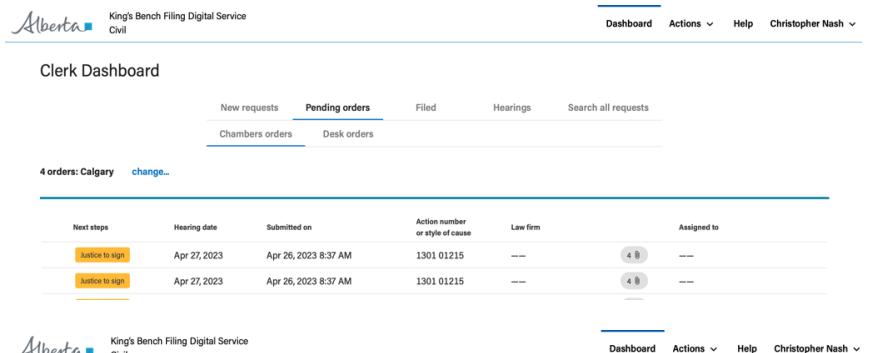


46 requests: Calgary [change...](#)

Filters: none [more filters...](#)

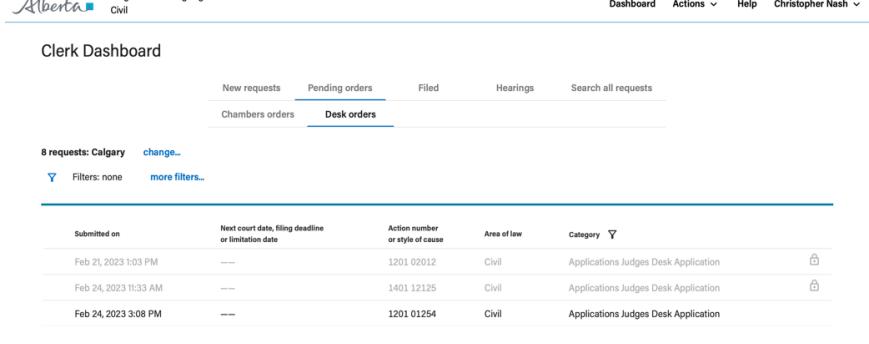
Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Mar 16, 2023 1:06 PM	Mar 16, 2023	1301 12144	Civil	Civil Chambers	2 8 2
Feb 24, 2023 10:12 AM	---	1401 12135	Civil	General Filing and Claims	2 8 2
Feb 27, 2023 8:35 AM	---	1301 01214	Civil	Civil Chambers	3 8 3
May 30, 2023 2:49 PM	---	1301 01241	Civil	General Filing and Claims	1 8 1
May 16, 2023 3:26 PM	---	1201 02121	Civil	General Filing and Claims	1 8 1
May 16, 2023 3:29 PM	---	1201 01254	Civil	General Filing and Claims	1 8 1
May 17, 2023 9:26 AM	May 25, 2023	1201 01215	Civil	Civil Chambers	2 8 2
May 23, 2023 1:21 PM	May 25, 2023	1301 01214	Civil	Civil Chambers	2 8 2

The “**Pending orders**” tab displays all current orders awaiting signature from a Justice. This tab is split into two views: Chambers orders, and Desk application orders (without notice).



4 orders: Calgary [change...](#)

Next steps	Hearing date	Submitted on	Action number or style of cause	Law firm	Assigned to
Justice to sign	Apr 27, 2023	Apr 26, 2023 8:37 AM	1301 01215	---	4 8 ---
Justice to sign	Apr 27, 2023	Apr 26, 2023 8:37 AM	1301 01215	---	4 8 ---



8 requests: Calgary [change...](#)

Filters: none [more filters...](#)

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Feb 21, 2023 1:03 PM	---	1201 02012	Civil	Applications Judges Desk Application	
Feb 24, 2023 11:33 AM	---	1401 12125	Civil	Applications Judges Desk Application	
Feb 24, 2023 3:08 PM	---	1201 01254	Civil	Applications Judges Desk Application	

The “**Filed**” tab displays any requests that have been reviewed, filed, and stamped. Once filed, the request is no longer assigned to the clerk.

Filed on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category
Jun 21, 2023 12:00 PM	May 15, 2023	1901 12454	Civil	Applications Judges Desk Application
May 30, 2023 10:11 AM	--	1301 01212	Civil	General Filing and Claims
May 23, 2023 11:12 AM	--	2201 00345	Civil	General Filing and Claims

The “**Hearings**” tab shows all Civil Justice Chambers hearing dates, and the digital docket lists and documents for each hearing. (Edmonton pilot, Summer 2023).

The “**Search all requests**” tab enables a user to search requests from a selected Judicial Centre that have been entered in the King’s Bench Filing Digital Service, and can be searched by action number, or by status (last 14 days).

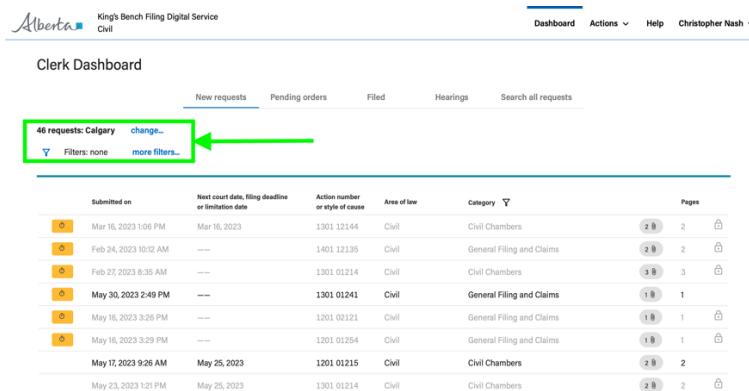
Dashboard filtering

For specialized clerks, using dashboard filters will help to locate specific request types.

Clicking “**Filters**” will open a panel where you can select attributes of a filing request to filter by. Active filters will always be displayed on the dashboard.

Tip: Some columns can also be filtered by clicking the icon next to the column label.

Tip: Filters that you apply will be saved to your account whenever you sign in.



Alberta King's Bench Filing Digital Service Civil

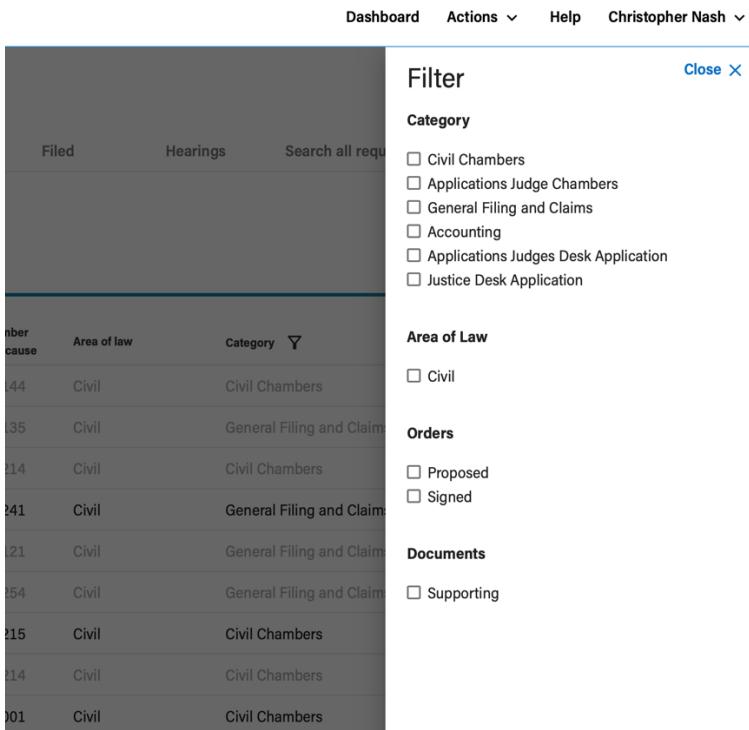
Dashboard Actions Help Christopher Nash

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

46 requests: Calgary change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Mar 16, 2023 1:06 PM	Mar 16, 2023	1301.01214	Civil	Civil Chambers	2 2
Feb 24, 2023 10:12 AM	---	1401.01215	Civil	General Filing and Claims	2 2
Feb 27, 2023 8:35 AM	---	1301.01214	Civil	Civil Chambers	3 3
Mar 30, 2023 2:49 PM	---	1301.01241	Civil	General Filing and Claims	1 1
May 16, 2023 3:26 PM	---	1201.02121	Civil	General Filing and Claims	1 1
May 16, 2023 3:29 PM	---	1201.01254	Civil	General Filing and Claims	1 1
May 17, 2023 9:26 AM	May 25, 2023	1201.01215	Civil	Civil Chambers	2 2
May 23, 2023 1:21 PM	May 25, 2023	1301.01214	Civil	Civil Chambers	2 2



Dashboard Actions Help Christopher Nash

Filter

Close X

Category

Civil Chambers
 Applications Judge Chambers
 General Filing and Claims
 Accounting
 Applications Judges Desk Application
 Justice Desk Application

Area of Law

Civil

Orders

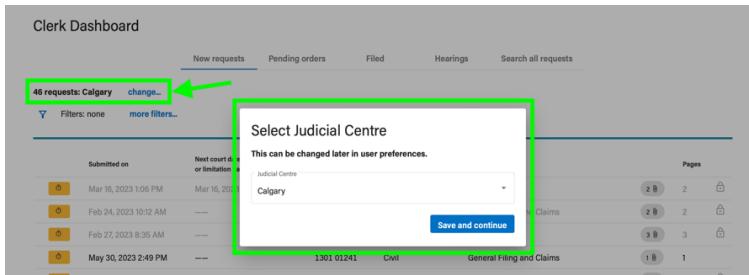
Proposed
 Signed

Documents

Supporting

Action number or style of cause	Area of law	Category
1301.01244	Civil	Civil Chambers
1301.01235	Civil	General Filing and Claims
1301.01214	Civil	Civil Chambers
1301.01241	Civil	General Filing and Claims
1201.02121	Civil	General Filing and Claims
1201.01254	Civil	General Filing and Claims
1201.01215	Civil	Civil Chambers
1301.01214	Civil	Civil Chambers
1301.01201	Civil	Civil Chambers

You also control which judicial centre's inbox you are viewing on the dashboard by choosing the centre above the filters.



Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

46 requests: Calgary change... Filters: none more filters...

Select Judicial Centre

This can be changed later in user preferences.

Judicial Centre: Calgary

Save and continue

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Mar 16, 2023 1:06 PM	Mar 16, 2023	1301.01214	Civil	Civil Chambers	2 2
Feb 24, 2023 10:12 AM	---	1401.01215	Civil	General Filing and Claims	2 2
Feb 27, 2023 8:35 AM	---	1301.01214	Civil	Civil Chambers	3 3
Mar 30, 2023 2:49 PM	---	1301.01241	Civil	General Filing and Claims	1 1
May 16, 2023 3:26 PM	---	1201.02121	Civil	General Filing and Claims	1 1
May 16, 2023 3:29 PM	---	1201.01254	Civil	General Filing and Claims	1 1
May 17, 2023 9:26 AM	May 25, 2023	1201.01215	Civil	Civil Chambers	2 2
May 23, 2023 1:21 PM	May 25, 2023	1301.01214	Civil	Civil Chambers	2 2

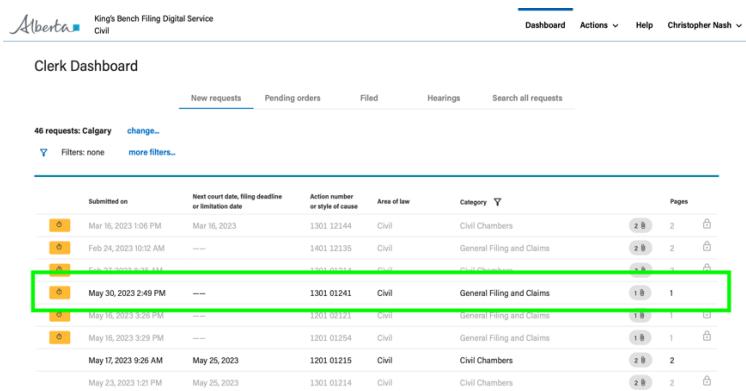
Filing requests

General civil filing submissions

Reviewing a request

Open a submission to review by clicking on it in the dashboard list.

Remember that opening an item automatically assigns it to you, and locks it so other clerks cannot edit it.



Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

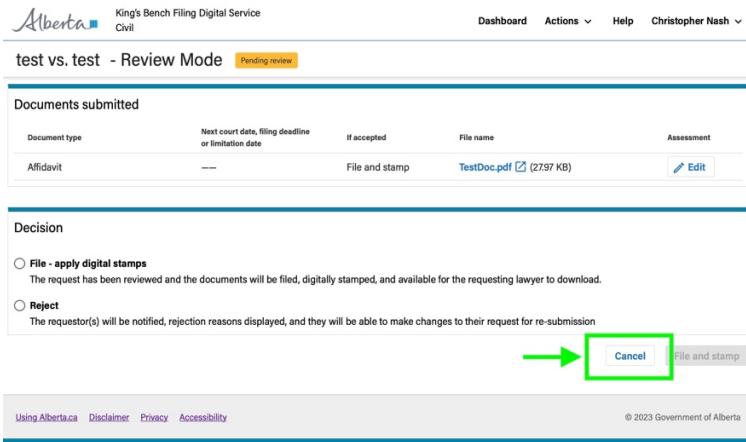
Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

46 requests: Calgary change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Mar 16, 2023 1:06 PM	Mar 16, 2023	1301 12144	Civil	Civil Chambers	2 8 2
Feb 24, 2023 10:12 AM	---	1401 12135	Civil	General Filing and Claims	2 8 2
Feb 27, 2023 9:27 AM	---	1301 01214	Civil	Civil Chambers	1 8 3
May 30, 2023 2:49 PM	---	1301 01241	Civil	General Filing and Claims	1 8 1
May 16, 2023 3:26 PM	---	1201 02121	Civil	General Filing and Claims	1 8 1
May 16, 2023 3:29 PM	---	1201 01254	Civil	General Filing and Claims	1 8 1
May 17, 2023 9:26 AM	May 25, 2023	1201 01215	Civil	Civil Chambers	2 8 2
May 23, 2023 1:21 PM	May 25, 2023	1301 01214	Civil	Civil Chambers	2 8 2

Tip: You can cancel out of being the assigned clerk later, by clicking “cancel” on the review page.



Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

test vs. test - Review Mode Pending review

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Affidavit	---	File and stamp	TestDoc.pdf (2797 KB)	

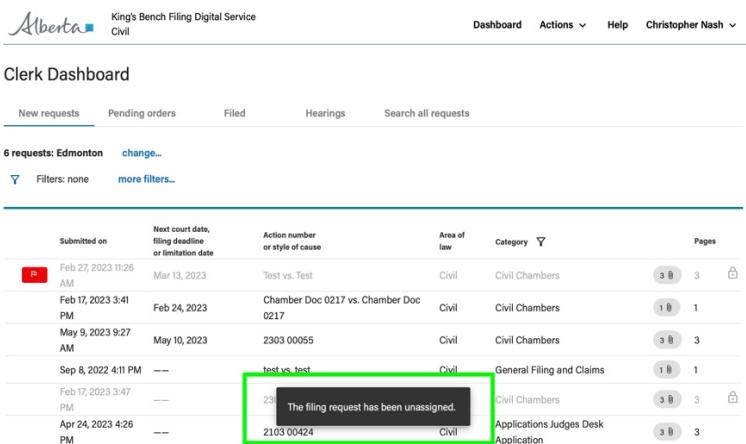
Decision

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

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Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

6 requests: Edmonton change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
Feb 27, 2023 11:26 AM	Mar 13, 2023	Test vs. Test	Civil	Civil Chambers	3 8 3
Feb 17, 2023 3:41 PM	Feb 24, 2023	Chamber Doc 02117 vs. Chamber Doc 0217	Civil	Civil Chambers	1 8 1
May 9, 2023 9:27 AM	May 10, 2023	2303 00055	Civil	Civil Chambers	3 8 3
Sep 8, 2022 4:11 PM	---	test vs. test	Civil	General Filing and Claims	1 8 1
Feb 17, 2023 3:47 PM	---	25	Civil	Civil Chambers	3 8 3
Apr 24, 2023 4:26 PM	---	2103 00424	Civil	Applications Judges Desk Application	3 8 3

The review page lets you view all information about the submission: the lawyer, law firm, originating or subsequent (and if subsequent, its action number), the documents themselves, and any comments from the lawyer or legal assistant.

Begin your review by checking that the action number, center, date and package contents all seem to align and make sense. If there are any errors, you may add a comment to the lawyer (they receive an email notification about your comment) or reject the filing, with or without comments back to the lawyer.

After reviewing, you can accept the submission, which will automatically stamp and return the file(s) to the lawyer, or reject the filing, including comments back to the lawyer on why it was rejected.

King's Bench Filing Digital Service
Civil

test vs. test - Review Mode Pending review

This filing request has been successfully assigned to you.

