

# 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](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.

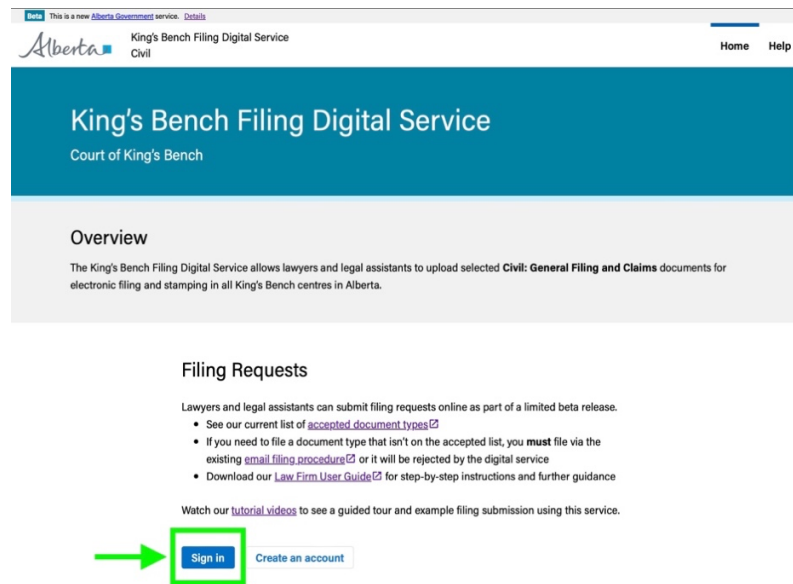
Supervisors can email request logins to [JSG.FilingSupport@gov.ab.ca](mailto:JSG.FilingSupport@gov.ab.ca). Please include clerk name, GOA email (@gov.ab.ca) and which Justice Digital services they will need access to.

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

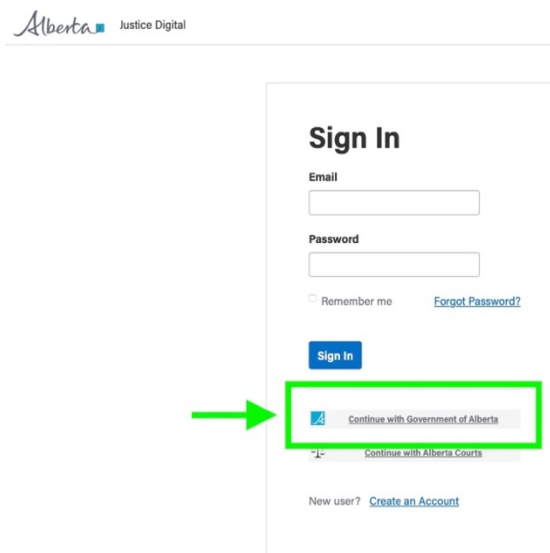


## First time login

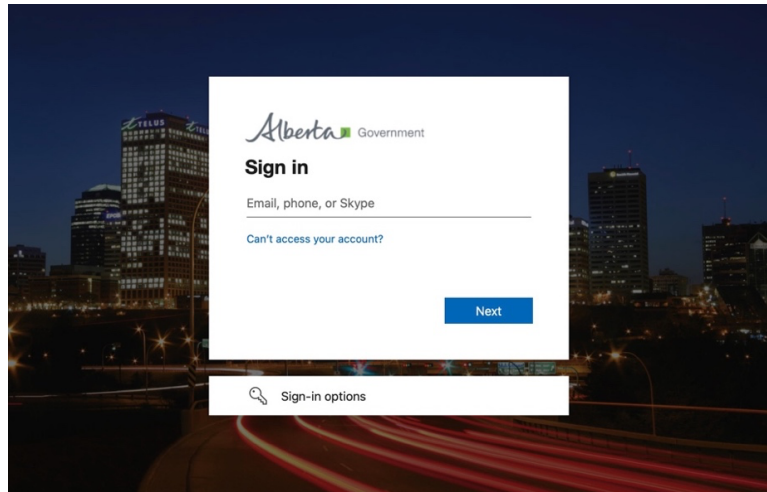
Launch the Filing Digital Service ([gb-filing.alberta.ca](http://gb-filing.alberta.ca)) in a Chrome browser and click “Sign in”.



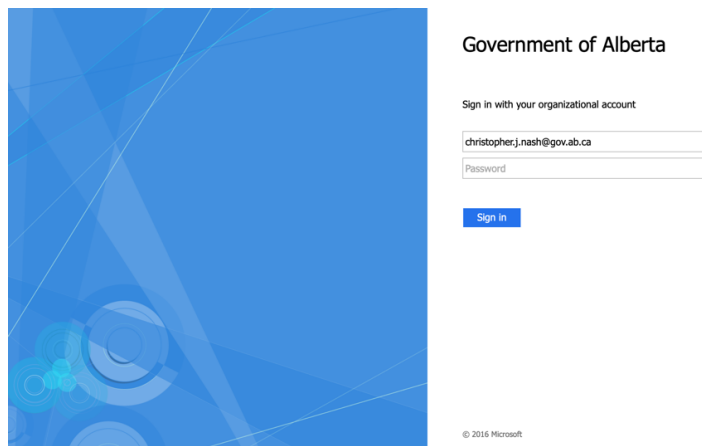
Choose “Continue with Government of Alberta”.



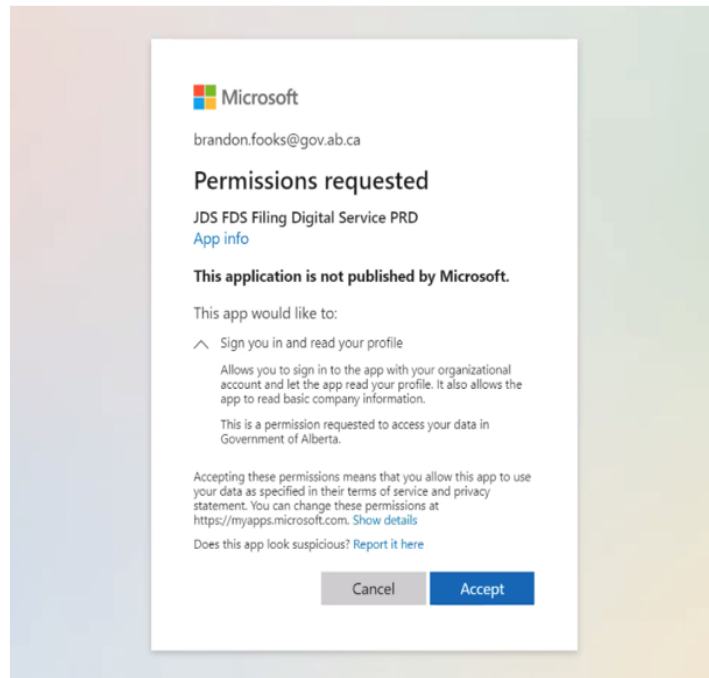
Continue signing in using the Government of Alberta/Microsoft sign in screen. Use your @gov.ab.ca email address (not "@just.gov.ab.ca")



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).



(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.*

Submitted on	Next court date, filing deadline or limitation date	Action number or style of cause	Area of law	Category	Pages
May 8, 2023 11:19 AM	---	2210 00660	Civil	Applications Judges Desk Application	5
May 10, 2023 8:35 AM	---	2210 00146	Civil	Applications Judges Desk Application	8

## 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.

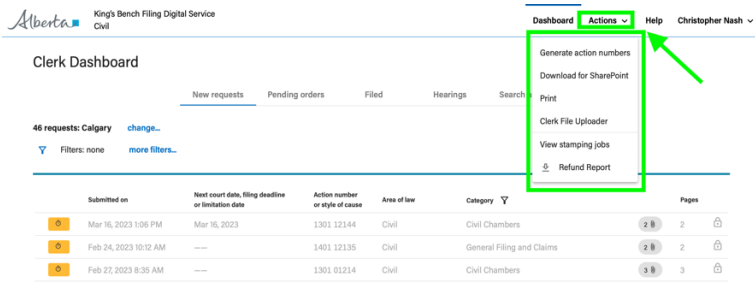
Filing requests submitted by law firms appear on the dashboard in the order that they should be reviewed. **Always select the file at the top of the list for review.** Requests that should be prioritized will automatically be sorted accordingly (jumping the queue to the top of the list):

- Emergency
- Timed documents
- Next court date

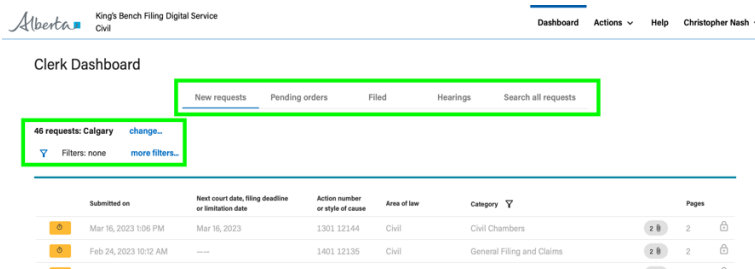
The remaining requests that do not have any priority flags will be sorted by the oldest to newest **Date Submitted**.

# Dashboard components

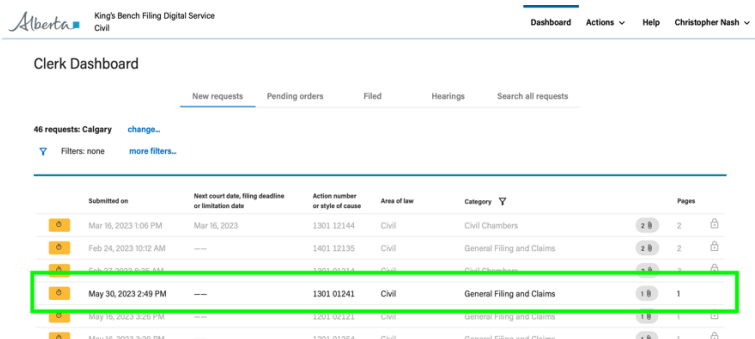
The top menu includes the “Actions” menu, which is where to find the action number generator, print queue, SharePoint queue and downloadable reports.



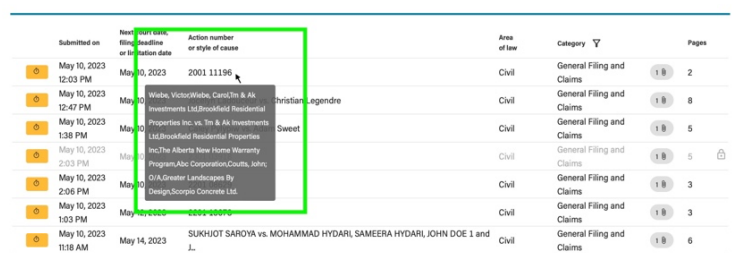
The set of on-page tabs and filters let you find and view requests according to a number of available options.



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.



*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.*



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





## 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 8 2
May 10, 2023 12:47 PM	May 10, 2023	Jocelyn Ladouceur vs. Christian Legendre	Civil	General Filing and Claims	1 8 8
May 10, 2023 1:38 PM	May 10, 2023	Caley Pylypiw vs. Adam Sweet	Civil	General Filing and Claims	1 8 5
May 10, 2023 2:03 PM	May 10, 2023	2301 03918	Civil	General Filing and Claims	1 8 5 
May 10, 2023 2:06 PM	May 10, 2023	2201 08629	Civil	General Filing and Claims	1 8 
May 10, 2023 1:03 PM	May 12, 2023	2201 13673	Civil	General Filing and Claims	1 8 3

 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 (27.97 KB)	<a href="#">Edit</a>

**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.

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 1:05 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 8:35 AM	---	1301 01214	Civil	Civil Chambers	3 3
	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
	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

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).

Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

Chambers orders Desk orders

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

Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

Chambers orders Desk orders

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
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.

Alberta

King's Bench Filing Digital Service  
Civil

DashboardActionsHelpChristopher Nash

Clerk Dashboard

New requestsPending ordersFiledHearingsSearch all requests

3 requests: Calgarychange...  
Filters: nonemore filters...

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).

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Civil

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Clerk Dashboard

New requestsPending ordersFiledHearingsSearch all requests

Judicial Center  
Select  
Edmonton

Schedule  
Enter or Select  
6/26/2023

Justice Chambers  
10:00 am  
Open List

Application Judge  
Chambers 2 -  
SOME DAY  
10:00 am  
Open List

Application Judge  
Chambers 1 -  
SOME DAY  
10:00 am  
Open List

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).

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Civil

DashboardActionsHelpChristopher Nash

Clerk Dashboard

New requestsPending ordersFiledHearingsSearch all requests

Search filing requests in: Calgarychange...

☒ by action number  
☐ by status (last 14 days)

Action number  
  
9 digit code, e.g. 2101 12345 or FL01 12345  
Find requests



# 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.*

The screenshot shows the 'Clerk Dashboard' for the 'King's Bench Filing Digital Service - Civil'. At the top, there are tabs for 'New requests', 'Pending orders', 'Filed', 'Hearings', and 'Search all requests'. Below the tabs, a summary bar indicates '46 requests: Calgary' with a 'change...' link and a 'Filters: none' button. A table of requests is displayed with columns: Submitted on, Next court date, filing deadline or limitation date, Action number or title of case, Area of law, Category, and Pages. A green arrow points to the 'change...' link in the summary bar.

Submitted on	Next court date, filing deadline or limitation date	Action number or title of case	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 9:35 AM	---	1301.01214	Civil	Civil Chambers	3
May 30, 2023 2:49 PM	---	1301.01241	Civil	General Filing and Claims	1
May 16, 2023 3:29 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

The screenshot shows the 'Filter' panel on the right side of the dashboard. It includes sections for 'Category', 'Area of Law', 'Orders', and 'Documents'. The 'Category' section has checkboxes for Civil Chambers, Applications Judge Chambers, General Filing and Claims, Accounting, Applications Judges Desk Application, and Justice Desk Application. The 'Area of Law' section has a checkbox for Civil. The 'Orders' section has checkboxes for Proposed and Signed. The 'Documents' section has a checkbox for Supporting. The panel is titled 'Filter' and has a 'Close X' button.

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

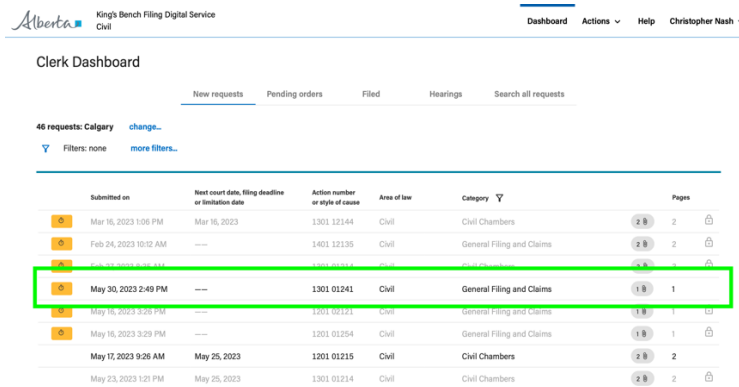
The screenshot shows the 'Clerk Dashboard' with a modal window titled 'Select Judicial Centre'. The modal contains the text 'This can be changed later in user preferences.' and a dropdown menu with 'Calgary' selected. A 'Save and continue' button is at the bottom right of the modal. A green arrow points to the 'change...' link in the summary bar, and another green arrow points to the modal window.

# 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.



King's Bench Filing Digital Service

Dashboard Actions Help Christopher Nash

Clerk Dashboard

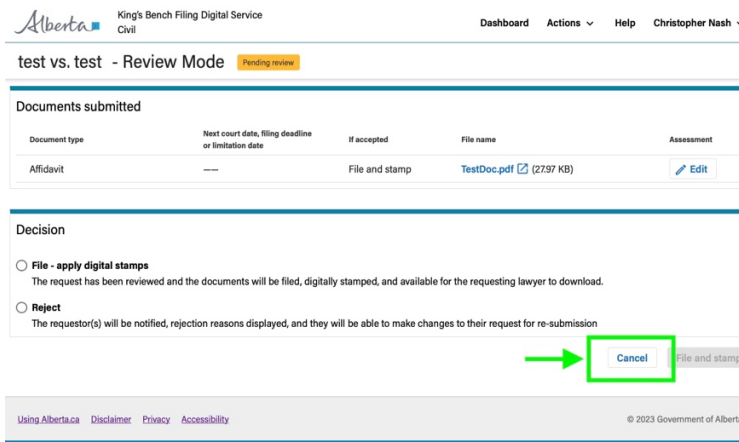
New requests Pending orders Filed Hearings Search all requests

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 2
Feb 24, 2023 10:12 AM	---	1401 12135	Civil	General Filing and Claims	2 2
Feb 24, 2023 9:48 AM	---	1301 00134	Civil	Civil Chambers	2 2
May 30, 2023 2:49 PM	---	1301 01241	Civil	General Filing and Claims	1 1
May 16, 2023 9:35 PM	---	1301 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

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



King's Bench Filing Digital Service

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 (27.97 KB)	Edit

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.

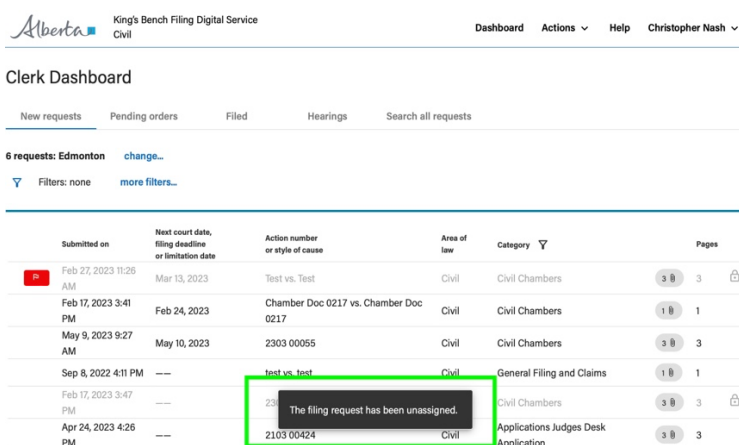
☐ Reject

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 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 3
Feb 17, 2023 3:41 PM	Feb 24, 2023	Chamber Doc 0217 vs. Chamber Doc 0217	Civil	Civil Chambers	1 1
May 9, 2023 9:27 AM	May 10, 2023	2303 00055	Civil	Civil Chambers	3 3
Sep 8, 2022 4:11 PM	---	test vs. test	Civil	General Filing and Claims	1 1
Feb 17, 2023 3:47 PM	---	23	Civil	Civil Chambers	3 3
Apr 24, 2023 4:26 PM	---	2103 00424	Civil	Applications Judges Desk Application	3 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

DashboardActions ▼HelpChristopher Nash ▼

test vs. test - Review ModePending 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  (2797 KB)	 Edit

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

Alberta

King's Bench Filing Digital Service  
Civil

DashboardActionsHelpChristopher Nash

2201 11449 - Review ModePending review

This filing request has been successfully assigned to you.