Law firm information

Law firm Bennett Jones LLP	Responsible lawyer Munaf Mohamed	Requestor Test Rozina
-------------------------------	-------------------------------------	--------------------------

Filing request

Judicial centre Edmonton	Type of submission Originating	Action number / Style of cause test vs. test	Area of law Civil
Category General Filing and Claims			

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Affidavit	---	File and stamp	TestDoc.pdf  (27.97 KB)	

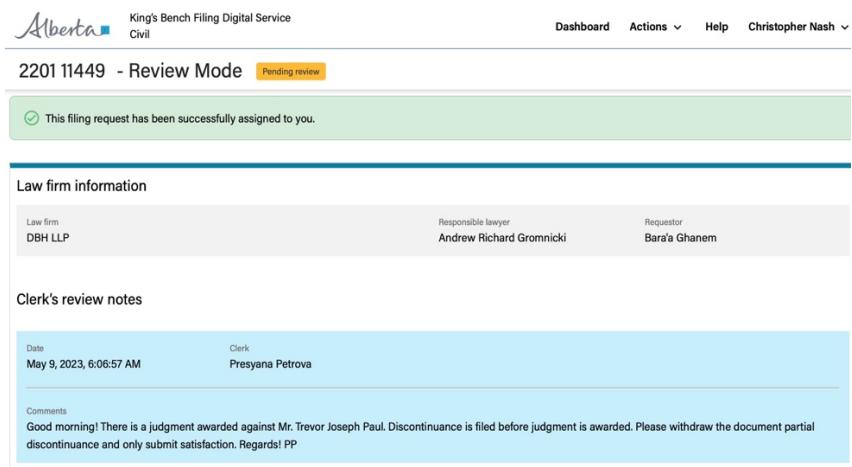
Decision

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Cancel File and stamp

During your review, check to see if another clerk has left any specific notes about the file.



Alberta King's Bench Filing Digital Service

220111449 - Review Mode Pending review

This filing request has been successfully assigned to you.

Law firm information

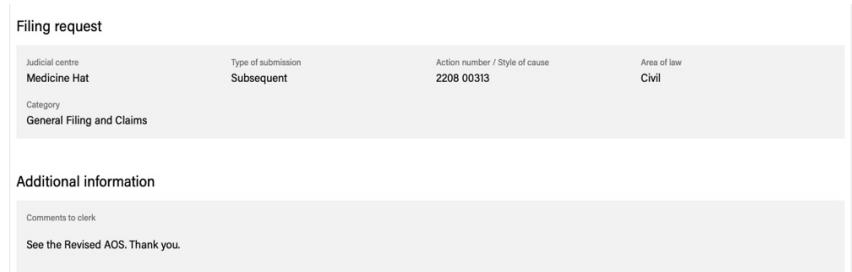
Law firm: DBH LLP Responsible lawyer: Andrew Richard Gromnicki Requestor: Bar'a Ghanem

Clerk's review notes

Date: May 9, 2023, 6:06:57 AM Clerk: Presyana Petrova

Comments: Good morning! There is a judgment awarded against Mr. Trevor Joseph Paul. Discontinuance is filed before judgment is awarded. Please withdraw the document partial discontinuance and only submit satisfaction. Regards! PP

Check to see if the lawyer left any specific comments or instructions that may support their request.



Filing request

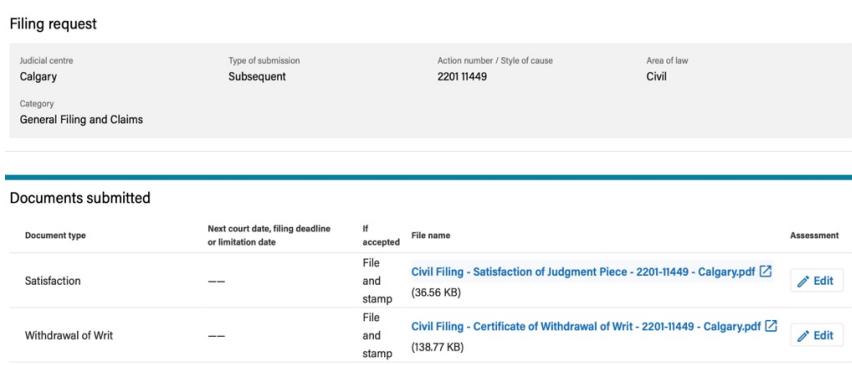
Judicial centre: Medicine Hat Type of submission: Subsequent Action number / Style of cause: 2208 00313 Area of law: Civil

Category: General Filing and Claims

Additional information

Comments to clerk: See the Revised AOS. Thank you.

Open the documents that have been uploaded by the requestor by clicking the file name or the icon (). Check that the request information aligns with the information in the attached documents.



Filing request

Judicial centre: Calgary Type of submission: Subsequent Action number / Style of cause: 220111449 Area of law: Civil

Category: General Filing and Claims

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Satisfaction	---	File and stamp	Civil Filing - Satisfaction of Judgment Piece - 2201-11449 - Calgary.pdf 	
Withdrawal of Writ	---	File and stamp	Civil Filing - Certificate of Withdrawal of Writ - 2201-11449 - Calgary.pdf 	

If a submission includes supporting documents, an additional panel will display below the “Documents submitted” panel.

Supporting documents			
Document type	Date filed	If accepted	File name
Statement of Claim	Apr 24, 2023	For Justice/Applications Judge review	5141636.pdf (2.31 MB)

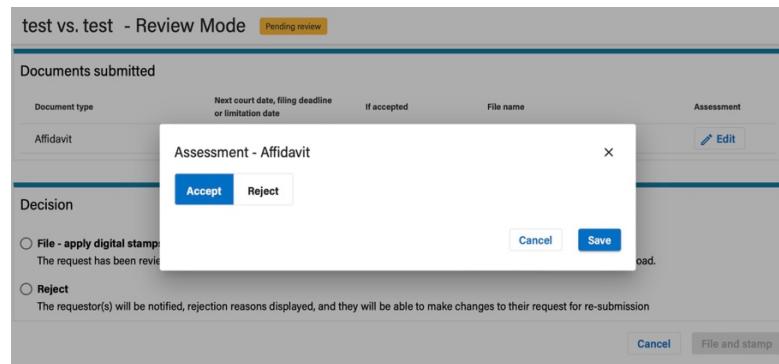
The documents in this panel do not have an “Edit” button beside them because they will not be filed or stamped when accepted.

Supporting documents submitted to General Filing and Claims (with other documents) will not be included in the queue to be downloaded for print. They also will not be routed for download to SharePoint. Only (new) filed documents will be printed and added to the physical file.

Supporting documents submitted to Justice/Applications Judges Desk Application will be routed in a queue to be downloaded for SharePoint.

Filing a request

Your assessment of each document can be edited. By default, the assessment will always be set to "Accept".



test vs. test - Review Mode Pending review

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Affidavit	---	File and stamp	TestDoc.pdf (2797 KB)	

Assessment - Affidavit

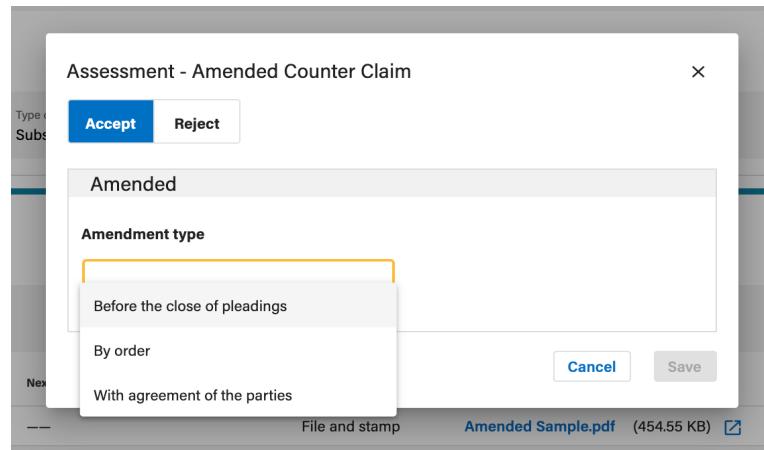
Decision

File - apply digital stamp
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Reject
The request(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Cancel Save

Tip: Depending on the document type, you may need to make additional selections as part of your assessment. For instance, if Amended documents are accepted, you must select the 'Amendment Type'.



Assessment - Amended Counter Claim

Amended

Amendment type

Before the close of pleadings

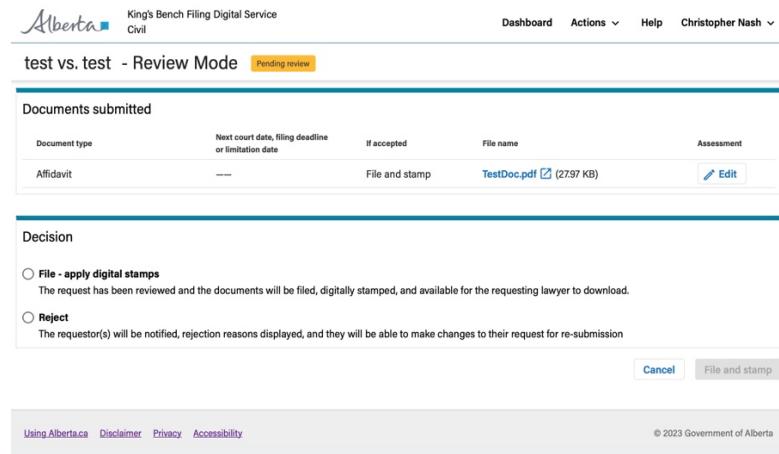
By order

With agreement of the parties

Cancel Save

You can also accept or reject the entire package, instead of the individual files, by making your selection at the bottom of the page.

Choosing "file" will automatically apply the appropriate stamps, return the file to the lawyer, and send the stamped files to the FDS print queue for downloading and printing.



Alberta King's Bench Filing Digital Service

test vs. test - Review Mode Pending review

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Affidavit	---	File and stamp	TestDoc.pdf (2797 KB)	

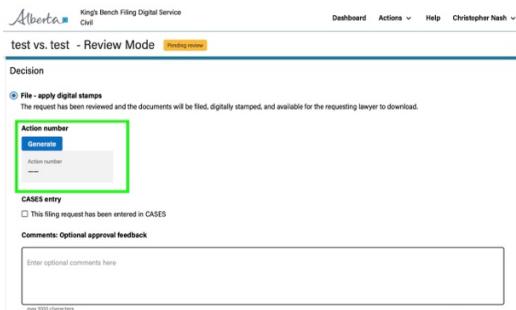
Decision

File - apply digital stamp
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Reject
The request(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Cancel File and stamp

For **Originating** submissions, you must generate an action number. The generated action number will be displayed for entry into CASES.



King's Bench Filing Digital Service Civil

test vs. test - Review Mode Pending review

Decision

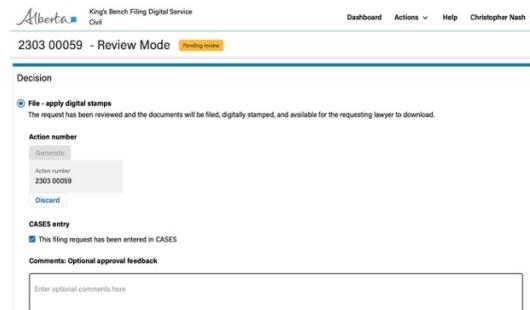
File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Action number

CASES entry
 This filing request has been entered in CASES

Comments: Optional approval feedback
Enter optional comments here

For **Subsequent** submissions, an existing action number will be displayed for entry into CASES.



King's Bench Filing Digital Service Civil

2303 00059 - Review Mode Pending review

Decision

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

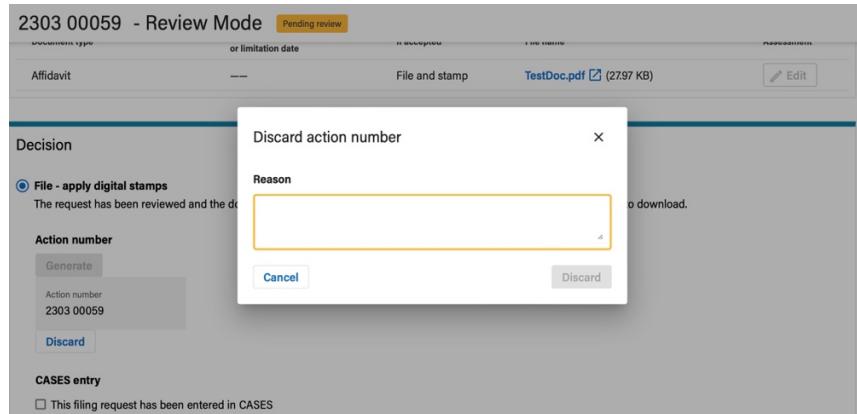
Action number

Action number
2303 00059

CASES entry
 This filing request has been entered in CASES

Comments: Optional approval feedback
Enter optional comments here

Tip: If an action number is generated in error, choose "Discard". You will be prompted to record a reason for general reporting purposes



2303 00059 - Review Mode Pending review

Decision

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

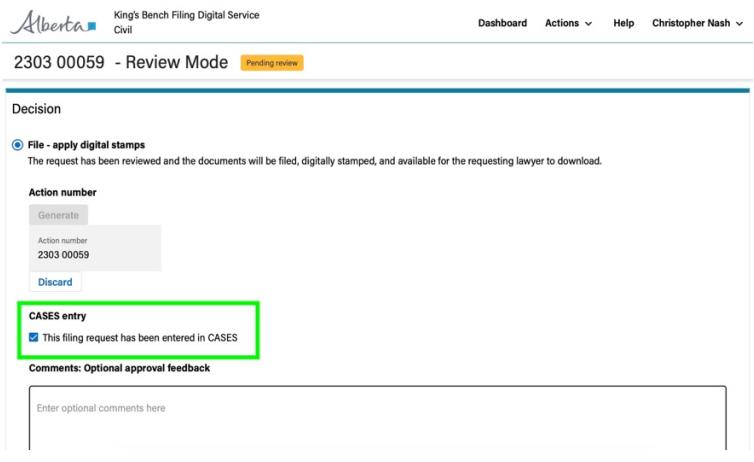
Action number

CASES entry
 This filing request has been entered in CASES

Discard action number

Reason
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Launch **CASES** to enter the request information. Check the box to confirm the CASES entry is complete. It is very important this step be completed before continuing, as systems such as FDS are not allowed to write directly to CASES behind the scenes.



Alberta King's Bench Filing Digital Service Civil

2303 00059 - Review Mode Pending review

Decision

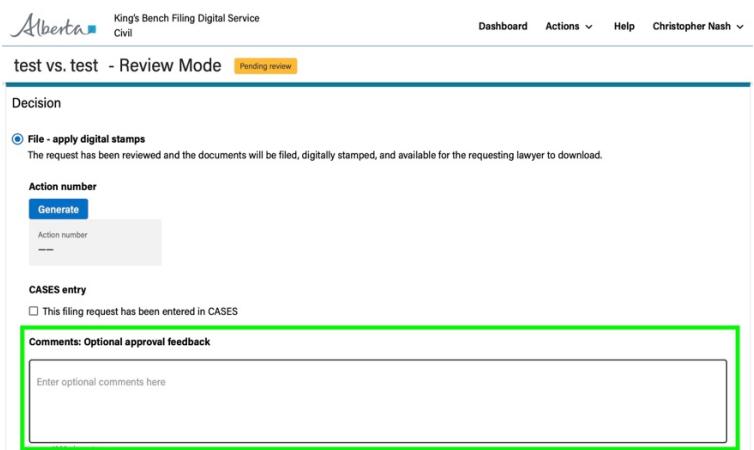
File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Action number
Generate
Action number
2303 00059
Discard

CASES entry
 This filing request has been entered in CASES

Comments: Optional approval feedback
Enter optional comments here

You can enter comments, instructions or feedback to the lawyer in the comment section. The lawyer will see the comments when the filed documents are returned to the lawyer.



Alberta King's Bench Filing Digital Service Civil

test.v. test - Review Mode Pending review

Decision

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Action number
Generate
Action number

CASES entry
 This filing request has been entered in CASES

Comments: Optional approval feedback
Enter optional comments here

Click “File and Stamp”.

Lawyers will be automatically notified by email once their request has been Filed and stamped.

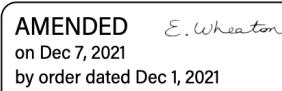
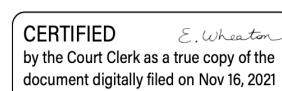
Screenshot of the Alberta King's Bench Filing Digital Service Civil interface showing a filing request for action number 2303 00062. The 'File and stamp' button is highlighted with a green box and an arrow pointing to it.

The 'File and stamp' button is located at the bottom right of the 'Decision' section, next to the 'Cancel' button.

The King's Bench Filing Digital Service will digitally apply a stamp to the first page of each document. The stamp will include the Judicial Centre, Action number, Date, and time that the documents were digitally filed.

Amended documents and Certificates of Lis Pendens will be automatically stamped with the appropriate stamp, and no longer require clerk signatures.

The stamped documents will be available for final clerk processing and for lawyers to download. When Lawyers download certified copies, their documents will display a Certified stamp.



Rejecting a request

If there are problems with a specific document, click Edit next to the document type to enter your assessment.

Filing request

Judicial centre Calgary	Type of submission Subsequent	Action number / Style of cause 2201-11449	Area of law Civil
Category General Filing and Claims			

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name
Satisfaction	---	File and stamp	Civil Filing - Satisfaction of Judgment Piece - 2201-11449 - Calgary.pdf (36.56 KB)
Withdrawal of Writ	---	File and stamp	Civil Filing - Certificate of Withdrawal of Writ - 2201-11449 - Calgary.pdf (138.77 KB)

Assessment 

 Edit

Change the assessment toggle to accept, or reject with rejection comment pertaining to that document. These notes/comments will be visible to the requestor upon rejection. Please ensure that the comments include sufficient information for the requestor to make necessary changes. Choosing "reject" will reject the submission back to the lawyer, including a comment field for the clerk to communicate the reason for the rejection and any next steps or instructions.

Tip: If the reviewer later decides that the request should in fact be filed, the rejection notes must first be removed by the reviewer.

test vs. test - Re

Assessment - Affidavit

Accept  Reject

Reject document

Rejection comments

Comments will be sent to the requestor, who can make needed changes and resubmit.

File - apply digital stamp: The request has been reviewed.

Reject: The requestor(s) will be notified.

max 1000 characters

Cancel Save   

If there are generic problems that apply to the request in general, or problems with Supporting Documents (for example, if the submitter attached the wrong file), scroll down to the “Decision” section, select Reject, and enter a comment to include the rejection reason.

King's Bench Filing Digital Service
Civil

Dashboard Actions ▾ Help Christopher Nash ▾

test vs. test - Review Mode Pending review

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Comments: Rejection of package
Comments will be sent to the requestor, who can make needed changes and resubmit.

Enter reasons for rejection the submission here (required)

max 1000 characters

Cancel Reject

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When ready to reject, click Reject at the bottom of the Review page to submit this action. Lawyers will be automatically notified by email once their request has been rejected.

King's Bench Filing Digital Service
Civil

Dashboard Actions ▾ Help Christopher Nash ▾

2201 00092 - Review Mode Pending review

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Amended Statement of Defence	—	File and stamp	IM-Email-Cleanup-Tool.pdf  (260.02 KB)	

Amendment type
By order dated May 17, 2023

Decision

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Comments: Rejection of package
Comments will be sent to the requestor, who can make needed changes and resubmit.

Incorrect date on signature line, Page 3. Please fix and resubmit.

max 1000 characters

Cancel Reject



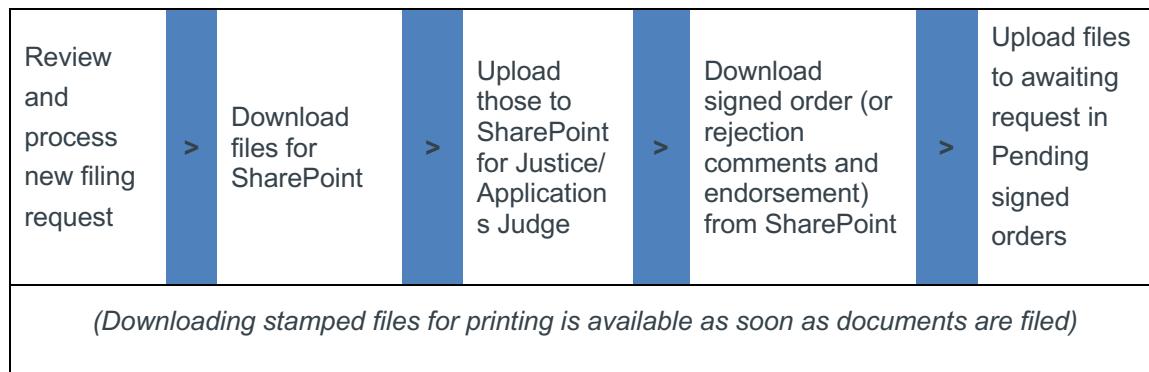
Desk applications (without notice)

Using this service, lawyers can submit **subsequent desk applications without notice**, for both King's Bench Justices and Applications Judges.

If accepted, you upload the attached orders to SharePoint for signature, download the signed orders from SharePoint to upload back in the Filing Digital Service, where it is instantly sent to the lawyer.

Future updates to the service will add other forms of desk applications, but for now, those other applications must be submitted using other channels, such as email.

Desk Application Filing Work Path:

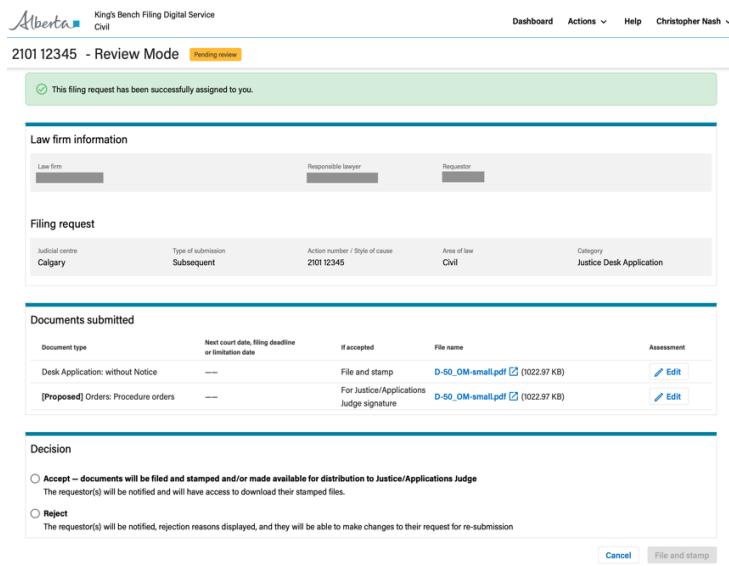


Initial desk filing

Desk applications without notice are reviewed and filed in the same process as general filing submissions: you open the submission from the clerk dashboard, review the information and included documents, and if all is in order, you choose “Accept” and then click “File and stamp.”

If there is an error in the submission, choosing “Reject” will send the submission back to the lawyer.

Once a desk application submission is accepted, the documents will show up in the Download for SharePoint queue. Filed documents (such as the application) will also appear in the print queue, for printing and filing.



This filing request has been successfully assigned to you.

Law firm Responsible lawyer Requestor

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Area of law	Category
Calgary	Subsequent	210112345	Civil	Justice Desk Application

Documents submitted

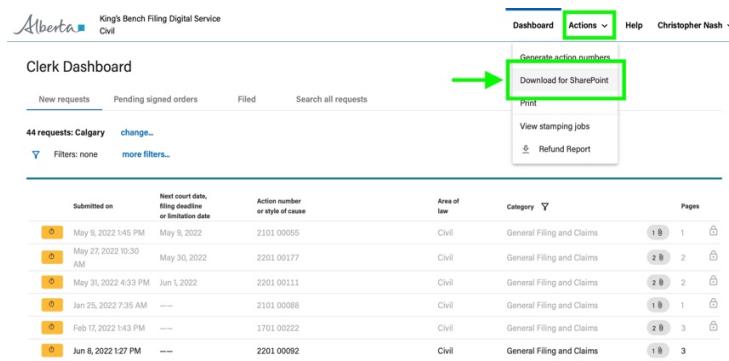
Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Desk Application: without Notice	—	File and stamp	D-50_OM-small.pdf (1022.97 KB)	Edit
[Proposed] Orders: Procedure orders	—	For Justice/Applications Judge signature	D-50_OM-small.pdf (1022.97 KB)	Edit

Decision

Accept – documents will be filed and stamped and/or made available for distribution to Justice/Applications Judge
The requestor(s) will be notified and will have access to download their stamped files.

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

[Cancel](#) [File and stamp](#)



Dashboard Actions Help Christopher Nash

Generate action numbers

Download for SharePoint

Print

View stamping jobs

Refund Report

Clerk Dashboard

New requests Pending signed orders Filed Search all requests

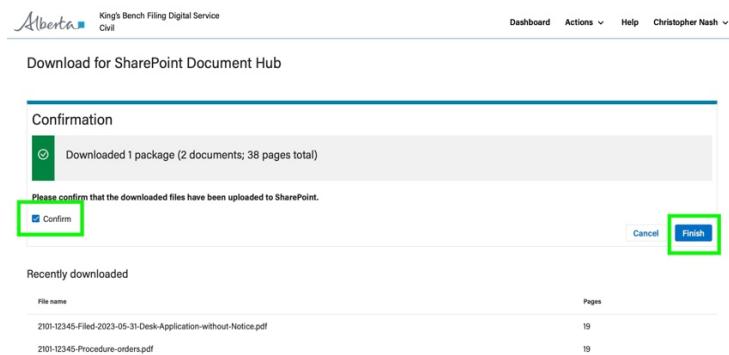
44 requests: Calgary [change...](#)

Filters: none [more filters...](#)

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
May 9, 2022 1:45 PM	May 9, 2022	2101 00005	Civil	General Filing and Claims	1 1 View
May 27, 2022 10:30 AM	May 30, 2022	2201 00177	Civil	General Filing and Claims	2 2 View
May 31, 2022 4:33 PM	Jun 1, 2022	2201 00111	Civil	General Filing and Claims	2 2 View
Jun 1, 2022 7:35 AM	—	2101 00088	Civil	General Filing and Claims	1 1 View
Feb 17, 2022 1:43 PM	—	1701 00222	Civil	General Filing and Claims	2 3 View
Jun 8, 2022 1:27 PM	—	2201 00092	Civil	General Filing and Claims	1 3 View

Select the package in the Download for SharePoint list, confirm that you have entered the documents in CASES, and click “Finish” to download the PDF files to your computer.

You can then upload those files in the SharePoint Document Hub for desk assignment to a Justice or Applications Judge.



Download for SharePoint Document Hub

Confirmation

Downloaded 1 package (2 documents; 38 pages total)

Please confirm that the downloaded files have been uploaded to SharePoint.

Confirm [Cancel](#) [Finish](#)

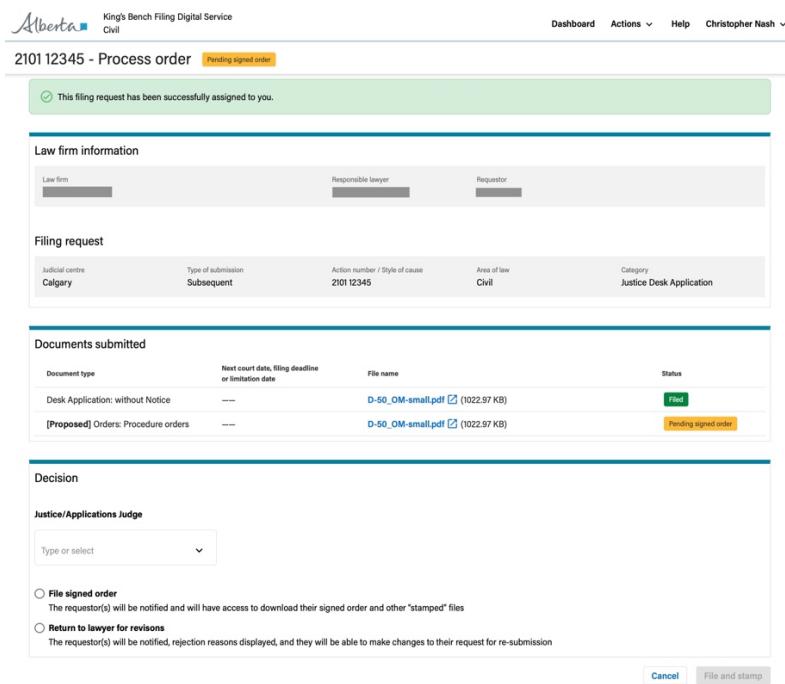
Recently downloaded

File name	Pages
2101-12345-Filed-2023-05-31-Desk-Application-without-Notice.pdf	19
2101-12345-Procedure-orders.pdf	19

Post-review by Justice/Applications Judge

The tab called “Pending signed orders” shows any requests that are awaiting a Justice/Applications Judge review, and/or a signature. Packages found under this tab have been initially reviewed and accepted by a clerk, and the documents have been uploaded to SharePoint for assignment to a Justice or Applications Judge.

Once a Justice/Applications Judge has completed their review, and changed the status of the matter in SharePoint, a clerk can go to the “Pending signed orders” tab to either upload the signed order, or the Justice/Applications Judge instructions and Endorsement.



Alberta King's Bench Filing Digital Service

210112345 - Process order Pending signed order

This filing request has been successfully assigned to you.

Law firm information

Filing request

Documents submitted

Decision

Justice/Applications Judge

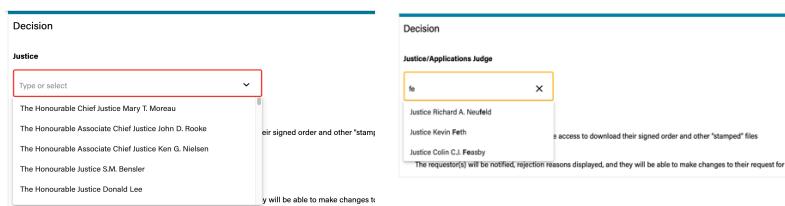
Type or select

File signed order
The requestor(s) will be notified and will have access to download their signed order and other "stamped" files

Return to lawyer for revisions
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Cancel File and stamp

Scroll down to the “Decision” box, and select the Justice or Applications Judge that conducted the review, either by scrolling the list or typing the name into the box and selecting the name from the autosuggestions.



Decision

Justice

Type or select

The Honourable Chief Justice Mary T. Moreau
The Honourable Associate Chief Justice John D. Rook
The Honourable Associate Chief Justice Ken G. Nielsen
The Honourable Justice S.M. Benster
The Honourable Justice Donald Lee

Decision

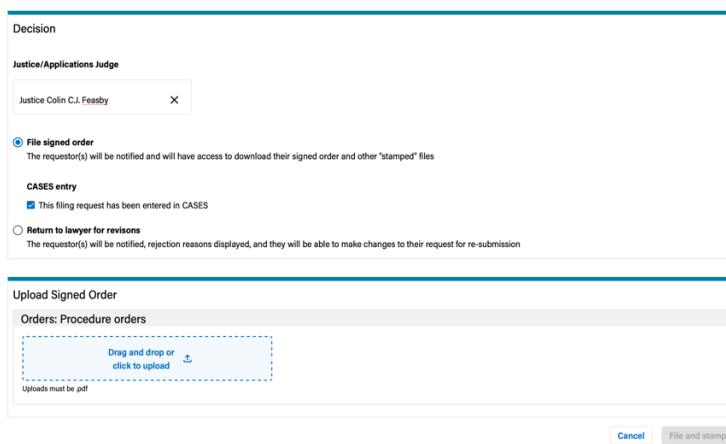
Justice/Applications Judge

File

Justice Richard A. Neufeld
Justice Kevin Feth
Justice Colin C.J. Featby

Signed order

If a Justice/Applications Judge signed the order, a clerk should select “File signed order”, download the Order from SharePoint, and upload it to KB Filing Digital Service. Once uploaded, the signed order must be entered into CASES. Check the box to confirm completion of this step.



Decision

Justice/Applications Judge

Justice Colin C.J. Feesby

File signed order
The requestor(s) will be notified and will have access to download their signed order and other "stamped" files

CASES entry
This filing request has been entered in CASES

Return to lawyer for revisions
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

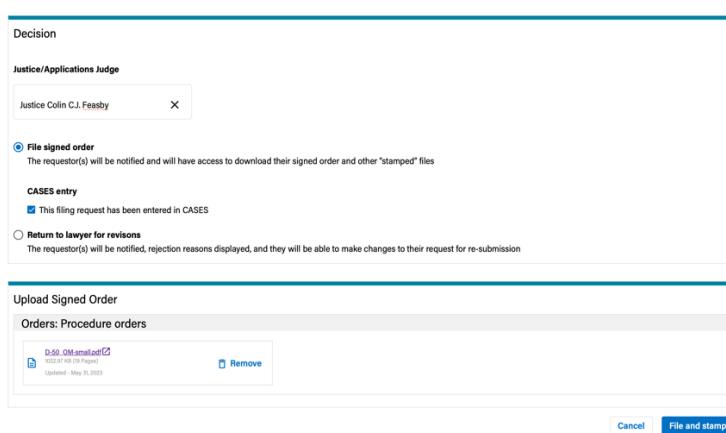
Upload Signed Order

Orders: Procedure orders

Drag and drop or click to upload

Uploads must be pdf

Clicking “File and stamp” will then file the signed order, and the law firm will be notified to download the stamped files. At this point, documents in the package will be available for printing and filing. You can find the package on the “Print” page, under the Actions menu.



Decision

Justice/Applications Judge

Justice Colin C.J. Feesby

File signed order
The requestor(s) will be notified and will have access to download their signed order and other "stamped" files

CASES entry
This filing request has been entered in CASES

Return to lawyer for revisions
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Upload Signed Order

Orders: Procedure orders

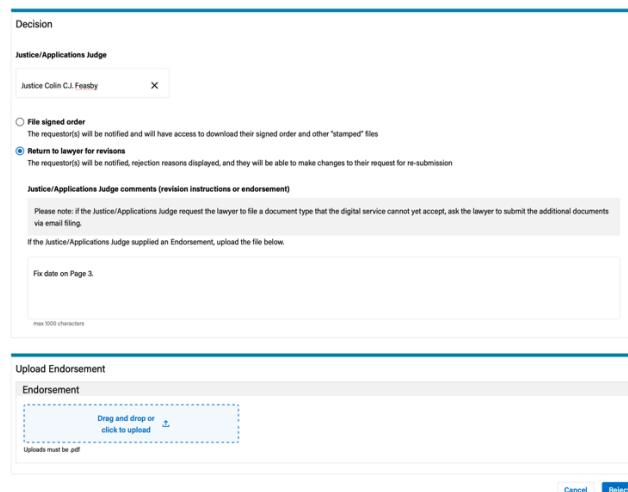
[D-50 OM signed.pdf](#)

Rejection/ revisions requested

If a Justice/ Applications Judge has left any instructions for changes or revisions to the application, a clerk should select “Return to lawyer for revisions”.

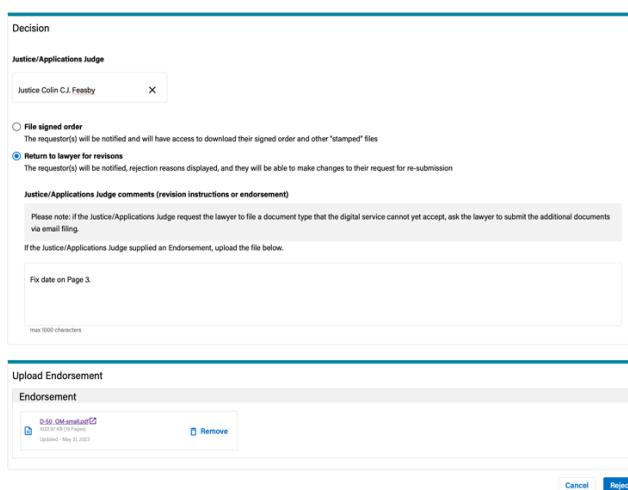
If an endorsement sheet is attached, it can be uploaded to KB Filing Digital Service.