Law firm information

Law firm DBH LLP	Responsible lawyer Andrew Richard Gromnicki	Requestor Bara'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 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	Assessment
Satisfaction	---	File and stamp	Civil Filing - Satisfaction of Judgment Piece - 2201-11449 - Calgary.pdf (36.56 KB)	<a href="#">🔗</a> <a href="#">Edit</a>
Withdrawal of Writ	---	File and stamp	Civil Filing - Certificate of Withdrawal of Writ - 2201-11449 - Calgary.pdf (138.77 KB)	<a href="#">🔗</a> <a href="#">Edit</a>

---

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	<a href="#">5141636.pdf</a> (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”.

The screenshot shows the 'test vs. test - Review Mode' interface. A modal titled 'Assessment - Affidavit' is open, displaying 'Accept' and 'Reject' buttons. The background interface includes a table of 'Documents submitted' and a 'Decision' section with radio buttons for 'File - apply digital stamps' and 'Reject'.

*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'.*

The screenshot shows the 'Assessment - Amended Counter Claim' modal. It features 'Accept' and 'Reject' buttons. Below them is a section titled 'Amended' with a dropdown menu for 'Amendment type'. The dropdown is open, showing options: 'Before the close of pleadings', 'By order', and 'With agreement of the parties'. 'Cancel' and 'Save' buttons are at the bottom right.

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.

The screenshot shows the 'test vs. test - Review Mode' interface. The 'Documents submitted' table lists 'Affidavit' with a status of 'File and stamp' and a file named 'TestDoc.pdf (2797 KB)'. The 'Decision' section has radio buttons for 'File - apply digital stamps' and 'Reject'. The 'File - apply digital stamps' option is selected. At the bottom, there are 'Cancel' and 'File and stamp' buttons.

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

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

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**  
Generate  
Action number  
2303 00059

**CASES entry**  
☐ This filing request has been entered in CASES

Comments: Optional approval feedback  
Enter optional comments here  
Max 500 characters

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

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

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

*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

Affidavit or limitation date File and stamp TestDoc.pdf (2797 KB) Edit

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

Discard action number

Reason

Cancel Discard

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

Dashboard Actions Help Christopher Nash

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

Dashboard Actions Help Christopher Nash

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**

Generate

Action number  
test vs. test

**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.

Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

2303 00062 - Review Mode **Checking notes**

Judicial centre	Type of submission	Action number / Style of cause	Area of law	Category
Edmonton	Originating	2303 00062	Civil	General Filing and Claims

**This date is confirmed in CASES.**

Document type	Next court date, filing deadline or limitation date	If accepted	File name	Assessment
Affidavit		File and stamp	TestDoc.pdf (2737 KB)	<a href="#">Edit</a>

**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 00062  
[Discard](#)

**CASES entry**  
☒ This filing request has been entered in CASES

**Comments: Optional approval feedback**  
Some optional comments and instructions back to the lawyer...  
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](#)

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.



**CERTIFIED** *E. Wheaton*  
by the Court Clerk as a true copy of the document digitally filed on Nov 16, 2021

**AMENDED** *E. Wheaton*  
on Dec 7, 2021  
by order dated Dec 1, 2021

## 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	Type of submission	Action number / Style of cause	Area of law
Calgary	Subsequent	2201 11449	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 (36.56 KB)	<a href="#">Edit</a>
Withdrawal of Writ	---	File and stamp	Civil Filing - Certificate of Withdrawal of Writ - 2201-11449 - Calgary.pdf (138.77 KB)	<a href="#">Edit</a>

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

Documents submitted

Document type	Assessment
Affidavit	<a href="#">Edit</a>

Decision

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

☐ Reject  
The requestor(s) will be notified.

Assessment - Affidavit

Accept Reject

Reject document

Rejection comments

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

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.

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.

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)	<a href="#">Edit</a>

Amendment type  
By order dated May 12, 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

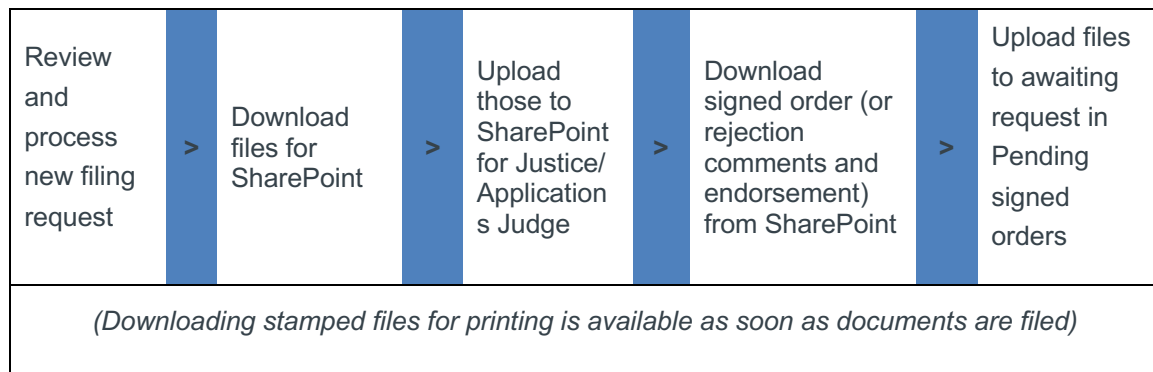
## Desk applications (without notice)

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.

Alberta King's Bench Filing Digital Service Civil

2101 12345 - Review Mode Pending review

✓ This filing request has been successfully assigned to you.

**Law firm information**

Law firm	Responsible lawyer	Requestor

**Filing request**

Judicial centre	Type of submission	Action number / Style of cause	Area of law	Category
Calgary	Subsequent	2101 12345	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-email.pdf (1022.97 KB)	<a href="#">Edit</a>
[Proposed] Orders: Procedure orders	---	For Justice/Applications Judge signature	D-50_OM-email.pdf (1022.97 KB)	<a href="#">Edit</a>

**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](#)

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.

Alberta King's Bench Filing Digital Service Civil

**Clerk Dashboard**

Dashboard **Actions** Help Christopher Nash

Generate action numbers  
**Download for SharePoint**  
Print  
View stamping jobs  
Refund Report

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

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.

Alberta King's Bench Filing Digital Service Civil

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.

The screenshot shows the 'King's Bench Filing Digital Service' interface. At the top, there's a navigation bar with 'Dashboard', 'Actions', 'Help', and 'Christopher Nash'. The main header indicates the case is '2101 12345 - Process order' with a 'Pending signed order' status. A green notification bar states: 'This filing request has been successfully assigned to you.'

The 'Law firm information' section includes fields for 'Law firm', 'Responsible lawyer', and 'Requestor'. The 'Filing request' section shows 'Judicial centre' as 'Calgary', 'Type of submission' as 'Subsequent', 'Action number / Style of cause' as '2101 12345', 'Area of law' as 'Civil', and 'Category' as 'Justice Desk Application'.

The 'Documents submitted' table lists two documents:

Document type	Next court date, filing deadline or limitation date	File name	Status
Desk Application: without Notice	----	D-50_OM-small.pdf (1022.97 KB)	Filed
[Proposed] Orders: Procedure orders	----	D-50_OM-small.pdf (1022.97 KB)	Pending signed order

The 'Decision' section has a dropdown menu for 'Justice/Applications Judge' with the text 'Type or select'. Below it are two radio button options: 'File signed order' (selected) and 'Return to lawyer for revisions'. The 'File signed order' option includes a description: 'The requestor(s) will be notified and will have access to download their signed order and other "stamped" files'. At the bottom right are 'Cancel' and 'File and stamp' buttons.

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.

The left screenshot shows the 'Decision' section with the 'Justice/Applications Judge' dropdown menu open. The dropdown list includes: 'The Honourable Chief Justice Mary T. Moreau', 'The Honourable Associate Chief Justice John D. Rooke', 'The Honourable Associate Chief Justice Ken G. Nielsen', 'The Honourable Justice S.M. Bensler', and 'The Honourable Justice Donald Lee'. The right screenshot shows the same dropdown menu with a search box containing 'is' and a list of judges: 'Justice Richard A. Neufield', 'Justice Kevin Feth', and 'Justice Colin C.J. Fesdy'. The dropdown list also includes the text: 'The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for'.