If the Justice or Applications Judge added instructions/comments to the SharePoint “Comments” field, the text can be Copied and Pasted to the “Justice/Applications Judge comments” field in Filing Digital Service.



Clicking “Reject” will return the package to the lawyer with instructions for revisions, and they will be able to resubmit.

When the lawyer resubmits the corrected order, it will appear in the New filings list on the clerk dashboard, and can then go back through the process of being accepted by the clerk, downloaded for SharePoint, uploaded to SharePoint for Justice/Applications Judge signature, and then ultimately downloaded back from SharePoint, and uploaded as described on the previous page.

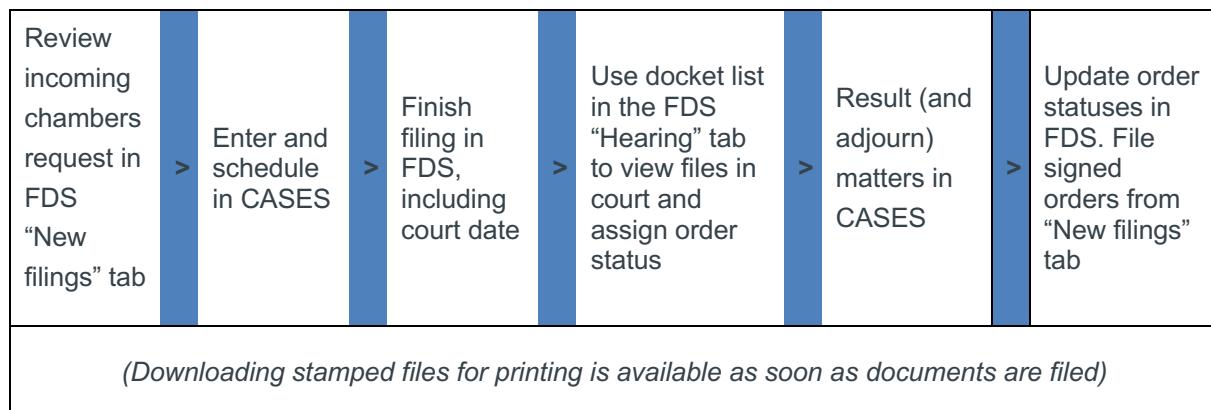


NEW – Civil Justice Chambers

Counsel can use the Filing Digital Service to submit Civil Justice Chambers Applications, with their accompanying documents such as proposed orders. If the proposed order does not require changes, the Justice can digitally sign the order in FDS.

Where FDS is not yet available, counsel should continue to use the current methods (email filing for lawyers, front counter for self representatives).

Civil Chambers Application Work Path:



Chambers: Filing (Lawyer Submitted)

Chambers applications are reviewed and filed in the same process as general filing submissions, with the addition of scheduling a court date in CASES SETNET, and adding that date to the FDS filing.

Open a new file request from the New Filings tab of the dashboard. The submission will open, and automatically be assigned to you.

Review the documents and information, and if ready to accept and file, click the “Accept” button.

Alberta King's Bench Filing Digital Service Civil

2103 02245 - Review Mode Pending review

This filing request has been successfully assigned to you.

Law firm information

Law firm [redacted] Responsible lawyer [redacted] Requestor [redacted]

Filing request

Auditorial centre	Type of submission	Action number / Style of cause	Area of law	Category
Edmonton	Subsequent	2103 02245	Civil	Civil Chambers
Requested date	Jun 18, 2023			

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Application for Foreclosure	—	File and stamp	2301-00024-Confirmation-Mar-22-2023.pdf [edit]	(4.24 KB)
Affidavit in Support	—	File and stamp	2201-08889-Confirmation-Jan-05-2023 (3).pdf [edit]	(4.24 KB)
(Proposed) Order: Foreclosure	—	For Justice/Application Judge signature	2201-08889-Confirmation-Jan-05-2023 (3).pdf [edit]	(4.24 KB)
(Proposed) Order: Judgement	—	For Justice/Application Judge signature	2201-08889-Confirmation-Jan-05-2023 (3).pdf [edit]	(4.24 KB)

Decision

Accept – documents will be filed and stamped and/or made available for distribution to Justice/Applications Judge
The requestor(s) will be notified and will have access to download their stamped files.

Action number

Action number 2103 02245

Hearing date

Enter or Select [redacted]
Must be verified and scheduled in CASES first.

Remedy sought

Remedy sought here [redacted]
0/50 character limit

CASES entry

This filing request has been entered in CASES

Comments: Optional approval feedback

Enter optional comments here [redacted]
max 1000 characters

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Cancel File and stamp

Enter the documents in CASES and look up the lawyer's requested court date availability in CASES SETNET.

If the date is available, book it. If the date is not available, book the next available date. Lawyers can request an adjournment if the booked date does not work for them.

Back in the FDS page, enter the court date you booked in SETNET.

Filing request

Judicial centre	Type of submission	Action number / Style of cause
2103 02245	2103 02245	A C
Requested date	Date scheduled	
Jun 18, 2023	Aug 11, 2023	

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File
Application for Foreclosure	Aug 11, 2023	File and stamp	230
Affidavit in Support	Aug 11, 2023	File and stamp	220 KB
[Proposed] Order: Foreclosure	Aug 11, 2023	For Justice/Applications Judge signature	220 KB
[Proposed] Order: Judgement	Aug 11, 2023	For Justice/Applications Judge signature	220 KB

Decision

Accept – documents will be filed and stamped and/or made available for distribution to Justice/Application
The requestor(s) will be notified and will have access to download their stamped files.

Action number

Action number
2103 02245

Hearing date

Enter or Select
8/11/2023
Must be verified and

Enter “Remedy sought”, which is the same text as the “Application” field in CASES. **It is important that the “Application” field is exactly the same as it is in CASES, so the FDS can match the application with CASES data on the docket list.**

Confirm the checkbox that your CASES entry is completed for this submission. Add any additional instructions or comments for the lawyer in the comment field.

Click “File and stamp” to have the submission filed, stamped, sent to the print queue and automatically sent back to the lawyer.

Decision

Accept – documents will be filed and stamped and/or made available for distribution to Justice/Applications Judge
The requestor(s) will be notified and will have access to download their stamped files.

Action number
Action number
2103 02245

Hearing date
Enter or Select
8/11/2023 
Must be verified and scheduled in CASES first

Remedy sought
CONTEMPT ORDER 
14/50 character limit

CASES entry
 This filing request has been entered in CASES

Comments: Optional approval feedback
Requested court date not available. Please see application for your scheduled date and time.
max 1000 characters

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Cancel **File and stamp**

If there is an error in the submission, choosing “Reject” will send the submission back to the lawyer.

Decision

Accept – documents will be filed and stamped and/or made available for distribution to Justice/Applications Judge
The requestor(s) will be notified and will have access to download their stamped files.

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Comments: Rejection of package
Comments will be sent to the requestor, who can make needed changes and resubmit.

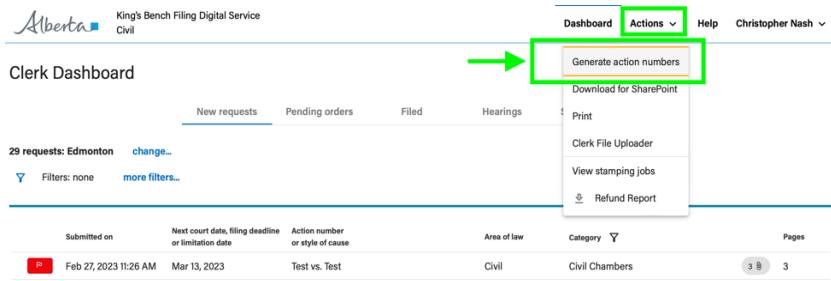
Requested court date not available. Please see application for your scheduled date and time.
max 1000 characters

Cancel **Reject**

Chambers: Clerk Uploader (to add non-FDS documents to list)

Instead of uploading Chambers documents to SharePoint on behalf of users who cannot use FDS (ie self represented litigants, surrogate/estate files), you can upload the raw scanned documents to the Chambers lists in FDS. This way, Justices and clerks can view all documents for Chambers hearings in one place, instead of needing to use both FDS and SharePoint.

If originating, generate an action number for the matter using the FDS [action number generator](#).

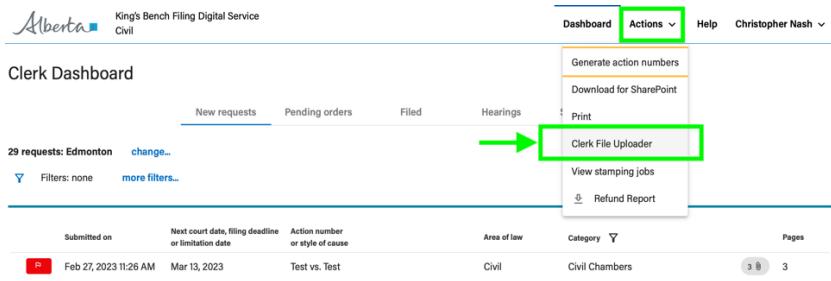


File and enter the documents into CASES.

In the case of either originating or subsequent, make note of the action number, Application type and scheduled hearing date.

Scan the documents to PDF format.

Go to FDS and from the action menu, select "Clerk uploader" to begin the upload.



Step 1: Create upload package

Select if the documents you are uploading are on behalf of the **applicant, respondent, or other** party. This is an important step, because the uploaded files will display for the Justice into tabs sorted into “Applicant”, “Respondent” and “Other” based on your selections on this page.

Alberta King's Bench Filing Digital Service Civil

Filing request Draft

1 Create filing request 2 Identify documents

Create filing request

Please select one option:*

I'm the **Applicant**
 I'm the **Respondent**
 Other

Name of person you are filing for	Reason for uploading
Enter full name	

Action number

Verify

9 or 10 digit code, e.g. 2303 12345, ES03
123456

Next, enter the name of the person you are uploading on behalf of, and choose the reason for uploading on their behalf:

- Self represented
- Government lawyer
- Out-of-province counsel
- Not-accepted document type
- Other

Enter the action number of the filing, and click “Verify”.

Verify that it brings up the correct file information.

Alberta King's Bench Filing Digital Service Civil

Filing request Draft

Options :

1 Create filing request 2 Identify documents 3 Upload & review

Create filing request

Please select one option:*

I'm the **Applicant**
 I'm the **Respondent**
 Other

Name of person you are filing for

Random Selfrep

Reason for uploading

Self Represented

Action number

2303 10308

Verify

9 or 10 digit code, e.g. 2303 12345, ES03
123456

Style of cause

Plaintiff(s)
Boulanger, Wayne

Defendant(s)
Boulanger, Debbie In Her Capacity As Attorney For,Margaret, Dianne

Judicial Centre

Edmonton

Area of Law / Domain

CIV

Cancel Next

If all is correct, click "Next".

Step 2: Identify documents

Add document types to the list of files you are uploading as part of this package, by typing or selecting from the dropdown list in the “document type(s)” field.

You can select multiple document types if they are meant to be filed as a package. If you will be submitting two of the same document type, you must enter it twice.

Alberta King's Bench Filing Digital Service

Dashboard Actions Help Christopher Nash

Filing request Draft

Options

1 Create filing request 2 Identify documents 3 Upload & review

Identify documents

Judicial centre Edmonton	Type of submission Subsequent	Action number / Style of cause 2303 10308	Lawyer's file number ---
Area of law Civil	Category Civil Chambers		

Documents to be filed

Document type(s)

Type or select
e.g. the title of the form or material to be filed

What is the hearing date?*

Enter or Select

MM/DD/YYYY

Please enter the Application type exactly as it's entered in CASES

Type CASES Application Type

Look up associated applications

Back Next

Tip: type a keyword from the document's title into the field to narrow down the list and make it easier and faster to find your document type.

Document type(s)

Type or select

(HOLD FOR NOW) Restore Letter
Category: Civil Chambers, Applications Judge Chambers

Acceptance of Offer to Settle
Category: General Filing and Claims

Adjustment Notice
Category: General Filing and Claims

Affidavit
Category: General Filing and Claims

Affidavit in Support

Once finished adding all the document types you will be uploading, enter the scheduled Chambers court date, and click the button to look up all CASES Chambers applications for that date, for this action number.

Identify documents

Judicial centre: Edmonton, Type of submission: Subsequent, Action number / Style of cause: 1803 23158, Lawyer's file number: ---, Area of law: Civil

Documents to be filed

Document type(s): Application (Form 27) Order To Appear Affidavit Type or select

What is the hearing date? Enter or Select 7/7/2023

Look up associated applications

Back Next

Choose the appropriate Chambers application on record to associate your upload with.

Often there will be only one application returned, but there may be occasions when there are multiple docket items on the same day with the same action number. Choose the appropriate application for the set of documents you are uploading.

When ready, click "Next."

Identify documents

Judicial centre: Edmonton, Type of submission: Subsequent, Action number / Style of cause: 1803 23158, Lawyer's file number: ---, Area of law: Civil

Documents to be filed

Document type(s): Application (Form 27) Order To Appear Affidavit Type or select

What is the hearing date? Enter or Select 7/7/2023

Please select the chambers docket this is part of:

5. Unique Electric Services Inc. vs. Tricon Design Inc., Bellwether Properties ...
Application Type: DECLARE RES FAILED LIEN
Case Status: Adjustment Date:
Law Firm: KGPC LAW

Back Next

Step 3: Upload and review package

You can now upload the scanned PDF documents for each of the document types.

Optionally, you can mark the matter as emergency priority, and enter a filing deadline or limitation date.

Filing request Draft

1 Create upload Package 2 Identify documents 3 Review & Upload

Upload & Review

Judicial centre Edmonton	Type of submission Subsequent	Action number / Style of cause 2303 04647	Lawyer's file number —
Category Civil Chambers		Area of law Civil	

Uploads and details

Application (Form 27)

Drag and drop or click to upload

Uploads must be pdf documents.

Order: To Appear

Drag and drop or click to upload

Uploads must be pdf documents.

Priority

Emergency

Affidavit

Drag and drop or click to upload

Uploads must be pdf documents.

Next court date, filing deadline or limitation date (optional)
This information is used to prioritize clerk review.

Enter or Select

MM/DD/YYYY

Back Upload & Finish

Once your files are added to the form, click “Upload and Finish.”

Filing request Draft

1 Create upload Package 2 Identify documents 3 Review & Upload

Upload & Review

Judicial centre Edmonton	Type of submission Subsequent	Action number / Style of cause 2303 04647	Lawyer's file number —
Category Civil Chambers		Area of law Civil	

Uploads and details

Application (Form 27)

 1023 KB 101 pages Remove

Uploaded - Jul 05, 2023

Order: To Appear

 1023 KB 101 pages Remove

Uploaded - Jul 05, 2023

Priority

Emergency

Affidavit

 1023 KB 101 pages Remove

Uploaded - Jul 05, 2023

Next court date, filing deadline or limitation date (optional)
This information is used to prioritize clerk review.

Enter or Select

MM/DD/YYYY

Back Upload & Finish

The document upload will appear for Justice and clerk review as part of the Chambers hearing list, for the date and action number you filed the package under.

Clerk Dashboard

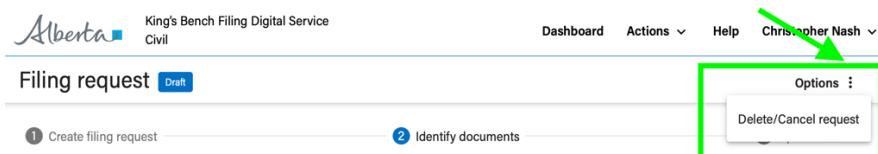
New requests Pending orders Filed **Hearings** Search all requests

← Back 8 hearings: Edmonton Attending info

Jul 4, 2023 - Justice Chambers Room Edmonton

Docket #	Action number or style of cause	Law firm	Application	Hearing	Adjournment date
1	2303 07656	FIELD LLP	PRODUCE COPIES OF DOCS	HRADI	Jul 20, 2023
2	ES03 164293	PERSONAL REPRESENTATIVE	ADVICE AND DIRECTION	HRADI	Jan 1, 9999
3	2203 14746	HARRISON PENA LLP	DEFAULT JUDGEMENT	NOA	--
4	1903 26131	TAYLOR JANIS LLP	WAIVE RULE 4.16(I)	HRADI	Jul 12, 2023
5	2303 10807	LI, ANG	EVICTION	HRD	--
6	2003 10017	OMAR, LIL	STAY OF EVICTION	HRD	--
7	2303 07349	YOUSEF, NANCY	VARY ORDER	HRADI	Jul 10, 2023
8	2303 07656	APP; LETT, PATRICIA	CROSS AP		--

Tip: if you need to cancel or delete your upload, choose “Cancel/Delete” from the top right menu.

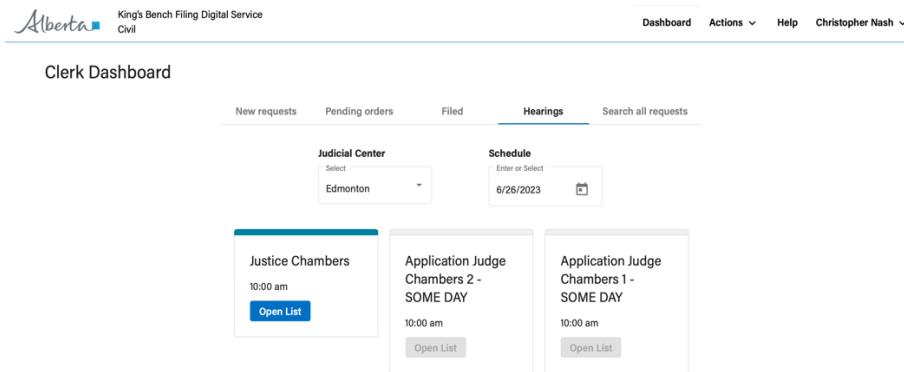


Chambers: Hearings

Every Civil Justice Chambers session has a digital docket list, containing all viewable files for that day's session.

View any Chambers hearing by going to the "Hearings" tab of the dashboard.

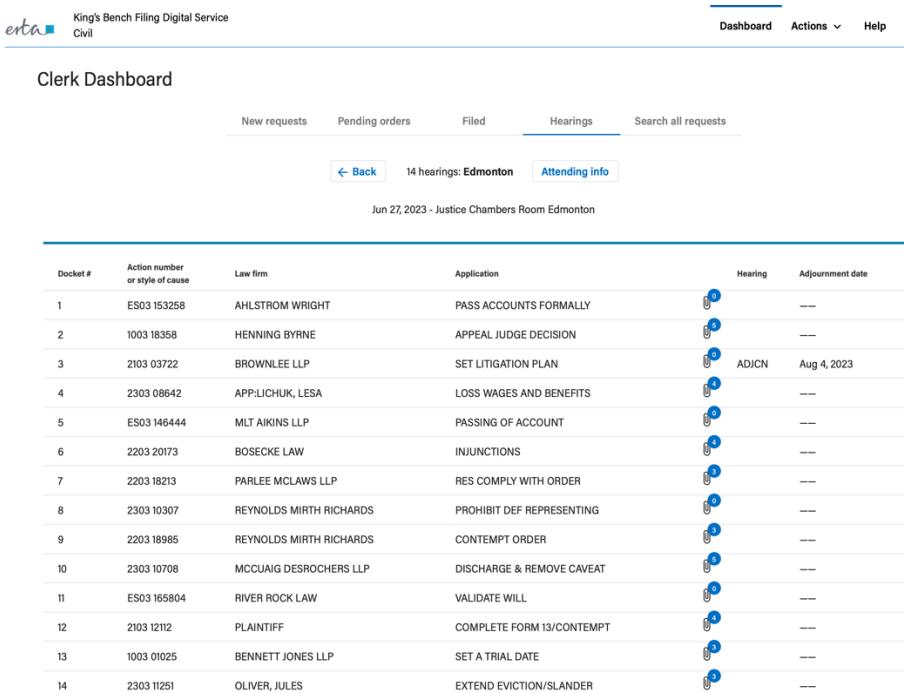
Choose the centre and date for the hearing you want to view, then click "Open List."



You will see a digital docket list for that Chambers session.

Some of the information displayed in the digital list, such as action number, law firm, hearing results code and adjournment date, are pulled directly from CASES.

Tip: Hovering the cursor over the action number will show you the full style of cause for that item.



Docket #	Action number or style of cause	Law firm	Application	Hearing	Adjournment date
1	ES03 153258	AHLSTROM WRIGHT	PASS ACCOUNTS FORMALLY	1	---
2	1003 18358	HENNING BYRNE	APPEAL JUDGE DECISION	1	---
3	2103 03722	BROWNLEE LLP	SET LITIGATION PLAN	1	ADJCN
4	2303 08642	APP-LICHUK, LESA	LOSS WAGES AND BENEFITS	1	---
5	ES03 146444	MLT AIKINS LLP	PASSING OF ACCOUNT	1	---
6	2203 20173	BOSECKE LAW	INJUNCTIONS	1	---
7	2203 18213	PARLEE MCLAWS LLP	RES COMPLY WITH ORDER	1	---
8	2303 10307	REYNOLDS MIRTH RICHARDS	PROHIBIT DEF REPRESENTING	1	---
9	2203 18985	REYNOLDS MIRTH RICHARDS	CONTEMPT ORDER	1	---
10	2303 10708	MCCUAIG DESROCHERS LLP	DISCHARGE & REMOVE CAVEAT	1	---
11	ES03 165804	RIVER ROCK LAW	VALIDATE WILL	1	---
12	2103 12112	PLAINTIFF	COMPLETE FORM 13/CONTEMPT	1	---
13	1003 01025	BENNETT JONES LLP	SET A TRIAL DATE	1	---
14	2303 11251	OLIVER, JULES	EXTEND EVICTION/SLANDER	1	---

To set the attending information for the court list, click the "Attending info" button at the top of the docket list.

King's Bench Filing Digital Service Civil

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

← Back 6 hearings: Edmonton Attending info

Jun 30, 2023 - Justice Chambers Room Edmonton

Docket #	Action number or style of cause	Law firm	Application	Hearing	Adjournment date
1	1903 13709	BROWNLEE LLP	SET LITIGATOR PLAN	...	---
2	2203 00012	PROWSE CHOWNE LLP	CIVIL CONTEMPT	ADJCN	Jan 1, 9999
3	2303 10344	FIELD LLP	JUDGMENT AGAINST DEF	...	---
4	2303 10481	WALSH LLP	DECLARE TENANCY COMPLIANT	...	---
5	2303 10416	WALSH LLP	INTERIM ORDER	...	---
6	ES03 165810	BHARDWAJ CO FAMILY LAW	APPLICATION APPROVED SALE	...	---

You can set both attending Justice and clerk for the hearing.

Setting the attending Justice will make that Justice name appear by default in any orders that are to be signed from this list.

King's Bench Filing Digital Service Civil

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

Attending today's hearing:

Justice attending today

Clerk attending today

Save

Cancel

Docket #	Action number or style of cause	Law firm	Application	Hearing	Adjournment date
1	1903 13709	BROWNLEE LLP	SET LITIGATOR PLAN	...	---
2	2203 00012	PROWSE CHOWNE LLP	CIVIL CONTEMPT	ADJCN	Jan 1, 9999
3	2303 10344	FIELD LLP	JUDGMENT AGAINST DEF	...	---
4	2303 10481	WALSH LLP	DECLARE TENANCY COMPLIANT	...	---
5	2303 10416	WALSH LLP	INTERIM ORDER	...	---
6	ES03 165810	BHARDWAJ CO FAMILY LAW	APPLICATION APPROVED SALE	...	---

Clicking any item in the list will open that matter for review.

King's Bench Filing Digital Service Civil

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

← Back 6 hearings: Edmonton Attending info

Jun 30, 2023 - Justice Chambers Room Edmonton

Docket #	Action number or style of cause	Law firm	Application	Hearing	Adjournment date
1	1903 13709	BROWNLEE LLP	SET LITIGATOR PLAN	...	---
2	2203 00012	PROWSE CHOWNE LLP	CIVIL CONTEMPT	ADJCN	Jan 1, 9999
3	2303 10344	FIELD LLP	JUDGMENT AGAINST DEF	...	---
4	2303 10481	WALSH LLP	DECLARE TENANCY COMPLIANT	...	---
5	2303 10416	WALSH LLP	INTERIM ORDER	...	---
6	ES03 165810	BHARDWAJ CO FAMILY LAW	APPLICATION APPROVED SALE	...	---

Each matter will have its documents split into Applicant, Respondent and Other tabs.

Within each tab, all documents are listed, with each showing its filename, document type, filed date, and status.

Clicking on any document link will open that PDF in a new tab for viewing or printing.

King's Bench Filing Digital Service
Civil

2303 08642 Hearing scheduled

Law firm information

Law firm Responsible lawyer Requestor

Documents submitted

Applicant Respondent Other

2101-11649-FILED-2023-06-14-APPLICATION.pdf [] Filed
172.73 KB (3 pages)
Notice of Appeal of Applications Judge (Form 28)

2101-11649-FILED-2023-06-14-AFFIDAVIT.PDF [] Filed
7.28 MB (20 pages)
Affidavit in Support

Example of Doc.pdf [] Filed
172.19 KB (1 page)
Brief

2101-11649-FILED-2023-06-14-ORDER.pdf [] Proposed order
137.5 KB (2 pages)
Order: Service of Documents

Edit Order Status

Cancel Done

Setting order status:

You can set the status of a proposed order for each application package from this review screen. Click the “Edit Order Status” link beside the order to begin.

King's Bench Filing Digital Service
Civil

2303 08642 Hearing scheduled

Law firm information

Law firm Responsible lawyer Requestor

Documents submitted

Applicant Respondent Other

2101-11649-FILED-2023-06-14-APPLICATION.pdf [] Filed
172.73 KB (3 pages)
Notice of Appeal of Applications Judge (Form 28)

2101-11649-FILED-2023-06-14-AFFIDAVIT.PDF [] Filed
7.28 MB (20 pages)
Affidavit in Support

Example of Doc.pdf [] Filed
172.19 KB (1 page)
Brief

2101-11649-FILED-2023-06-14-ORDER.pdf [] Proposed order
137.5 KB (2 pages)
Order: Service of Documents

Edit Order Status

Cancel Done

Click the button beside the order status you need to assign for this proposed order.

Flags order for follow-up work in FDS

- Justice to sign

Notifies lawyer, but follow-up happens outside of FDS:

- Lawyer to prepare

End state (no further action for this order in FDS):

- CGO
- No appearance
- No order granted
- Referred
- Reserved
- Signed in court

Click “Apply” to save your order status and return to the main screen.

Responsible lawyer: **Donna Lure CGO**

Requestor: **Linda Balchuk**

Order Status

Action Number: 2303 08642

Style of Cause: Lichuk, Lesa vs. Wcb
Alberta,Wcb Alberta Appeals
Commission,...

Document Type: Order: Service of Documents

Remedy Sought: LOSS WAGES AND BENEFITS

Apply the following status:

CGO
 Justice to sign
 Lawyer to prepare
 No appearance
 No order granted
 Referred
 Reserved
 Signed in court

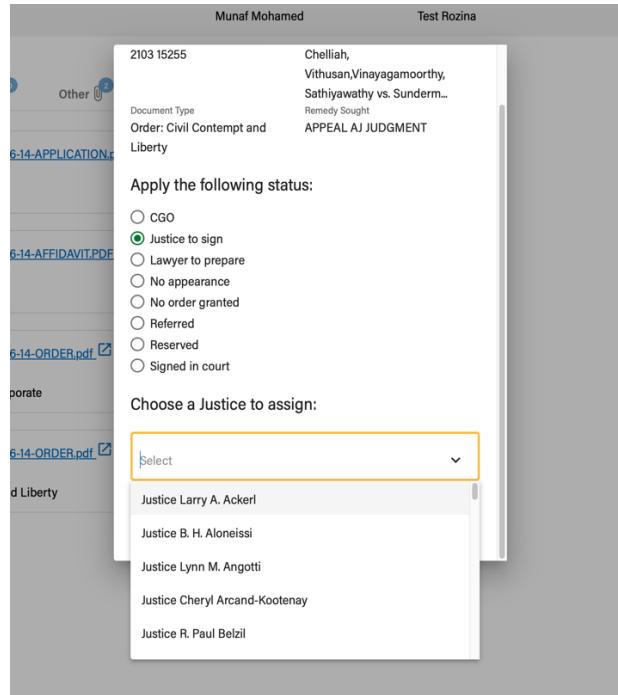
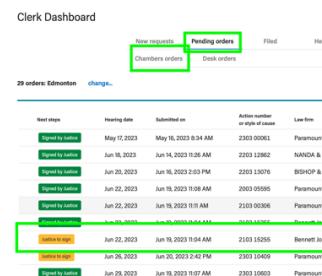
Cancel Apply

Justice to Sign

Proposed orders submitted through this service can be digitally signed by the Justice. When signed in this method, the signed, filed version of the order will automatically be sent to the lawyer. Lawyers receive an email notification when this order is available on their dashboard. =

Assigning an order the status “Justice to sign” will send this order to that Justice’s “Pending Orders” tab.

When choosing this order status, you will be prompted to add the Justice name. If an attending Justice is assigned to a docket list, that Justice’s name will show here by default.



Click “Done” to save your order status.

The Justice can then digitally sign this order using FDS.

Tip: After signing, the order status will change to “Signed by Justice” and appear in “New Filings” tab to be entered and filed by a clerk.

The image shows the 'Law firm information' and 'Documents submitted' sections of the digital service. The 'Law firm' section has three fields: 'Law firm' (greyed out), 'Responsible lawyer' (greyed out), and 'Requestor' (greyed out). The 'Documents submitted' section shows three documents: 1. '2201-00345-Filed-2023-05-23-Affidavit.pdf' (41.44 KB, 2 pages, Affidavit in Support, Filed). 2. '2101-11649-FILED-2023-06-14-ORDER.pdf' (137.5 KB, 2 pages, Order: Business and Corporate, Justice to sign, Edit Order Status). 3. '2101-11649-FILED-2023-06-14-APPLICATION.pdf' (172.73 KB, 3 pages, Application (Form 27), Filed). At the bottom, there are 'Cancel' and 'Done' buttons.

When finished adding order statuses to all proposed orders for a matter, click “Done” to save and return to the docket list.

King's Bench Filing Digital Service
Civil

1903 13709 Review complete (Ready to file)

Law firm information

Law firm Responsible lawyer Requestor

Documents submitted

Applicant 1 Respondent 2 Other 3

	Chamber Application.pdf 1 182 KB (1 page) Application (Form 27)	Filed
	Order.pdf 1 182 KB (1 page) Order: Business and Corporate	Signed by Justice
	Order.pdf 2 182 KB (1 page) Order: Service of Documents	Signed by Justice
	Affidavit.pdf 1 182 KB (1 page) Affidavit of Default	Filed

X Cancel ✓ Done

As the court session progresses, enter results into CASES, as normal.

As you enter order statuses in FDS and results in CASES, your FDS docket list will begin to automatically update the information it displays.

Tip: adjourning a matter in CASES to a new date will automatically move the matter in FDS, including all the related documents, to the hearing list for that new date.

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

← Back 11 hearings: Edmonton Attending info

Jun 23, 2023 - Justice Chambers Room Edmonton

Docket #	Action number or style of cause	Law firm	Application	Hearing	Adjournment date
1	1803 23158	KGPC LAW	DECLARE RES FAILED LIEN	1 HRADJ	Jul 7, 2023
2	2103 15255	KNISELY LAW	ATTACHMENT ORDER	1 HRADJ	Jul 19, 2023
3	2103 15255	KNISELY LAW	APPEAL AJ JUDGMENT	1 HRD	---
4	1103 14128	MLT AIKINS LLP	APPEAL AJ BIRKETTA/14/23	1 ADJ	Jan 1, 9999
5	1903 26131	TAYLOR JANIS LLP	WAIVE RULE 416(1)	1 HRADJ	Jul 4, 2023
6	2303 07879	ASSIFF LAW OFFICE	SET TRIAL DATE	1 HRADJ	Jul 18, 2023
7	2303 07879	CHOMICKI BARIL MAH LLP	SUMMARY DISMISSAL	1 HRADJ	Jul 18, 2023
8	2303 10333	REP:HACHAEL AHERNE	REMEDY	2 HRADJ	Jul 13, 2023
9	2303 08199	BURNT,DUCKWORTH & PALMER	APPEAL ORDER 6/5/23	1 ADJ	Jan 1, 9999
10	2303 09026	TAYLOR JANIS LLP	INJUNCTION	1 STRUC	---
11	2303 10706	RESP: DUFALUT, NATALIE	VARY/STAY ORDER/ABRIDGE T	1 HRD	---

Lawyer to Prepare

Orders that are proclaimed in court by the Justice and require you to draft and resubmit for signature will appear in your lawyer dashboard with the note “action required”. You will need to draft and submit the new order as desk work for the Justice using the current channels (email, front counter) to get a signature by the Justice.

(Future functionality in this service will allow for the resubmission of orders from your Chambers matter for Justice signature. There will be an announcement when this feature is available)

Signed in Court

Paper orders handed up to the Justice for signature are done so outside of this service, and require filing at the counter.

CGO

Notify Resolution Services, as is current practice, to alert them that there is a Court Generated Order requested for one of the matters on the list. CGO clerks can sign in and view documents in FDS (instead of SharePoint) to create their CGOs.

Chambers: Post-hearing order filing

Orders signed by a Justice using this service will appear on the clerk dashboard, under New Filings, for final filing, stamping and printing.

Click on the package in the clerk dashboard to open it up for review and filing.

Tip: A yellow exclamation (!) symbol indicates that a package contains a signed order for filing.

Clerk Dashboard						
New requests		Pending orders		Filed		Hearings
22 requests: Edmonton		change...				Search all requests
Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages	
Feb 27, 2023 11:20 AM	Mar 13, 2023	Test vs. Test	Civil	Civil Chambers	3	
Jun 20, 2023 9:40 PM	Jun 29, 2023	2303 10607	Civil	Civil Chambers	26	
Jun 20, 2023 2:44 PM	Jul 10, 2023	2303 07349	Civil	Civil Chambers	45	
Jun 20, 2023 2:40 PM	Jul 4, 2023	2303 10607	Civil	Civil Chambers	29	
Jun 21, 2023 12:25 PM	Jun 30, 2023	1903 13709	Civil	Civil Chambers	4	
Jun 21, 2023 12:23 PM	Jun 30, 2023	1903 13709	Civil	Civil Chambers	4	
Jun 22, 2023 1:33 PM	Jun 30, 2023	2303 10344	Civil	Civil Chambers	4	
Jun 19, 2023 11:07 AM	Jun 29, 2023	2303 10603	Civil	Civil Chambers	25	

The package order to be filed will be marked with a status of “To be filed”. The previously filed documents are marked as “Filed”.

You can click on the link to the signed order to review it.

2303 07349 - Process order Review complete (Ready to file)

This filing request has been successfully assigned to you.