## 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.

The screenshot shows a web form titled "Decision". Under the heading "Justice/Applications Judge", there is a dropdown menu showing "Justice Colin C.J. Feeby" with a close button. Below this, the "File signed order" option is selected with a radio button. A sub-note states: "The requestor(s) will be notified and will have access to download their signed order and other 'stamped' files". Under the "CASES entry" section, the checkbox "This filing request has been entered in CASES" is checked. Below this, the "Return to lawyer for revisions" option is unselected. A sub-note for this option states: "The requestor(s) will be notified, rejection reasons displayed, and they will be able to make changes to their request for re-submission". At the bottom, there is a section titled "Upload Signed Order" with a sub-heading "Orders: Procedure orders". It contains a dashed box with the text "Drag and drop or click to upload" and an upload icon. Below the dashed box, it says "Uploads must be pdf". At the bottom right of the form, there are two buttons: "Cancel" and "File and stamp".

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.

This screenshot is similar to the one above, showing the "Decision" form with the "File signed order" option selected. However, in the "Upload Signed Order" section, the dashed box now contains a confirmation message: "0-00\_006-smal.pdf" with a checkmark icon, the text "10/22/21 10:19:19 England", and "Uploaded - May 10, 2023". A "Remove" button is located to the right of this message. The "File and stamp" button at the bottom right is now highlighted in blue.

## 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.

The screenshot shows the 'Decision' section with the following content:

- Justice/Applications Judge**: Justice Colin C.J. Feasby (with a close button 'X').
- ☐ **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.
- Justice/Applications Judge comments (revision instructions or endorsement)**:
  - Please note: If the Justice/Applications Judge request the lawyer to file a document type that the digital service cannot yet accept, ask the lawyer to submit the additional documents via email filing.
  - If the Justice/Applications Judge supplied an Endorsement, upload the file below.
  - Text input field: Fix date on Page 3. (max 1000 characters)

The 'Upload Endorsement' section shows:

- Endorsement**: A dashed box with the text "Drag and drop or click to upload" and a plus icon.
- Text below the box: Upload must be pdf.
- Buttons at the bottom right: Cancel, Reject.

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.

The screenshot shows the 'Decision' section with the following content:

- Justice/Applications Judge**: Justice Colin C.J. Feasby (with a close button 'X').
- ☐ **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.
- Justice/Applications Judge comments (revision instructions or endorsement)**:
  - Please note: If the Justice/Applications Judge request the lawyer to file a document type that the digital service cannot yet accept, ask the lawyer to submit the additional documents via email filing.
  - If the Justice/Applications Judge supplied an Endorsement, upload the file below.
  - Text input field: Fix date on Page 3. (max 1000 characters)

The 'Upload Endorsement' section shows:

- Endorsement**: A box containing a file icon, the filename "S-01-01-01-01-01.pdf", and a "Remove" button.
- Buttons at the bottom right: Cancel, Reject.

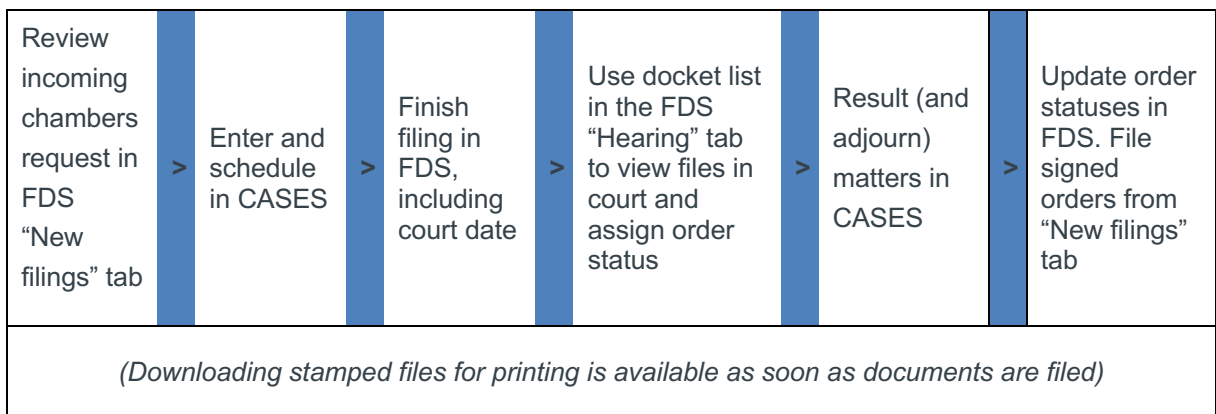


## NEW – Civil Justice Chambers

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.

 King's Bench Filing Digital Service  
Civil

DashboardActionsHelpChristopher Nash

2103 02245 - Review Mode Tracking review

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  
2103 02245

Area of law  
Civil

Category  
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 (4.24 KB)	<a href="#">Edit</a>
Affidavit in Support	---	File and stamp	2201-08889-Confirmation-Jan-05-2023 (3).pdf (4.24 KB)	<a href="#">Edit</a>
[Proposed] Order: Foreclosure	---	For Justice/Applications Judge signature	2201-08889-Confirmation-Jan-05-2023 (3).pdf (4.24 KB)	<a href="#">Edit</a>
[Proposed] Order: Judgement	---	For Justice/Applications Judge signature	2201-08889-Confirmation-Jan-05-2023 (3).pdf (4.24 KB)	<a href="#">Edit</a>

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

Must be verified and scheduled in CASES first.

Remedy sought

Remedy sought here

0/50 character limit

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

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	2103 02245
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	<a href="#">230</a>
Affidavit in Support	Aug 11, 2023	File and stamp	<a href="#">220</a>
[Proposed] Order: Foreclosure	Aug 11, 2023	For Justice/Applications Judge signature	<a href="#">220</a>
[Proposed] Order: Judgement	Aug 11, 2023	For Justice/Applications Judge signature	<a href="#">220</a>

### 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.

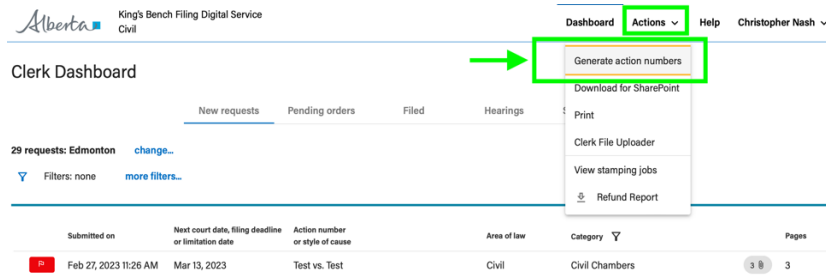
Requested court date not available. Please see application for your scheduled date and time.  
max 1000 characters

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](#).

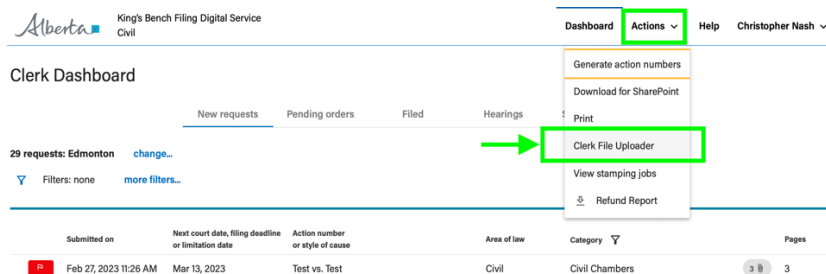


File and enter the documents into CASES.

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.

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”.



King's Bench Filing Digital Service  
Civil

Dashboard Actions ▾ Help

---

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

Enter full name

Reason for uploading

Action number

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

Verify

Verify that it brings up the correct file information.

Alberta

King's Bench Filing Digital Service  
Civil

DashboardActions ▼HelpChristopher Nash ▼

Filing requestDraftOptions ⋮

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

9 or 10 digit code, e.g. 2303 12345, E503 123456

Verify

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.


King's Bench Filing Digital Service  
Civil

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 filled

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.

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."