Law firm information

Law firm Responsible lawyer Requestor

Filing request

Judicial centre: Edmonton	Type of submission: Subsequent	Action number / Style of cause: 2303 07349	Area of law: Civil	Category: Civil Chambers
---------------------------	--------------------------------	--	--------------------	--------------------------

Documents submitted

Document type	Next court date, filing deadline or limitation date	File name	Status
Application for Order Restricting Access (Form 32)	—	2101-1649-FILED-2023-06-14-APPLICATION.pdf Filed	Filed
Affidavit of Attempted Service	—	2101-1649-FILED-2023-06-14-AFFIDAVIT.pdf Filed	Filed
Order: Business and Corporate	—	2101-1649-FILED-2023-06-14-ORDER.pdf To be filed	To be filed

Decision

File signed order
The requestor(s) will be notified and will have access to download their signed order and other "stamped" files

Cancel File and stamp

Enter the signed order into CASES.

In FDS, click the button to file the signed order. Check the box to indicate you have already entered the document into CASES.

Click “File and Stamp” to automatically stamp the order, and have it sent to both the lawyer and the clerk print queue for final printing and processing.

2303 07349 - Process order Review complete (Ready to file)

This filing request has been successfully assigned to you.

Law firm information

Law firm Responsible lawyer Requestor

Filing request

Judicial centre: Edmonton	Type of submission: Subsequent	Action number / Style of cause: 2303 07349	Area of law: Civil	Category: Civil Chambers
---------------------------	--------------------------------	--	--------------------	--------------------------

Documents submitted

Document type	Next court date, filing deadline or limitation date	File name	Status
Application for Order Restricting Access (Form 32)	—	2101-1649-FILED-2023-06-14-APPLICATION.pdf Filed	Filed
Affidavit of Attempted Service	—	2101-1649-FILED-2023-06-14-AFFIDAVIT.pdf Filed	Filed
Affidavit in Response	—	2101-1649-FILED-2023-06-14-AFFIDAVIT.pdf Filed	Filed
Order: Business and Corporate	—	2101-1649-FILED-2023-06-14-ORDER.pdf To be filed	To be filed

Decision

File signed order
The requestor(s) will be notified and will have access to download their signed order and other "stamped" files

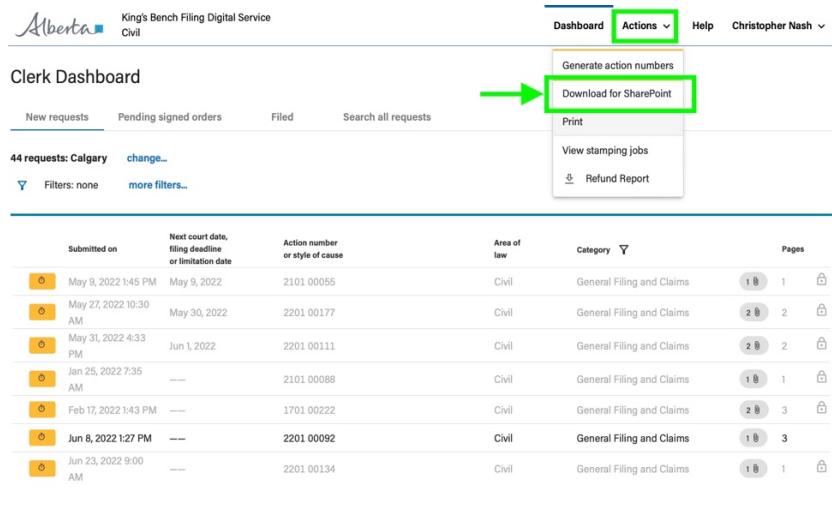
CASES entry
This filing request has been entered in CASES

Cancel File and stamp

Other tasks

Downloading files for transfer to SharePoint

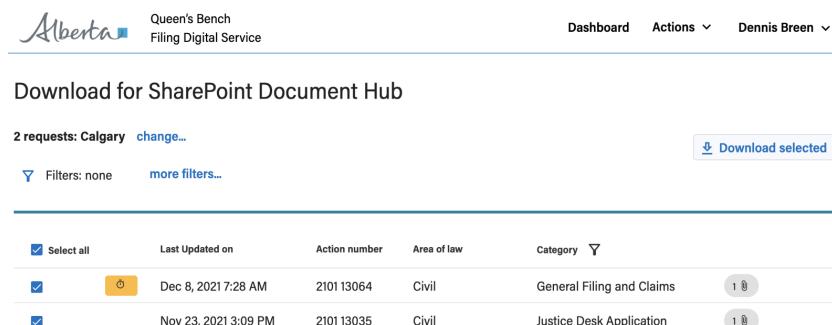
Delegated CJS staff responsible for uploading documents to SharePoint Document Hub can go to the “Download” page (see top right of the screen).



The screenshot shows the Alberta King's Bench Filing Digital Service Clerk Dashboard. At the top right, there is a dropdown menu labeled "Actions" with a green box and arrow highlighting the "Download for SharePoint" option. Below the menu, there is a table listing 44 requests from the "Calgary" location. The table columns include "Submitted on", "Next court date, filing deadline or limitation date", "Action number or style of cause", "Area of law", "Category", and "Pages". Each row shows a timestamp, the date of the next court date, the action number, the area of law (Civil), the category (General Filing and Claims), and the number of pages (e.g., 1, 2, 3). There are also icons for each row.

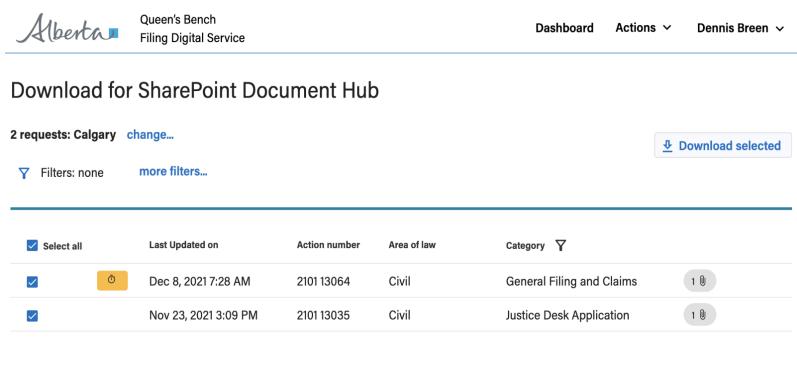
The requests listed on the “Download for SharePoint Document Hub” page are ready to be transferred to SharePoint for Justice/Applications Judges review. Select the requests that need to be transferred. You can select individual packages (containing 1 or more documents) or “Select all”.

Tip: this download will contain all documents in the package, including recently filed documents, proposed orders, or supporting documents (whether or not they were previously filed)



The screenshot shows the Alberta Queen's Bench Filing Digital Service Download for SharePoint Document Hub page. At the top right, there is a "Download selected" button with a green box and arrow highlighting it. Below the button, there is a table listing 2 requests from the "Calgary" location. The table columns include "Select all", "Last Updated on", "Action number", "Area of law", "Category", and "Pages". The first row has a checked "Select all" box, a timestamp (Dec 8, 2021 7:28 AM), the action number 210113064, Civil area of law, General Filing and Claims category, and 1 page. The second row has a checked "Select all" box, a timestamp (Nov 23, 2021 3:09 PM), the action number 210113035, Civil area of law, Justice Desk Application category, and 1 page.

Clicking “Download selected” will download the selected files to your computer, and remove them from the “Download for SharePoint Document Hub” queue.



Alberta Queen's Bench Filing Digital Service

Dashboard Actions Dennis Breen

Download for SharePoint Document Hub

2 requests: Calgary change...

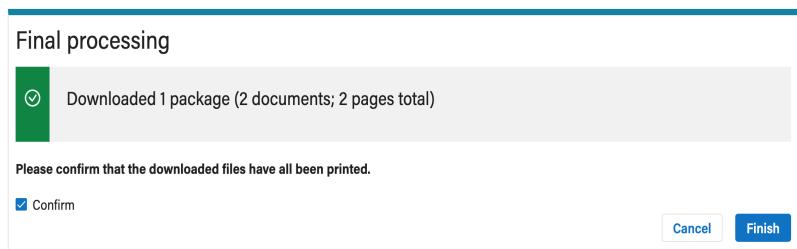
Filters: none more filters...

Download selected

Select all	Last Updated on	Action number	Area of law	Category
<input checked="" type="checkbox"/>	Dec 8, 2021 7:28 AM	210113064	Civil	General Filing and Claims 1 8
<input checked="" type="checkbox"/>	Nov 23, 2021 3:09 PM	210113035	Civil	Justice Desk Application 1 8

Once the files have been uploaded to SharePoint successfully, check the “Confirm” box, then “Finish” so that these requests can be removed from the Download queue.

Tip: The files will be renamed with the action number, followed by the Filed date and type of document. This naming convention helps to sort by action number in your folder. e.g. 2101-05678- Filed-2021-11-02- Statement-of-Claim.pdf



Final processing

Downloaded 1 package (2 documents; 2 pages total)

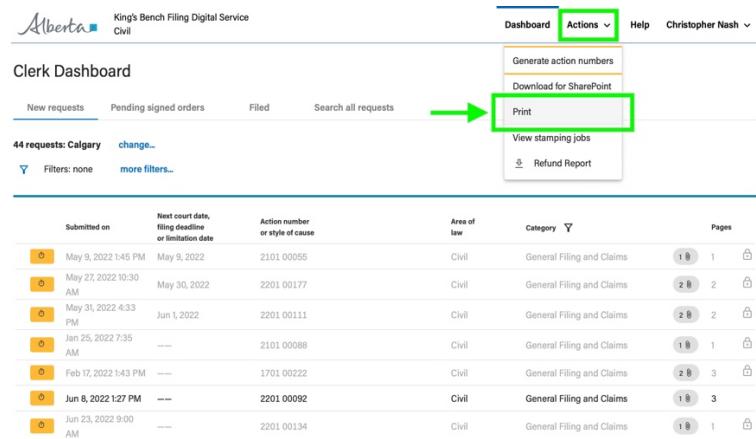
Please confirm that the downloaded files have all been printed.

Confirm

Cancel Finish

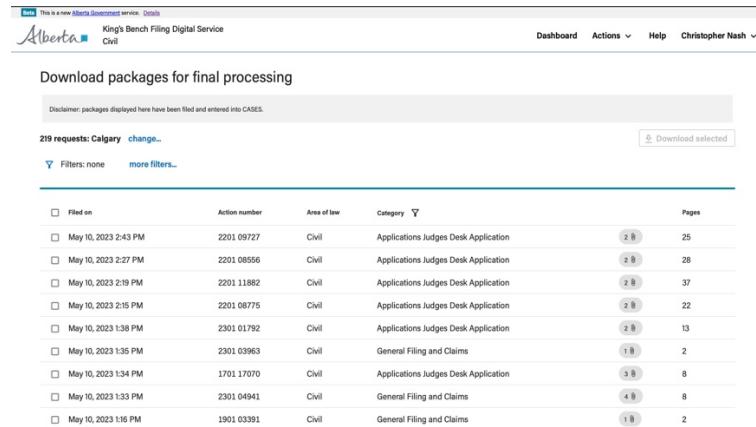
Downloading files for printing and final processing

Clerk staff responsible for final processing can download and print stamped documents in batches. Go to the “Print” page (see top right of the screen)



Submitted on	Next court date, filing deadline or limitation date	Action number	Area of law	Category	Pages
May 9, 2022 1:45 PM	May 9, 2022	2101 00055	Civil	General Filing and Claims	1 8 1
May 27, 2022 10:30 AM	May 30, 2022	2201 00177	Civil	General Filing and Claims	2 8 2
May 31, 2022 4:33 PM	Jun 1, 2022	2201 00111	Civil	General Filing and Claims	2 8 2
Jan 25, 2022 7:35 AM	---	2101 00088	Civil	General Filing and Claims	1 8 1
Feb 17, 2022 1:43 PM	---	1701 00222	Civil	General Filing and Claims	2 8 3
Jun 8, 2022 1:27 PM	---	2201 00092	Civil	General Filing and Claims	1 8 3
Jun 23, 2022 9:00 AM	---	2201 00134	Civil	General Filing and Claims	1 8 1

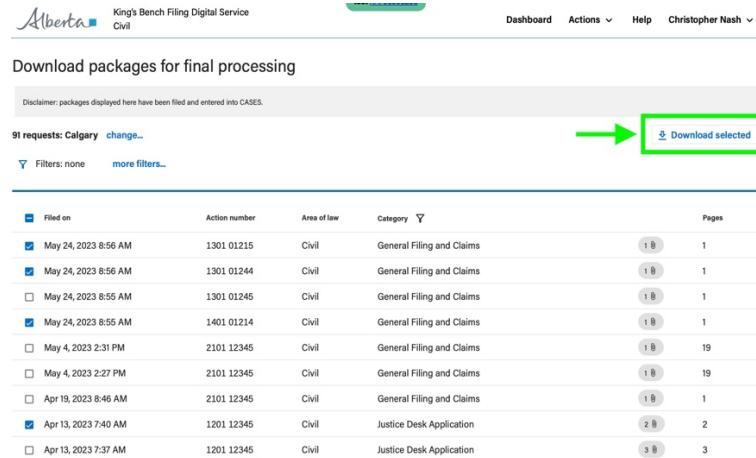
The requests listed on the “Print” page have been filed and stamped for the selected Judicial Centre.



Filed on	Action number	Area of law	Category	Pages
May 10, 2023 2:43 PM	2201 09727	Civil	Applications Judges Desk Application	2 8 25
May 10, 2023 2:27 PM	2201 08556	Civil	Applications Judges Desk Application	2 8 28
May 10, 2023 2:19 PM	2201 11882	Civil	Applications Judges Desk Application	2 8 37
May 10, 2023 2:19 PM	2201 08775	Civil	Applications Judges Desk Application	2 8 22
May 10, 2023 1:38 PM	2301 01782	Civil	Applications Judges Desk Application	2 8 13
May 10, 2023 1:35 PM	2301 03963	Civil	General Filing and Claims	1 8 2
May 10, 2023 1:34 PM	1701 17070	Civil	Applications Judges Desk Application	3 8 8
May 10, 2023 1:33 PM	2301 04941	Civil	General Filing and Claims	4 8 8
May 10, 2023 1:16 PM	1901 03391	Civil	General Filing and Claims	1 8 2

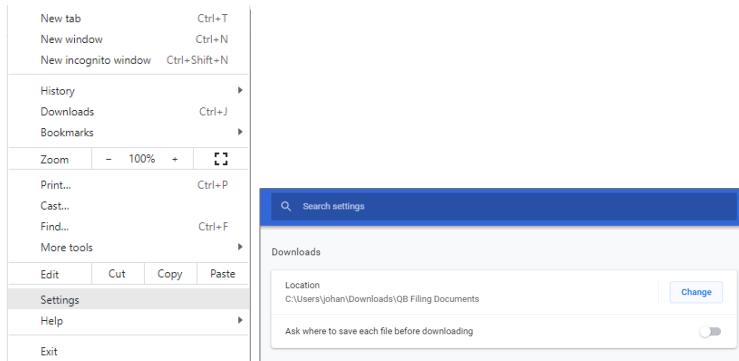
Click the checkboxes to select the requests that need to be printed. You can select individual packages (containing 1 or more documents) or “Select all”. Click the “Download selected” button, and the files will be downloaded to the default selected folder.

Tip: Supporting documents do not need to be printed and included in the file, therefore they will not be included in your download.



Filed on	Action number	Area of law	Category	Pages
May 24, 2023 8:56 AM	1301 01215	Civil	General Filing and Claims	1 8 1
May 24, 2023 8:56 AM	1301 01244	Civil	General Filing and Claims	1 8 1
May 24, 2023 8:55 AM	1301 01245	Civil	General Filing and Claims	1 8 1
May 24, 2023 8:55 AM	1401 01214	Civil	General Filing and Claims	1 8 1
May 4, 2023 2:31 PM	2101 12345	Civil	General Filing and Claims	1 8 19
May 4, 2023 2:27 PM	2101 12345	Civil	General Filing and Claims	1 8 19
Apr 19, 2023 8:46 AM	2101 12345	Civil	General Filing and Claims	1 8 1
Apr 13, 2023 7:40 AM	1201 12345	Civil	Justice Desk Application	2 8 2
Apr 13, 2023 7:37 AM	1201 12345	Civil	Justice Desk Application	3 8 3

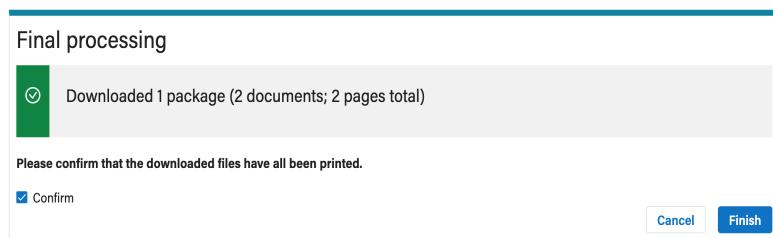
You may be required to change the default destination in order to organize the files and ensure shared access. To do this, in your Chrome window, open preferences and choose “Settings”. Under Advanced in the left column, selection Downloads. Then “Change” to update the folder location.



When the download is complete, ensure that the number of documents to be downloaded matches the number of documents actually saved to your computer. Once the files have been printed successfully, check the “Confirm” box, then “Finish” so that these requests can be removed from the “Print” page,

*Tip: The files will be renamed with the action number, followed by the Filed date and type of document. This naming convention helps to sort by action number in your folder. **2101-05678-Filed-2021-11-02-Statement-of-Claim.pdf***

The printed pages can be organized and moved to the file room for final processing. As appropriate (and as an interim measure), save the documents to the shared drive so that they can be searched.