## 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 **Open** Options

1 Create upload Package 2 Identify documents 3 Review & Upload

**Upload & Review**

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

Category  
Civil Chambers

**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 **Open** Options

1 Create upload Package 2 Identify documents 3 Review & Upload

**Upload & Review**

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

Category  
Civil Chambers

**Uploads and details**

**Application (Form 27)**

0-55.0M.answled [Remove]

10/22/23 10:13:18 (Pages)

Updated: 10/26, 2023

**Order: To Appear**

0-55.0M.answled [Remove]

10/22/23 10:13:18 (Pages)

Updated: 10/26, 2023

**Priority**

☐ Emergency

**Affidavit**

0-55.0M.answled [Remove]

10/22/23 10:13:18 (Pages)

Updated: 10/26, 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 <b>Hearings</b> Search all requests					
<a href="#">← Back</a> 8 hearings: <b>Edmonton</b> <a href="#">Attending info</a>					
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	HRADJ	Jul 20, 2023
2	ES03 164293	PERSONAL REPRESENTATIVE	ADVICE AND DIRECTION	HRADJ	Jan 1, 9999
3	2203 14746	HARRISON PENA LLP	DEFAULT JUDGEMENT	NOA	---
4	1903 26131	TAYLOR JANIS LLP	WAIVE RULE 4.16(1)	HRADJ	Jul 12, 2023
5	2303 10807	LI, ANG	EVICTON	HRD	---
6	2303 10117	OMAR, LU	STAY OF EVICTION	HRD	---
7	2303 07349	YOUSEF, NANCY	VARY ORDER	HRADJ	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.*


King's Bench Filing Digital Service  
Civil

Dashboard Actions Help **Christopher Nash**

Filing request [Draft](#)

1 Create filing request 2 Identify documents

Options  
Delete/Cancel request

## 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."

Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Christopher Nash

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

Judicial Center Select Edmonton

Schedule Enter or Select 6/26/2023

Justice Chambers 10:00 am Open List

Application Judge Chambers 2 - SOME DAY 10:00 am Open List

Application Judge Chambers 1 - SOME DAY 10:00 am 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.*

Alberta King's Bench Filing Digital Service Civil

Dashboard Actions Help Ct

Clerk Dashboard

New requests Pending orders Filed Hearings Search all requests

< Back 14 hearings: Edmonton Attending info

Jun 27, 2023 - Justice Chambers Room Edmonton

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 Aug 4, 2023
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.

The screenshot shows the 'Clerk Dashboard' for the 'King's Bench Filing Digital Service - Civil'. The 'Hearings' tab is selected, showing a list of 6 hearings for 'Edmonton' on 'Jun 30, 2023 - Justice Chambers Room Edmonton'. The 'Attending info' button is highlighted with a green box and an arrow.

Docket #	Action number or style of cause	Law firm	Application	Hearing	Adjournment date
1	1903 13709	BROWNLEE LLP	SET LITIGATION PLAN		---
2	2203 00012	PROWSE CHOWNE LLP	CIVIL CONTEMPT	ADICN	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.

The screenshot shows the 'Clerk Dashboard' with a modal window titled 'Attending today's hearing:'. The modal has two sections: 'Justice attending today' and 'Clerk attending today', each with a 'Select' dropdown menu. There are 'Cancel' and 'Save' buttons at the bottom of the modal.

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

The screenshot shows the 'Clerk Dashboard' with the row for docket #5 highlighted with a green box. The row contains the following information: Docket # 5, Action number 2303 10416, Law firm WALSH LLP, Application INTERIM ORDER, Hearing (empty), and Adjournment date (empty).

Docket #	Action number or style of cause	Law firm	Application	Hearing	Adjournment date
1	1903 13709	BROWNLEE LLP	SET LITIGATION PLAN		---
2	2203 00012	PROWSE CHOWNE LLP	CIVIL CONTEMPT	ADICN	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.

Alberta King's Bench Filing Digital Service Civil Dashboard


2303 08642 Hearing scheduled

Law firm information


Law firm	Responsible lawyer	Requestor
----------	--------------------	-----------

Documents submitted


Applicant <sup>4</sup> Respondent <sup>0</sup> Other <sup>0</sup>

 [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.

Alberta King's Bench Filing Digital Service Civil Dashboard


2303 08642 Hearing scheduled

Law firm information


Law firm	Responsible lawyer	Requestor
----------	--------------------	-----------

Documents submitted


Applicant <sup>4</sup> Respondent <sup>0</sup> Other <sup>0</sup>

 [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.

The screenshot shows a web application interface with a modal dialog titled "Order Status". The dialog has a close button (X) in the top right corner. It displays the following information:

Responsible lawyer	Requestor
Dennis L. G...	Maude B...

Action Number	Style of Cause
2303 08642	Lichuk, Lesa vs. Wcb
	Alberta,Wcb Alberta Appeals
	Commission,...
Document Type	Remedy Sought
Order: Service of Documents	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

At the bottom right of the dialog are two buttons: "Cancel" (with an X icon) and "Apply" (with a checkmark icon).

## 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.

Clerk Dashboard

28 orders: Edmonton	change...			
		New requests	Pending orders	Filed
		Chambers orders	Desk orders	

Next steps	Hearing date	Submitted on	Action number or email address	Law firm
<a href="#">Sign to Submit</a>	May 17, 2023	May 16, 2023 8:34 AM	2303 00061	Paramount
<a href="#">Sign to Submit</a>	Jun 18, 2023	Jun 14, 2023 11:26 AM	2303 13862	NANDA & I
<a href="#">Sign to Submit</a>	Jun 20, 2023	Jun 18, 2023 2:03 PM	2303 13076	BISHOP &
<a href="#">Sign to Submit</a>	Jun 22, 2023	Jun 18, 2023 11:08 AM	2303 05585	Paramount
<a href="#">Sign to Submit</a>	Jun 22, 2023	Jun 18, 2023 11:11 AM	2303 05366	Paramount
<a href="#">Sign to Submit</a>	Jun 26, 2023	Jun 26, 2023 10:04 AM	2303 15295	Belmont &
<a href="#">Sign to Submit</a>	Jun 26, 2023	Jun 26, 2023 2:42 PM	2303 12409	Paramount
<a href="#">Sign to Submit</a>	Jun 28, 2023	Jun 18, 2023 11:07 AM	2303 13863	Paramount

Munaf Mohamed Test Rozina

2103 15255 Chelliah, Vithusan, Vinayagamorthy, Sathiyawathy vs. Sunderm...  
Remedy Sought: APPEAL AJ JUDGMENT

Document Type: Order: Civil Contempt and Liberty

Apply the following status:

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

Choose a Justice to assign:

Select

Justice Larry A. Ackert  
Justice B. H. Aloneissi  
Justice Lynn M. Angotti  
Justice Cheryl Arcand-Kootenay  
Justice R. Paul Belzil

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.*

Law firm information

Law firm: Responsible lawyer: Requestor:

Documents submitted

Applicant 3 Respondent 0 Other 0

2201-00345-Filed-2023-05-23-Affidavit.pdf  
41.44 KB (2 pages)  
Affidavit in Support  
Filed

2101-11649-FILED-2023-06-14-ORDER.pdf  
137.5 KB (2 pages)  
Order: Business and Corporate  
Justice to sign  
Edit Order Status

2101-11649-FILED-2023-06-14-APPLICATION.pdf  
172.73 KB (3 pages)  
Application (Form 27)  
Filed

Cancel Done



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

Alberta King's Bench Filing Digital Service Civil Dashboard

1903 13709 [Review complete \(Ready to file\)](#)

**Law firm information**

Law firm:  Responsible lawyer:  Requestor:

**Documents submitted**

Applicant <sup>1</sup> Respondent <sup>1</sup> Other <sup>1</sup>

[Chamber Application.pdf](#) <sup>1</sup> Filed

1.82 KB (1 page)

Application (Form 27)

[Order.pdf](#) <sup>1</sup> Signed by Justice

1.82 KB (1 page)

Order: Business and Corporate

[Order.pdf](#) <sup>1</sup> Signed by Justice

1.82 KB (1 page)

Order: Service of Documents

[Affidavit.pdf](#) <sup>1</sup> Filed

1.82 KB (1 page)

Affidavit of Default

[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	<sup>1</sup> HRADJ	Jul 7, 2023
2	2103 15255	KNISELY LAW	ATTACHMENT ORDER	<sup>1</sup> HRADJ	Jul 19, 2023
3	2103 15255	KNISELY LAW	APPEAL AJ JUDGMENT	<sup>1</sup> HRD	---
4	1103 14128	MLT AIKINS LLP	APPEAL AJ BIRKET4/14/23	<sup>1</sup> ADJ	Jan 1, 9999
5	1903 26131	TAYLOR JANIS LLP	WAIVE RULE 4.16(1)	<sup>1</sup> HRADJ	Jul 4, 2023
6	2303 07879	ASSIFF LAW OFFICE	SET TRIAL DATE	<sup>1</sup> HRADJ	Jul 18, 2023
7	2303 07879	CHOMICKI BARIL MAH LLP	SUMMARY DISMISSAL	<sup>1</sup> HRADJ	Jul 18, 2023
8	2303 10333	REP-HACHAEL AHERNE	REMEDY	<sup>1</sup> HRADJ	Jul 13, 2023
9	2303 08199	BURNT, DUCKWORTH & PALMER	APPEAL ORDER 6/5/23	<sup>1</sup> ADJ	Jan 1, 9999
10	2303 09026	TAYLOR JANIS LLP	INJUNCTION	<sup>1</sup> STRUC	---
11	2303 10706	RESP: DFAULT, NATALIE	VARY/STAY ORDER/ABRIDGE T	<sup>1</sup> 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

22 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
Jun 21, 2023 2:31 PM	Jun 15, 2024	2303 07349	Civil	Civil Chambers	10
Jun 20, 2023 2:44 PM	Jul 10, 2023	2303 07349	Civil	Civil Chambers	45
Jul 20, 2023 2:57 PM	Jul 16, 2023	2303 10603	Civil	Civil Chambers	29
Jun 21, 2023 12:23 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. Please go to list](#)

☒ This filing request has been successfully assigned to you.

**Law firm information**

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

**Filing request**

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

**Documents submitted**

Document type	Next court date, filing deadline or limitation date	File name	Status
Application for Order Restricting Access (Form 32)	---	<a href="#">2101-1049-FILED-2023-06-14-APPLICATION.pdf</a> (172.73 KB)	Filed
Affidavit of Attempted Service	---	<a href="#">2101-1049-FILED-2023-06-14-AFFIDAVIT.PDF</a> (728 MB)	Filed
Affidavit in Response	---	<a href="#">2101-1049-FILED-2023-06-14-AFFIDAVIT.PDF</a> (728 MB)	Filed
Order: Business and Corporate	---	<a href="#">2101-1049-FILED-2023-06-14-ORDER.pdf</a> (1315 KB)	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. Please go to list](#)

☒ This filing request has been successfully assigned to you.

**Law firm information**

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

**Filing request**

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

**Documents submitted**

Document type	Next court date, filing deadline or limitation date	File name	Status
Application for Order Restricting Access (Form 32)	---	<a href="#">2101-1049-FILED-2023-06-14-APPLICATION.pdf</a> (172.73 KB)	Filed
Affidavit of Attempted Service	---	<a href="#">2101-1049-FILED-2023-06-14-AFFIDAVIT.PDF</a> (728 MB)	Filed
Affidavit in Response	---	<a href="#">2101-1049-FILED-2023-06-14-AFFIDAVIT.PDF</a> (728 MB)	Filed
Order: Business and Corporate	---	<a href="#">2101-1049-FILED-2023-06-14-ORDER.pdf</a> (1315 KB)	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).

King's Bench Filing Digital Service  
Civil

Dashboard Actions Help Christopher Nash

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 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 “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)*

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	Pages
<input checked="" type="checkbox"/>	Dec 8, 2021 7:28 AM	2101 13064	Civil	General Filing and Claims	1 8
<input checked="" type="checkbox"/>	Nov 23, 2021 3:09 PM	2101 13035	Civil	Justice Desk Application	1 8

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

Queen's Bench  
Filing Digital Service

Dashboard
Actions
Dennis Breen

Download for SharePoint Document Hub

2 requests: Calgary
change...
Download selected

Filters: none
more filters...

<input checked="" type="checkbox"/> Select all	Last Updated on	Action number	Area of law	Category	
<input checked="" type="checkbox"/>	Dec 8, 2021 7:28 AM	2101 13064	Civil	General Filing and Claims	1 B
<input checked="" type="checkbox"/>	Nov 23, 2021 3:09 PM	2101 13035	Civil	Justice Desk Application	1 B

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.

Final processing

Downloaded 1 package (2 documents; 2 pages total)

Please confirm that the downloaded files have all been printed.

☒ Confirm

Cancel
Finish

*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*

# 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)

The screenshot shows the 'Clerk Dashboard' for the 'King's Bench Filing Digital Service'. In the top right corner, there is a navigation bar with 'Dashboard', 'Actions', 'Help', and 'Christopher Nash'. The 'Actions' menu is open, showing options: 'Generate action numbers', 'Download for SharePoint', 'Print', 'View stamping jobs', and 'Refund Report'. The 'Print' option is highlighted with a green box. A green arrow points from the 'Print' option to the '44 requests: Calgary' section below. The '44 requests: Calgary' section shows a table of requests with columns: Submitted on, Next court date, filing deadline or limitation date, Action number or style of cause, Area of law, Category, and Pages. The table lists 6 requests, all under the 'General Filing and Claims' category.

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	18 1
May 27, 2022 10:30 AM	May 30, 2022	2201 00177	Civil	General Filing and Claims	28 2
May 31, 2022 4:33 PM	Jun 1, 2022	2201 00111	Civil	General Filing and Claims	28 2
Jan 25, 2022 7:35 AM	---	2101 00088	Civil	General Filing and Claims	18 1
Feb 17, 2022 1:43 PM	---	1701 00222	Civil	General Filing and Claims	28 3
Jun 8, 2022 1:27 PM	---	2201 00092	Civil	General Filing and Claims	18 3

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

The screenshot shows the 'Download packages for final processing' page. It includes a disclaimer: 'Disclaimer: packages displayed here have been filed and entered into CASES.' Below this, it says '219 requests: Calgary' and 'Download selected'. The page shows a table of requests with columns: Filed on, Action number, Area of law, Category, and Pages. The table lists 8 requests, all under the 'Applications Judges Desk Application' category.

Filed on	Action number	Area of law	Category	Pages
May 10, 2023 2:43 PM	2201 09727	Civil	Applications Judges Desk Application	28 25
May 10, 2023 2:27 PM	2201 08556	Civil	Applications Judges Desk Application	28 26
May 10, 2023 2:19 PM	2201 11882	Civil	Applications Judges Desk Application	28 37
May 10, 2023 2:15 PM	2201 08775	Civil	Applications Judges Desk Application	28 22
May 10, 2023 1:38 PM	2301 01792	Civil	Applications Judges Desk Application	28 13
May 10, 2023 1:35 PM	2301 03963	Civil	General Filing and Claims	18 2
May 10, 2023 1:34 PM	1701 17070	Civil	Applications Judges Desk Application	38 8
May 10, 2023 1:33 PM	2301 04941	Civil	General Filing and Claims	48 8

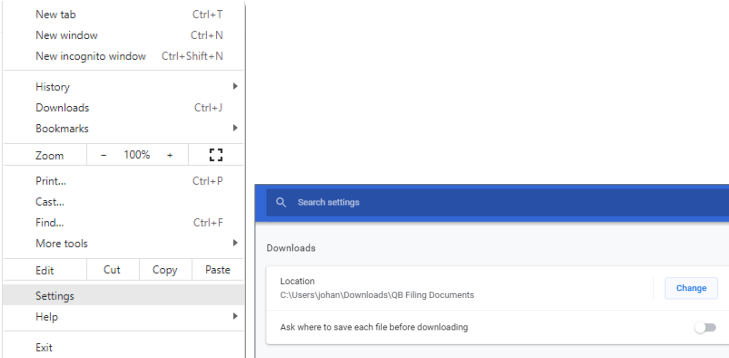
Click the checkboxes to select the requests that need to be printed. You can select individual packages (containing 1 or more documents) or “Select all”. Click the “Download selected” button, and the files will be downloaded to the default selected folder.

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

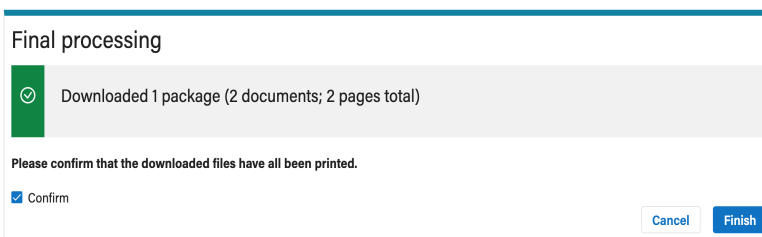
The screenshot shows the 'Download packages for final processing' page with checkboxes selected for several requests. A green arrow points to the 'Download selected' button. The table lists 9 requests, with the first 4 selected (checked) and the last 5 unselected (unchecked).

Filed on	Action number	Area of law	Category	Pages
May 24, 2023 8:56 AM	1301 01215	Civil	General Filing and Claims	18 1
May 24, 2023 8:56 AM	1301 01244	Civil	General Filing and Claims	18 1
May 24, 2023 8:55 AM	1301 01245	Civil	General Filing and Claims	18 1
May 24, 2023 8:55 AM	1401 01214	Civil	General Filing and Claims	18 1
May 4, 2023 2:31 PM	2101 12345	Civil	General Filing and Claims	18 19
May 4, 2023 2:27 PM	2101 12345	Civil	General Filing and Claims	18 19
Apr 19, 2023 8:46 AM	2101 12345	Civil	General Filing and Claims	18 1
Apr 13, 2023 7:40 AM	1201 12345	Civil	Justice Desk Application	28 2
Apr 13, 2023 7:37 AM	1201 12345	Civil	Justice Desk Application	38 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

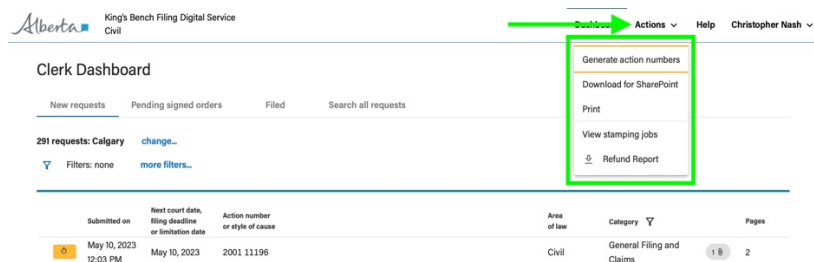
In order to coordinate the creation of new action numbers across different methods of filing requests, you will need to generate action numbers using the Filing Digital Service.

([gb-filing.alberta.ca/clerk/action-number](http://gb-filing.alberta.ca/clerk/action-number))

**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.

**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](http://gb-filing.alberta.ca/clerk/action-number).

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.