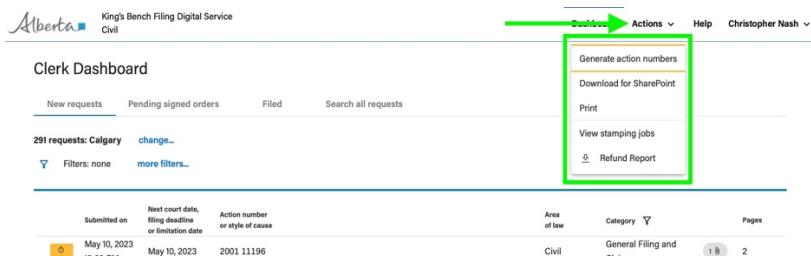


Generating action numbers

In order to coordinate the creation of new action numbers across different methods of filing requests, you will need to generate action numbers using the Filing Digital Service. (gb-filing.alberta.ca/clerk/action-number)

<p>For requests submitted using the Filing Digital Service: action numbers will be generated as part of the digital review process prior to filing and stamping.</p>	<p>For all other filing methods: such as emailed filing requests, filing at the counter, or other, use the Action Number generator located at gb-filing.alberta.ca/clerk/action-number.</p>
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Once signed in, you can access the page by selecting the “Action Number” option when you first sign in, or from the menu at the top right corner of the page.



Alberta King's Bench Filing Digital Service Civil

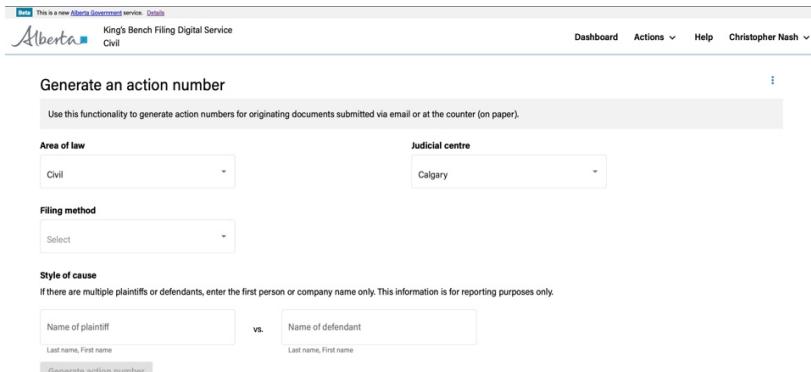
Dashboard

New requests Pending signed orders Filed Search all requests

291 requests: Calgary change... Filters: none more filters...

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
May 10, 2023 12:03 PM	May 10, 2023	2001 11196	Civil	General Filing and Claims	1 2

Complete the short form. Choose “Generate action number.”



Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

Generate an action number

Use this functionality to generate action numbers for originating documents submitted via email or at the counter (on paper).

Area of law	Judicial centre
Civil	Calgary
Filing method	
Select	

Style of cause

If there are multiple plaintiffs or defendants, enter the first person or company name only. This information is for reporting purposes only.

Name of plaintiff	vs.	Name of defendant
Last name, First name		Last name, First name

Generate action number

Record the generated action number on the physical documents.

Record this number on the documents for fil

Action number

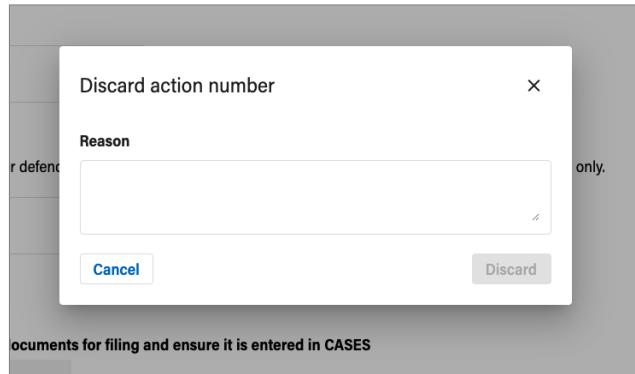
2101 00408

Discard

Done

Once recorded, click "Done".

If an action number is generated in error, choose "Discard". You will be prompted to record a reason for general reporting purposes.



documents for filing and ensure it is entered in CASES

Action numbers with restricting orders

A sealed or restricting order issued for a civil action needs to be acted on in FDS as well as CASES and paper file records.

FDS is not the file of record. However, without enabling file restrictions in FDS, it is possible for a clerk to search for, find and inadvertently download PDF documents to return as part of a search request that are contrary to an existing sealing or restricting order.

Always check CASES for details regarding sealing or restricting orders, including which documents are subject to restriction. FDS is simply flagging that a restriction exists for this action number, and prevents PDFs in FDS from being viewed or downloaded in the Clerk Dashboard search tab accordingly.

There are two ways that an action can be restricted by a clerk in FDS:

1. Incoming order filed in FDS
2. Lock action number for restricting order not filed in FDS

Either action only applies a lock to files within FDS. Please also continue to update in CASES and the paper file as normal regarding sealing or restricting orders.

Walkthroughs of both methods are included on the following page.

Notes

- Incoming subsequent submissions on a locked action number can still be reviewed, filed and printed by clerks. Once filed and printed, the PDF will no longer be viewable in the FDS clerk search tab.
- Files under a locked action number remain viewable on the civil chambers digital docket lists. A flag will appear on the docket list however, to inform the clerk that a sealing or restricting order exists, and to consult CASES for details or instructions.
- Contact FDS support inbox if you need to request a locked number be unlocked.

Clerk Dashboard

[New requests](#) [Pending orders](#) [Filed](#) [Hearings](#) [Search all requests](#)

83 requests: Calgary [change...](#)

Filters: [General Filing and Claims](#) [more filters...](#)

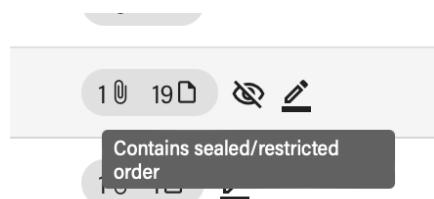
Submitted on	Important date <small> ⓘ</small>	Action number or style of cause	Category <small> ⓘ</small>
① Apr 15, 2024 1:04 PM	Apr 15, 2024	1801 02154	General Filing and Claims 1 0 1
① Feb 24, 2023 10:12 AM	--	1401 12135	General Filing and Claims 2 0 2
① May 16, 2023 3:26 PM	--	1201 02121	General Filing and Claims 1 0 1
① May 16, 2023 3:29 PM	--	1201 02124	General Filing and Claims 1 0 1
① Nov 9, 2023 12:40 PM	--	test vs. test	General Filing and Claims 1 0 1
① Nov 9, 2023 12:40 PM	--	1301 02144	General Filing and Claims 1 0 1
Sep 25, 2023 2:34 PM	Sep 27, 2023	1201 01245	General Filing and Claims 1 0 1 
Nov 8, 2023 8:54 AM	Nov 8, 2023	1801 02125	General Filing and Claims 1 0 1
Nov 17, 2023 9:18 AM	Nov 17, 2023	2101 12345	General Filing and Claims 1 0 1
May 15, 2024 1:42 PM	May 31, 2024	2101 12345	General Filing and Claims 1 0 19  

Incoming order filed in FDS

FDS can accept filing requests that include orders to seal or restrict. In accepting and filing these requests, the action number will automatically be locked in FDS, meaning PDFs for any documents filed under that action number will no longer be viewable in Clerk Dashboard's search tab.

New requests containing an order to seal/restrict access are marked in the list with an eye icon. If the order is already signed, it will also have a pencil icon.

Hovering the mouse cursor over the icons will show a tooltip explaining what they signify.



Open and review the submission, just like any other civil filing in FDS.

If a lawyer has indicated that the order contains instructions to seal or restrict, FDS will flag this on the review page.

However, a clerk may invoke a sealing restriction regardless if the lawyer had the indication or not.

When accepting the submission, select whether the order should add a viewing restriction lock in FDS (yes) or not (no).

This action only applies to FDS. Please also continue to update in CASES and the paper file as normal.

Filing the submission with a restricting lock applied will lock the ability for clerks to search and download files for that action number, once the order is filed and stamped in FDS.

210112345 - Review Mode Pending review

This filing request has been successfully assigned to you.

Law firm information

Law firm	Responsible lawyer	Requestor	Email
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Filing request

Judicial centre Calgary	Type of submission Subsequent	Action number / Style of cause 210112345	Area of law Civil	Category General Filing and Claims
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Additional information

Comments to clerk
Signed in chambers. Please file and SEAL EVERYTHING

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Order: Procedure	May 31, 2024	File and stamp	 D-50_OM-small.pdf (0022.97 KB)	Edit

⚠ Order contains instructions to seal or restrict court documents.

Decision

File - apply digital stamps
The request has been reviewed and the documents will be filed, digitally stamped, and available for the requesting lawyer to download.

Restricted or Sealed Documents

No - Do not lock file
 Yes - Lock access based on Sealing or Restricting order

Action number
210112345

CASES entry

This filing request has been entered in CASES

Comments: Optional approval feedback

Enter optional comments here
max 1000 characters

Reject
The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission

Cancel File and stamp

Restricted or Sealed Documents

No - Do not lock file
 Yes - Lock access based on Sealing or Restricting order

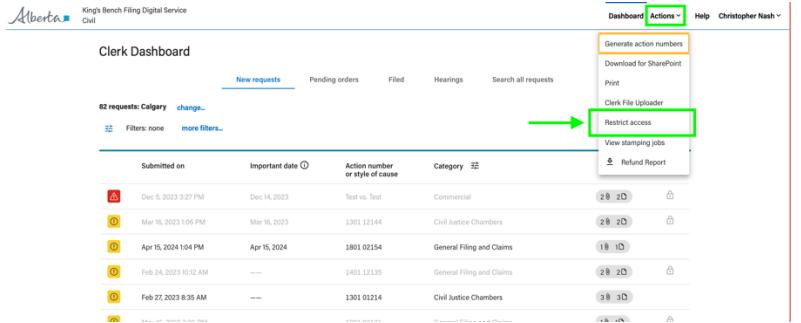
① **Restricted or Sealed Documents**

By locking the court file, the documents associated with this Action Number will no longer be accessible via search. Documents can be retrieved via the printed court file. Documents will also be available for review to Justices during hearing proceedings. Locking will be applied once you File and Stamp below.

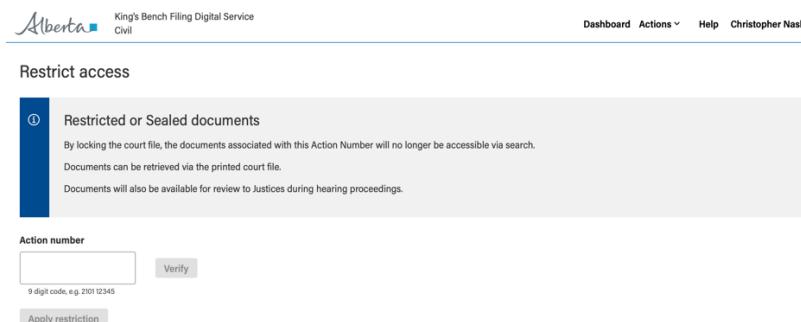
Lock action number for restricting order not filed in FDS

If a sealing or restricting order is issued outside of FDS, a clerk can and should still lock the action number within FDS, so that the PDFs for any documents contained under that action number in FDS will no longer be viewable in Clerk Dashboard's search tab.

Under the Actions menu, choose "restrict access"



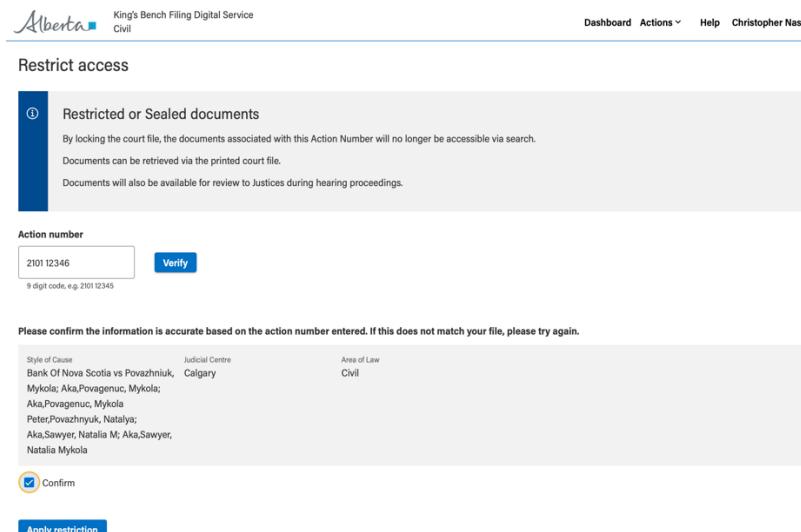
Enter the action number to be locked. Click "Verify."



Once you verify this is the correct action to lock, click the checkbox "confirm", and click "Apply restriction."

The restriction in FDS is immediate.

If a restricted action number needs to be unlocked, contact FDS support.



Lawyers who do not pay fees

Someone vs. someone else - Review Mode Pending review

This filing request has been successfully assigned to you.

Law firm information

Law firm	Responsible lawyer	Requestor	Email
<input type="text"/>			

Filing request

Judicial centre Drumheller	Type of submission Originating	Action number / Style of cause Someone vs. someone else	Area of law Civil	Category General Filing and Claims
<input type="text"/>				

Documents submitted

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Affidavit	Mar 12, 2024	File and stamp	<input checked="" type="checkbox"/> D-50_OM-small.pdf (1022.97 KB)	<input type="button" value="Edit"/>

ⓘ Please note that the lawyer has included a Filing Fee exemption for your review.

Filing Fee exemptions

Document type	File name
Government Lawyer Letter	<input checked="" type="checkbox"/> D-50_OM-small.pdf (1022.97 KB)

Qualifying lawyers with a Law Society of Alberta Bar ID can submit filings in FDS for all King's Bench locations within the Province of Alberta. Lawyers whose filing may qualify for fee exemption in FDS include those who work for:

- Government of Alberta departments funded by general revenue
- Private law firms representing a Government of Alberta department funded by general revenue
- Clients with a Legal Aid Certificate

*Note that at this time, fee exceptions in FDS **does not include** submissions that include a fee waiver. These submissions should continue to be filed by email.*

FDS requires these submissions to include proof of fee exemption status upon filing. The proof of exemption (government lawyer letter, Legal Aid certificate) will be uploaded with the submission package for your review.

ⓘ Please note that the lawyer has included a Filing Fee exemption for your review.

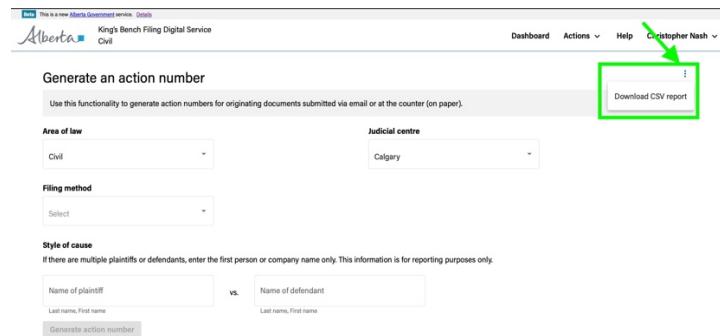
Filing Fee exemptions

Document type	File name
Government Lawyer Letter	<input checked="" type="checkbox"/> D-50_OM-small.pdf (1022.97 KB)

If the uploaded proof of exemption status is valid, proceed with processing the filing submission. If the uploaded proof is not valid, reject the submission and inform counsel that their proof of exemption is not acceptable.

Action number reports

If you need to download a CSV spreadsheet report of action numbers, click the three-dot (ellipsis) icon on the Generate action number page



This is a new Alberta Government service. Details

Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

Generate an action number

Use this functionality to generate action numbers for originating documents submitted via email or at the counter (on paper).

Area of law: Civil Judicial centre: Calgary

Filing method: Select

Style of cause: If there are multiple plaintiffs or defendants, enter the first person or company name only. This information is for reporting purposes only.

Name of plaintiff: Last name, first name vs. Name of defendant: Last name, first name

Generate action number

Download the csv file. You will be able to open and/or save this file using Microsoft Excel. The report will include:

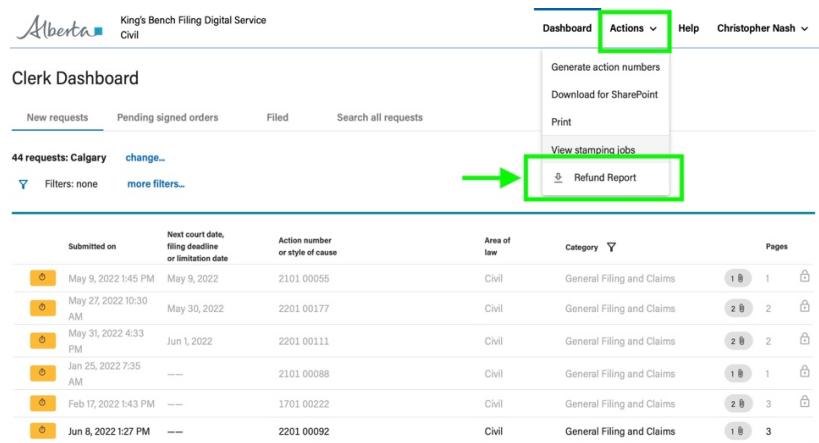
- Action number
- Date created
- Judicial centre
- Area of law (which is always Civil)
- Created by (name of clerk)
- Style of cause
- Filing method
- ifDiscarded (yes/no)
- Reason discarded (as entered by clerk)

Tip: The report is limited to numbers generated in the past 60 days.