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

A screenshot of the 'Generate an action number' form. The form includes fields for 'Area of law' (set to 'Civil'), 'Judicial centre' (set to 'Calgary'), 'Filing method' (set to 'Select'), and 'Style of cause'. Below these, there are fields for 'Name of plaintiff' and 'Name of defendant', each with a sub-label 'Last name, First name'. A 'Generate action number' button is at the bottom.



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Record the generated action number on the physical documents.

Once recorded, click “Done”.

**Record this number on the documents for filing**

Action number

**2101 00408**

**Discard**

**Done**

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

Discard action number

Reason

Cancel Discard

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 ⓘ	Action number or style of cause	Category ⓘ	
 Apr 15, 2024 1:04 PM	Apr 15, 2024	1801 02154	General Filing and Claims	1 ⓘ 1 ⓘ
 Feb 24, 2023 10:12 AM	---	1401 12135	General Filing and Claims	2 ⓘ 2 ⓘ 
 May 16, 2023 3:26 PM	---	1201 02121	General Filing and Claims	1 ⓘ 1 ⓘ 
 May 16, 2023 3:29 PM	---	1201 01254	General Filing and Claims	1 ⓘ 1 ⓘ 
 Nov 9, 2023 12:40 PM	---	test vs. test	General Filing and Claims	1 ⓘ 1 ⓘ
 Nov 9, 2023 12:40 PM	---	1301 02144	General Filing and Claims	1 ⓘ 1 ⓘ
Sep 25, 2023 2:34 PM	Sep 27, 2023	1201 01245	General Filing and Claims	1 ⓘ 1 ⓘ 
Nov 8, 2023 8:54 AM	Nov 8, 2023	1801 02125	General Filing and Claims	1 ⓘ 1 ⓘ
Nov 17, 2023 9:18 AM	Nov 17, 2023	2101 12345	General Filing and Claims	1 ⓘ 1 ⓘ
May 15, 2024 1:42 PM	May 31, 2024	2101 12345	General Filing and Claims	1 ⓘ 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.

2101 12345 - 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	Type of submission	Action number / Style of cause	Area of law	Category
Calgary	Subsequent	2101 12345	Civil	General Filing and Claims

**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-smal.pdf (1022.97 KB)	<a href="#">Edit</a>

⚠ 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**

Action number  
2101 12345

**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

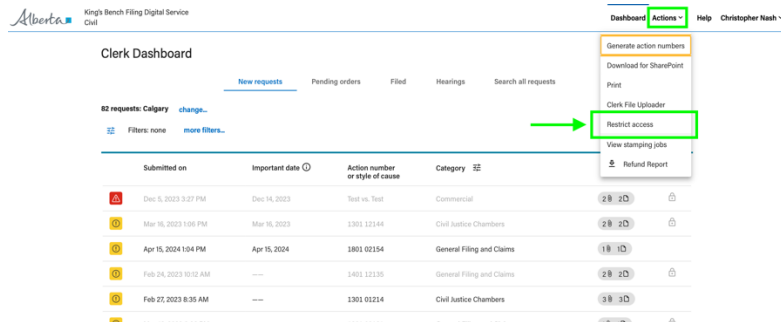
**Restricted or Sealed Documents**

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.

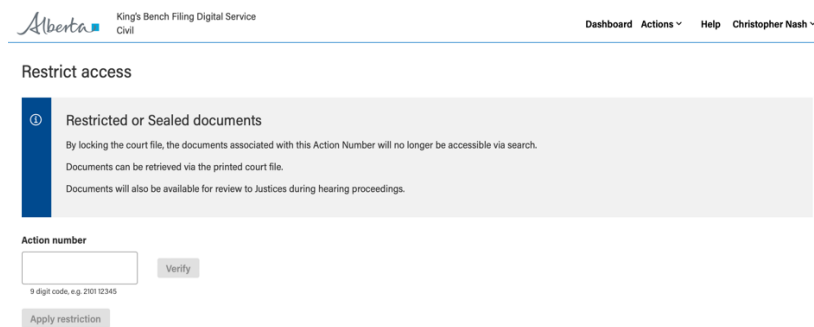
## Lock action number for restricting order not filed in FDS

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.

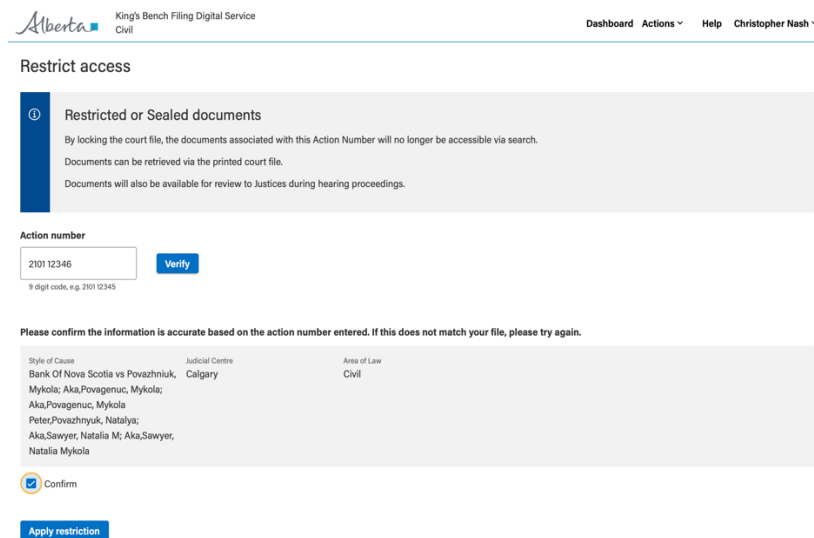
Under the Actions menu, choose "restrict access"



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.

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**Law firm information**

Law firm	Responsible lawyer	Requestor	Email

**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
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**Documents submitted**

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

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

**Filing Fee exemptions**

Document type	File name
Government Lawyer Letter	<a href="#">D-50_OM-small.pdf</a> (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	<a href="#">D-50_OM-small.pdf</a> (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 [beta-generated](#) service. [Details](#)

King's Bench Filing Digital Service

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 vs. Name of defendant

Last name, first name Last name, first name

Generate action number

Download CSV report

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
AreaOfLawCode	JudicialCentreCode	ActionNumber	FilingMethod	Description	StyleOfCause	ifDiscarded	DiscardReason	CreatedBy	CreatedOn	
CV		3 2303 04412	email		Royal Bank of Canada vs. Pittman	TRUE	Had to reject	Tracy Geneau	03/10/2023 18:22:48	
CV		4 2304 02136	qb-filing		ALBRIANA LOTZKE vs. WILLIAM	FALSE		Vincent Lemo	03/10/2023 18:45:40	
CV		1 2301 03321	qb-filing		BALDWIN vs. PARLAN et al	FALSE		Candace Taylor	03/11/2023 08:15:47	
CV		1 2301 03322	qb-filing		BALDWIN vs. ATIQ et al	FALSE		Candace Taylor	03/11/2023 08:19:22	
CV		1 2301 03323	qb-filing		ABDOUL vs. ROSE et al	FALSE		Candace Taylor	03/11/2023 08:21:36	
CV		1 2301 03324	qb-filing		HALAT vs. ONCEL et al	FALSE		Candace Taylor	03/11/2023 08:25:05	
CV		1 2301 03325	qb-filing		IBRAHIM et al vs. HIGLIS et al	FALSE		Candace Taylor	03/11/2023 08:29:04	
CV		1 2301 03326	qb-filing		MAUR LARSH by his Litigation Rep	FALSE		Candace Taylor	03/11/2023 08:34:03	
CV		1 2301 03327	qb-filing		KAVIANDRA vs. 15+ INC. et al	FALSE		Candace Taylor	03/11/2023 08:38:09	
CV		3 2303 04413	email		Raven Christina Youngdref et al	FALSE		Christina Wile	03/11/2023 09:02:21	
CV		3 2303 04414	email		COLLING, Doris vs. TRETANENDO	FALSE		Harleen Bana	03/11/2023 09:18:01	
CV		3 2303 04415	email		HS MAJESTY THE KING IN RIGHT	FALSE		Brendolyn Clarke	03/11/2023 09:36:18	
CV		4 2304 02137	email		north view vs. brenton, samuel	FALSE		MacKenzie Brett	03/11/2023 09:40:28	
CV		3 2303 04416	email		HS MAJESTY THE KING IN RIGHT	FALSE		Brendolyn Clarke	03/11/2023 10:02:29	
CV		1 2301 03328	qb-filing		Strategic Realty Services Inc. vs. S	FALSE		Candace Taylor	03/11/2023 10:28:52	
CV		4 2304 02138	email		royal leauge the really group v. f	FALSE		MacKenzie Brett	03/11/2023 10:42:30	
CV		3 2303 04417	email		Director of Recoveries vs. Khazay	FALSE		Harleen Bana	03/11/2023 10:42:44	
CV		3 2303 04418	email		HS MAJESTY THE KING IN RIGHT	FALSE		Brendolyn Clarke	03/11/2023 10:48:55	
CV		3 2303 04419	email		Royal Bank of Canada vs. Rex, Bob	FALSE		Joannea Hammond	03/11/2023 10:51:58	
CV		3 2303 04420	email		HS MAJESTY THE KING IN RIGHT	FALSE		Brendolyn Clarke	03/11/2023 11:03:58	
CV		3 2303 04421	email		HS MAJESTY THE KING IN RIGHT	FALSE		Brendolyn Clarke	03/11/2023 11:16:02	
CV		3 2303 04422	email		156304 Alberta Ltd vs. Palmer, S	FALSE		Harleen Bana	03/11/2023 11:21:52	
CV		3 2303 04423	email		Canadian Tire Bank vs. Elliott, Phil	FALSE		Harleen Bana	03/11/2023 11:26:05	
CV		3 2303 04424	email		SERVUS CREDIT UNION LIMITED	FALSE		Brendolyn Clarke	03/11/2023 11:40:03	
CV		3 2303 04425	email		EASYFINANCIAL SERVICES INC. vs	FALSE		Brendolyn Clarke	03/11/2023 11:58:40	
CV		3 2303 04426	email		Canadian Imperial Bank of Comm	FALSE		Harleen Bana	03/11/2023 12:05:52	
CV		3 2303 04427	email		Bank of Montreal vs. Walters, Car	FALSE		Harleen Bana	03/11/2023 12:11:41	
CV		3 2303 04428	email		EASYFINANCIAL SERVICES INC. vs	FALSE		Brendolyn Clarke	03/11/2023 12:15:58	
CV		3 2303 04429	email		Sensus Credit Union Limited vs. Ca	FALSE		Harleen Bana	03/11/2023 12:20:51	
CV		3 2303 04430	email		Telus communications Inc vs. Sew	FALSE		Harleen Bana	03/11/2023 12:24:04	
CV		3 2303 04431	email		EASYFINANCIAL SERVICES INC. vs	FALSE		Brendolyn Clarke	03/11/2023 12:34:00	
CV		3 2303 04432	email		HS Majesty the King in Right vs. S	FALSE		Harleen Bana	03/11/2023 12:37:01	
CV		3 2303 04433	email		Director of Recoveries vs. MURRA	FALSE		Harleen Bana	03/11/2023 12:42:26	
CV		3 2303 04434	email		TELU COMMUNICATIONS INC. v	FALSE		Brendolyn Clarke	03/11/2023 12:52:21	
CV		3 2303 04435	email		EnviFinancial vs. Bernard Dine-M	FALSE		Cara Saffiah	03/11/2023 13:00:10	
CV		3 2303 04436	email		Centro Wholesale Canada Ltd vs.	FALSE		Leri Gonzalez	03/11/2023 13:19:28	
CV		3 2303 04437	email		ECG Canada vs. Orendi, Paul	FALSE		Harleen Bana	03/11/2023 13:26:54	
CV		3 2303 04438	email		CFG CANADA FUNDING, LLC vs. S	FALSE		Brendolyn Clarke	03/11/2023 13:42:44	
CV		3 2303 04439	email		Central Data Bank vs. Holway, Ter	FALSE		Anthony Sempron	03/11/2023 13:53:00	
action-numbers										

# 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 'Clerk Dashboard' for the 'King's Bench Filing Digital Service Civil'. The 'Actions' menu is open, and the 'Refund Report' option is highlighted with a green box and an arrow. The dashboard also shows 44 requests for Calgary and various 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	2101.00055	Civil	General Filing and Claims	1 1
May 27, 2022 10:30 AM	May 30, 2022	2201.00177	Civil	General Filing and Claims	2 2
May 31, 2022 4:33 PM	Jun 1, 2022	2201.00111	Civil	General Filing and Claims	2 2
Jan 25, 2022 7:35 AM	---	2101.00088	Civil	General Filing and Claims	1 1
Feb 17, 2022 1:43 PM	---	1701.00222	Civil	General Filing and Claims	2 3
Jun 8, 2022 1:27 PM	---	2201.00092	Civil	General Filing and Claims	1 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-xxxxxxxxxxxx
7	167877	2201.10746	Withdrawn	05/25/2023 17:42:59	2	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
8	167875	2201.10744	Withdrawn	05/25/2023 17:42:01	2	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
9	156261	2203.15329	Withdrawn	04/24/2023 22:17:14	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
10	143162	2301.02814	Withdrawn	03/20/2023 15:44:35	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
11	157861		Withdrawn	04/27/2023 21:02:35	258	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
12	165740	2303.00596	Withdrawn	05/18/2023 18:34:02	53	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
13	165735	2303.00595	Withdrawn	05/18/2023 18:28:39	53	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
14	169192	2301.02658	Withdrawn	05/29/2023 20:53:54	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
15	157981	2201.12495	Withdrawn	04/27/2023 21:33:31	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
16	165625	2201.07488	Withdrawn	05/18/2023 16:15:24	20	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
17	163689	2101.05383	Withdrawn	05/12/2023 18:38:38	1	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
18	165732	2303.00595	Withdrawn	05/18/2023 18:19:29	53	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
19	168081	2201.12037	Withdrawn	05/25/2023 21:01:11	2	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
20	168190	1801.14180	Withdrawn	05/26/2023 01:22:07	20	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
21	168703	2203.08477	Withdrawn	05/26/2023 22:23:06	4	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
22	165335	2001.11763	Withdrawn	05/17/2023 19:41:23	3	xxxx	xxxxxxxxxx	xx-xxxx-xxxx-xxxxxxxxxxxx
23								

*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

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**

AM	---	2003 01880	Civil	General
AM	---	1803 12345	Civil	General
AM	---	2203 00025 has been queued for stamping.		Civil
				General

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

Dashboard	Actions ▾	Help	RCAST
Generate action numbers Download for SharePoint Print View stamping jobs			
Category		Status	

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: <b>Edmonton</b> <a href="#">change...</a>					
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, Anm 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](mailto:Cara.Safieh@gov.ab.ca)
- Candace Taylor (Calgary): [Candace.Taylor@gov.ab.ca](mailto:Candace.Taylor@gov.ab.ca)
- Chris Walker (Red Deer): [christopher.w.walker@gov.ab.ca](mailto:christopher.w.walker@gov.ab.ca)
- Darla Hartigan (Lethbridge): [darla.hartigan@gov.ab.ca](mailto:darla.hartigan@gov.ab.ca)
- Kimberly Bishop (Wetaskiwin): [kimberly.bishop@gov.ab.ca](mailto:kimberly.bishop@gov.ab.ca)

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

Christopher J. Nash  
Service Designer  
Justice Digital  
[christopher.j.nash@gov.ab.ca](mailto:christopher.j.nash@gov.ab.ca)

Alexa Horabin  
Manager, Digital Product Delivery  
Court & Justice Services  
[alexa.horabin2@gov.ab.ca](mailto:alexa.horabin2@gov.ab.ca)

Lawyer inquiries of a technical nature can be forwarded to:

[JSG.FilingSupport@gov.ab.ca](mailto: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](mailto: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](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.

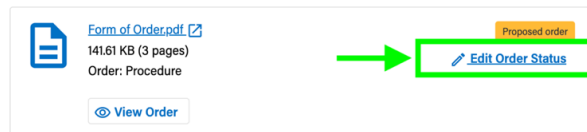
Note that you can use your same account login information (username, email, password) to create accounts in any Justice Digital service. As they are separate services, **please ensure you use the correct service** to file the relevant submissions.

## 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.

A screenshot of the 'Order Status' dialog box in FDS. The dialog box has a title bar with a close button (X). It contains the following information: Action Number: 2303 13334; Style of Cause: Lac Ste. Anne County vs. Justin Kapalka; Document Type: Order: Procedure; Remedy Sought: Order to Comply. Below this information, it says 'Apply the following status:' and lists seven radio button options: CGO, Justice to sign, Lawyer to prepare, No appearance, No order granted, Referred, Reserved, and Signed in court. At the bottom right, there are two buttons: 'Cancel' and 'Apply'.

<b>CGO</b>	<p>Justice has directed that the court generate an order for this matter.</p> <ul style="list-style-type: none"> <li>• <i>(End state: no further action for this order within FDS)</i></li> <li>• <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></li> </ul>
<b>Justice to sign</b>	<p>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.</p>
<b>Lawyer to prepare</b>	<p>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).</p> <ul style="list-style-type: none"> <li>• <i>(In the future, we plan to add functionality that allows counsel to resubmit updated Chambers orders using FDS).</i></li> </ul>
<b>No appearance</b>	<p>Parties did not attend court for this order/matter.</p> <ul style="list-style-type: none"> <li>• <i>(End state: no further action for this order within FDS)</i></li> </ul>
<b>No order granted</b>	<p>Justice heard this matter, but did not grant an order.</p> <ul style="list-style-type: none"> <li>• <i>(End state: no further action for this order within FDS)</i></li> </ul>
<b>Referred</b>	<p>Justice referred this matter to another court, such as Applications Judge Chambers.</p> <ul style="list-style-type: none"> <li>• <i>(End state: no further action for this order within FDS)</i></li> </ul>
<b>Reserved</b>	<p>Justice reserved decision on this order/matter.</p> <ul style="list-style-type: none"> <li>• <i>(End state: no further action for this order within FDS)</i></li> </ul>
<b>Signed in court</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• <i>(End state: no further action for this order within FDS)</i></li> </ul>