A	B	C	D	E	F	G	H	I	J	K
1	AreaOfLawCode	JudicialCentreCode	ActionNumber	FilingMethod	Description	StyleOfCause	IsDiscarded	DiscardReason	CreatedBy	CreatedOn
2	CIV		3 2303 04412	email	Royal Bank of Canada vs. Pittman	TRUE	Had to reject	Tracy Geneau	03/10/2023 18:22:48	
3	CIV		4 2304 00516	qb-filing	ALERIANA PLATZIN vs. WILLIAM	FALSE		Vincent Lenos	03/10/2023 18:45:46	
4	CIV		5 2301 03132	qb-filing	BAUDONG vs. TAN	FALSE		Caronice Taylor	03/11/2023 08:19:47	
5	CIV		1 2301 03132	qb-filing	BAUDONG vs. ATIQ et al	FALSE		Caronice Taylor	03/11/2023 08:19:22	
6	CIV		1 2301 03233	qb-filing	ADEROLA vs. ROSE et al	FALSE		Caronice Taylor	03/11/2023 08:22:36	
7	CIV		1 2301 03234	qb-filing	HALAT vs. ONCLE et al	FALSE		Caronice Taylor	03/11/2023 08:25:05	
8	CIV		1 2301 03235	qb-filing	HEARNS vs. BURGESS et al	FALSE		Caronice Taylor	03/11/2023 08:25:06	
9	CIV		1 2301 03236	qb-filing	Malik Jarrah by his Litigation Rep	FALSE		Caronice Taylor	03/11/2023 08:34:03	
10	CIV		1 2301 03237	qb-filing	KAVILAND vs. 1st INC. et al	FALSE		Caronice Taylor	03/11/2023 08:38:09	
11	CIV		1 2301 03238	qb-filing	Kawartha Financial Corp	FALSE		Caronice Taylor	03/11/2023 08:39:21	
12	CIV		3 2303 00414	email	COLINS, Doria vs. TREPANIER	FALSE		Harleen Bara	03/11/2023 09:18:03	
13	CIV		3 2303 00415	email	HIS MAJESTY THE KING IN RIGHT	FALSE		Brendon Clarke	03/11/2023 09:36:18	
14	CIV		3 2303 00517	email	North View vs. The King, sam	FALSE		Mackenzie Brett	03/11/2023 10:43:43	
15	CIV		3 2303 00546	email	HIS MAJESTY THE KING IN RIGHT	FALSE		Brendon Clarke	03/11/2023 10:42:29	
16	CIV		1 2301 03238	qb-filing	Strategic Reality Services Inc. vs. 5	FALSE		Caronice Taylor	03/11/2023 10:28:52	
17	CIV		4 2304 00518	email	royal lepage the really group vs. f	FALSE		Mackenzie Brett	03/11/2023 10:42:20	
18	CIV		3 2303 00419	email	Directors of the Royal LePage	FALSE		Harleen Bara	03/11/2023 10:42:41	
19	CIV		3 2303 00418	email	HIS MAJESTY THE KING IN RIGHT	FALSE		Brendon Clarke	03/11/2023 10:48:55	
20	CIV		3 2303 00419	email	Royal Bank of Canada vs. Rev. An	FALSE		Jounama Hammoud	03/11/2023 10:53:58	
21	CIV		3 2303 00420	email	HS MAJESTY THE KING IN RIGHT	FALSE		Brendon Clarke	03/11/2023 10:54:38	
22	CIV		3 2303 00421	email	HS MAJESTY THE KING IN RIGHT	FALSE		Brendon Clarke	03/11/2023 11:16:02	
23	CIV		3 2303 00422	email	1565204 Alberta Ltd vs. Palmer, S	FALSE		Harleen Bara	03/11/2023 11:21:52	
24	CIV		3 2303 00423	email	Canadian Tire Corp. vs. Elliott, Ph	FALSE		Harleen Bara	03/11/2023 11:26:05	
25	CIV		3 2303 00424	email	1565204 Alberta Ltd vs. Palmer, S	FALSE		Brendon Clarke	03/11/2023 11:26:05	
26	CIV		3 2303 00425	email	EASYFINANCIAL SERVICES INC. vs	FALSE		Brendon Clarke	03/11/2023 11:58:40	
27	CIV		3 2303 00426	email	Canadian Imperial Bank of Commerce	FALSE		Harleen Bara	03/11/2023 12:05:52	
28	CIV		3 2303 00427	email	Bank of Nova Scotia	FALSE		Harleen Bara	03/11/2023 12:05:53	
29	CIV		3 2303 00428	email	EASYFINANCIAL SERVICES INC. vs	FALSE		Brendon Clarke	03/11/2023 12:15:38	
30	CIV		3 2303 00429	email	Servus Credit Union Limited vs. C	FALSE		Harleen Bara	03/11/2023 12:19:55	
31	CIV		3 2303 00430	email	Telus communications inc. vs. Sea	FALSE		Harleen Bara	03/11/2023 12:24:06	
32	CIV		3 2303 00431	email	LASTING MILEAGE INC. vs. Sea	FALSE		Brendon Clarke	03/11/2023 12:42:50	
33	CIV		3 2303 00432	email	His Majesty the King in Right of Y	FALSE		Harleen Bara	03/11/2023 12:37:03	
34	CIV		3 2303 00433	email	Director of Receivables vs. MURAK	FALSE		Harleen Bara	03/11/2023 12:42:26	
35	CIV		3 2303 00434	email	TELUS COMMUNICATIONS INC. vs.	FALSE		Brendon Clarke	03/11/2023 12:42:53	
36	CIV		3 2303 00435	email	EasyFinancial vs. Bernard Deo M	FALSE		Cara Salleh	03/11/2023 13:00:00	
37	CIV		3 2303 00436	email	Cestco Wholesale Canada Ltd vs.	FALSE		Len Gonzales	03/11/2023 13:19:28	
38	CIV		3 2303 00437	email	EOS Canada vs. Omnesi, Paul	FALSE		Harleen Bara	03/11/2023 13:28:04	
39	CIV		3 2303 00438	email	CFG CANADA UNIFORMS INC. vs.	FALSE		Brendon Clarke	03/11/2023 13:28:44	
40	CIV		3 2303 00439	email	Parl. Joe and Ms. Helene Tetz	FALSE		Anthony Scerri	03/11/2023 13:33:00	

Refund report

If your duties include reviewing and processing refunds, you can download a .CSV spreadsheet report located under the Action menu.



The screenshot shows the King's Bench Filing Digital Service Clerk Dashboard. The 'Actions' menu is highlighted with a green box. An arrow points from the 'Refund Report' button in the 'Actions' menu to a preview of the CSV report below.

Clerk Dashboard

New requests Pending signed orders Filed Search all requests

44 requests: Calgary change...

Filters: none more filters...

Refund Report

Submitted on Next court date, filing deadline or limitation date Action number or style of cause Area of law Category Pages

May 9, 2022 1:45 PM	May 9, 2022	2101 00055	Civil	General Filing and Claims	1 8 1
May 27, 2022 10:30 AM	May 30, 2022	2201 00177	Civil	General Filing and Claims	2 8 2
May 31, 2022 4:33 PM	Jun 1, 2022	2201 00111	Civil	General Filing and Claims	2 8 2
Jan 25, 2022 7:35 AM	---	2101 00088	Civil	General Filing and Claims	1 8 1
Feb 17, 2022 1:43 PM	---	1701 00222	Civil	General Filing and Claims	2 8 3
Jun 8, 2022 1:27 PM	---	2201 00092	Civil	General Filing and Claims	1 8 3

The report includes:

- Lawyer file number
- KB action number
- Transaction date
- Amount
- Last four digits of credit card
- Bambora transaction ID
- Transaction order number

A	B	C	D	E	F	G	H	
1	#Refund Report generated on 05/30/2023 15:08:41.							
2	#Report for all file requests withdrawn on Mon May 29 2023.							
3	#Note: Includes file requests withdrawn and the associated transactions.							
4								
5	File number	QB action number	Filing request status	Date of transaction	Amount paid	Last 4 digits of credit card	Transaction Id	Transaction Order Number
6	165270	2301 02393	Withdrawn	05/17/2023 18:13:57	2	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
7	167877	2201 10746	Withdrawn	05/25/2023 17:42:59	2	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
8	167875	2201 10744	Withdrawn	05/25/2023 17:42:01	2	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
9	156261	2203 15329	Withdrawn	04/24/2023 22:17:14	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
10	143162	2301 02814	Withdrawn	03/20/2023 15:44:35	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
11	157861		Withdrawn	04/27/2023 21:02:35	258	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
12	165740	2303 00596	Withdrawn	05/18/2023 18:34:02	53	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
13	165735	2303 00595	Withdrawn	05/18/2023 18:28:39	53	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
14	169192	2301 02658	Withdrawn	05/29/2023 20:53:54	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
15	157884	2201 12495	Withdrawn	04/27/2023 21:32:31	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
16	165625	2201 07488	Withdrawn	05/18/2023 16:15:24	20	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
17	163668	2101 05383	Withdrawn	05/12/2023 18:38:38	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
18	165732	2303 00595	Withdrawn	05/18/2023 18:19:29	53	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
19	168081	2201 12037	Withdrawn	05/25/2023 21:01:11	2	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
20	168190	1801 14180	Withdrawn	05/26/2023 01:22:07	20	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
21	168703	2203 08477	Withdrawn	05/26/2023 22:23:06	4	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx
22	165335	2001 11763	Withdrawn	05/17/2023 19:41:23	3	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxx-xxxxxxxxxx

Tip: This report only shows all withdrawn actions for the prior day.

Monitoring status of large file stamping

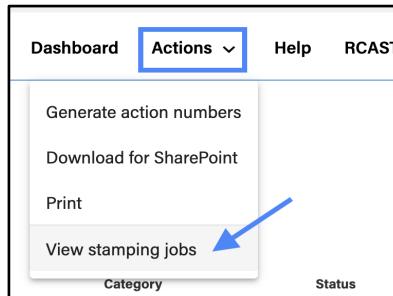
While the review process for clerks remains the same, any large document packages will enter an alternate path before proceeding as normal. A large document package:

- is ~30MB or greater in total, or
- contains more than 20 files

AM	--	2003 01880	Civil	General
AM	--	1803 12345	Civil	General
AM	--	2203 00025	Civil	General

Once "File and stamp" is clicked, the clerk will land on the dashboard and can continue working while the **system works separately to complete the stamping process**

The status of stamping is visible under "**Actions**" > "**View stamping jobs**"



Once complete, the date and time of completion will be recorded, and the **status will change from "Stamping" to "Filed and stamped"**, and the request can be accessed via the "Filed" tab as usual.

Stamping job status					
Shows progress of long-running stamping jobs.					
Judicial centre: Edmonton change...					
Stamping start date	Stamping end date	Action number	Style of cause	Category	Status
Apr 21, 2022 8:39 AM	Apr 21, 2022 8:40 AM	2203 00025	Test Person vs. Example Defendant	General Filing and Claims	Filed and stamped
Apr 20, 2022 2:49 PM		2003 00444	Canadian Imperial Bank Of Commerce vs. Ali, Ann Asad	General Filing and Claims	Stamping

About the service

Contact information

For local support of procedural or filing issues, contact:

- Cara Safieh (Edmonton): Cara.Safieh@gov.ab.ca
- Candace Taylor (Calgary): Candace.Taylor@gov.ab.ca
- Chris Walker (Red Deer): christopher.w.walker@gov.ab.ca
- Darla Hartigan (Lethbridge): darla.hartigan@gov.ab.ca
- Kimberly Bishop (Wetaskiwin): kimberly.bishop@gov.ab.ca

For more info about the King's Bench Filing Digital Service:

Christopher J. Nash
Service Designer
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Alexa Horabin
Manager, Digital Product Delivery
Court & Justice Services
alexa.horabin2@gov.ab.ca

Lawyer inquiries of a technical nature can be forwarded to:

JSG.FilingSupport@gov.ab.ca

Note that on the website and lawyer user guide, counsel are advised to email their procedural inquiries to the following inbox:

KBCivilDigitalFilingInquiries@just.gov.ab.ca

More help and resources

- For announcements of our latest updates to this service, visit: <https://qb-filing.alberta.ca/releases>
- For short tutorial videos on how to use this service, and an updated list of Frequently Asked Questions for this service, visit: <https://qb-filing.alberta.ca/help>
- To see our list of currently accepted filing document types using this service, visit: https://qb-filing.alberta.ca/assets/docs/KBFiling-Accepted_Document_Types.pdf
- More training materials are available on SharePoint.

Other available Justice Digital services

- Hearing schedule availability calendar: <https://qb-filing.alberta.ca/hearing-schedule>
- King's Bench Filing – Family and Divorce: <https://qb-filing-family.alberta.ca>
- King's Bench Filing – Surrogate: <https://surrogate.alberta.ca>
- King's Bench Court Case Management Digital Service, including Civil Specials: <https://commercialhearings-counsel.alberta.ca>

Note that you can use your same account login information (username, email, password) to create accounts in any Justice Digital service.

Note that you can use your same account login information (username, email, password) to create accounts in any Justice Digital service. As they are separate services, **please ensure you use the correct service** to file the relevant submissions.

Appendix: Civil Chambers Orders – Quick Guide

Proposed orders submitted by a lawyer in FDS along with their Edmonton Civil Justice Chambers application and requiring no changes to the order can be signed by a Justice in FDS with a click of a button. But there are also other potential outcomes for these proposed orders, and we have a list of order tags that should be applied by a clerk to capture the outcome of a proposed order. These order tags should be applied by a clerk in FDS to capture the outcome of a proposed order (not the outcome of the hearing – that is the normal CASES result code, done in CASES).

Note that orders added via the clerk uploader, such as scanned documents from a self represented litigant or previously filed estate documents, are view-only in FDS and may not be signed using FDS functionality. They will therefore not need any order tags.

You can set the status of a proposed order for each application package from this review screen. Click the “Edit Order Status” link beside the order to begin.

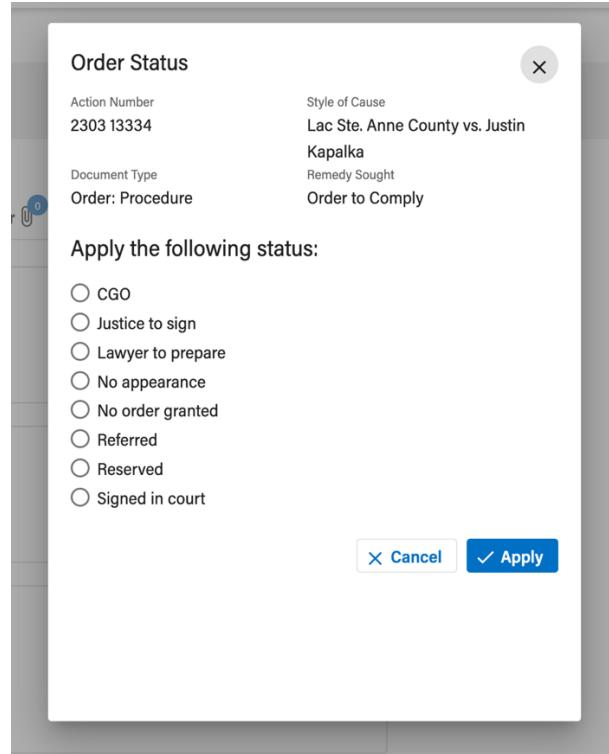


Click the button beside the order status you need to assign for this proposed order.

Click “Apply” to save your order status and return to the main screen.

Click “Cancel” to close this window without applying an order tag.

A description of each order tag is listed on the following page of this handout.



CGO	Justice has directed that the court generate an order for this matter. <ul style="list-style-type: none"> • <i>(End state: no further action for this order within FDS)</i> • <i>(In the future, we plan to add functionality where tagging an order with CGO will flag them on a special dashboard list for CGO clerks to easily find these matters and review their filed documents)</i>
Justice to sign	Flags this order for follow-up work in FDS, by assigning it to a specific Justice's dashboard. When you add the "Justice to sign" tag, a dropdown field will appear, letting the clerk assign which Justice will be assigned this order for signature. <i>Note that this field will already have the presiding Justice name entered as a default, if the presiding Justice is set in the docket list's Attending info.</i> Once this order is signed, it will automatically change state to "Signed by Justice" and automatically appear in the clerk filing dashboard for filing and printing.
Lawyer to prepare	Justice proclaims an order and directs counsel to create a new or revised order, to be drafted and submitted back for signature post-hearing. When you add the "Lawyer to prepare" tag, a comment box will appear, letting the clerk add instructions to counsel that will appear along with this matter in the lawyer dashboard. Adding this order tag will flag this matter on the lawyer's dashboard that action is required on their part, but that follow-up happens outside of FDS (use existing email filing process for resubmitting orders for now). <ul style="list-style-type: none"> • <i>(In the future, we plan to add functionality that allows counsel to resubmit updated Chambers orders using FDS).</i>
No appearance	Parties did not attend court for this order/matter. <ul style="list-style-type: none"> • <i>(End state: no further action for this order within FDS)</i>
No order granted	Justice heard this matter, but did not grant an order. <ul style="list-style-type: none"> • <i>(End state: no further action for this order within FDS)</i>
Referred	Justice referred this matter to another court, such as Applications Judge Chambers. <ul style="list-style-type: none"> • <i>(End state: no further action for this order within FDS)</i>
Reserved	Justice reserved decision on this order/matter. <ul style="list-style-type: none"> • <i>(End state: no further action for this order within FDS)</i>
Signed in court	Justice signed a paper order in court that was handed up via the clerk. These orders continue processing by existing non-FDS for paper orders, requiring counsel to file the signed order with the court via email filing. <ul style="list-style-type: none"> • <i>(End state: no further action for this order within FDS)</i>
