

King's Bench Filing Digital Service – Civil

User Guide: Lawyers and Legal Assistants

July 2024

Table of Contents

Filing Digital Service – Civil	3
User accounts	4
Create lawyer account.....	5
Create a Legal Assistant account.....	9
Email notifications.....	14
Filing requests	15
Your dashboard	15
Submit a general filing request.....	16
Submit a Desk Application (without notice).....	29
Submit a Justice Chambers Application.....	42
Submit a Commercial filing request.....	55
Downloading filed and stamped documents.....	66
Resubmitting a request after rejection by clerk	68
Withdrawing a request after rejection	70
Deleting drafts	70
Accounting and records of payment.....	71
Lawyers who do not pay fees	73
Submitting an order to seal/restrict.....	74
About the service	75
Contact information	75
More help and resources.....	76
Other available Justice Digital services	76

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 and desk applications (without notice).

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

The full list of currently accepted filing document types is available here:
https://qb-filing.alberta.ca/assets/docs/KBFiling-Accepted_Document_Types.pdf

Service currently available for use by:

- Active and practicing Alberta lawyers
- Their legal assistants

Service not currently available for:

- Self-represented litigants
- Out-of-province lawyers
- 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 that include a fee waiver
- Submissions where the fee varies (i.e., request for trial date, money paid into court)
- Civil Justice Chambers applications, except for the new Edmonton pilot
- 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

Filing Digital Service accounts are granted to individuals within law firms. There is no consolidated team or admin account. Each person that uses the service must create their own account, which is distinct from “Charge accounts” or “Fax filing accounts” previously established with the Courts.

There are two types of Filing Digital Service accounts:

- Lawyer accounts
- Legal Assistant accounts

Be sure to select the correct role when creating your account.

To create an account to use the service, you will need:

- Your law firm name and location, as listed with Law Society of Alberta
- Your name and Bar ID number as listed with the Law Society of Alberta

Note: Students-at-Law should create a Legal Assistant account to file using FDS. After becoming a member of the Law Society of Alberta, you can create a full Lawyer account.

Note: Users can access multiple Justice Digital services with one account. If you are moving law firms, you should not create a new account.

If you already have an online account with any of the following services:

- Adjournment Digital Service
- King’s Bench Court Case Management — Commercial List
- King’s Bench Filing Digital Service (Civil)
- King’s Bench Filing Digital Service (Family & Divorce)
- Surrogate Digital Service
- Transcripts Digital Service

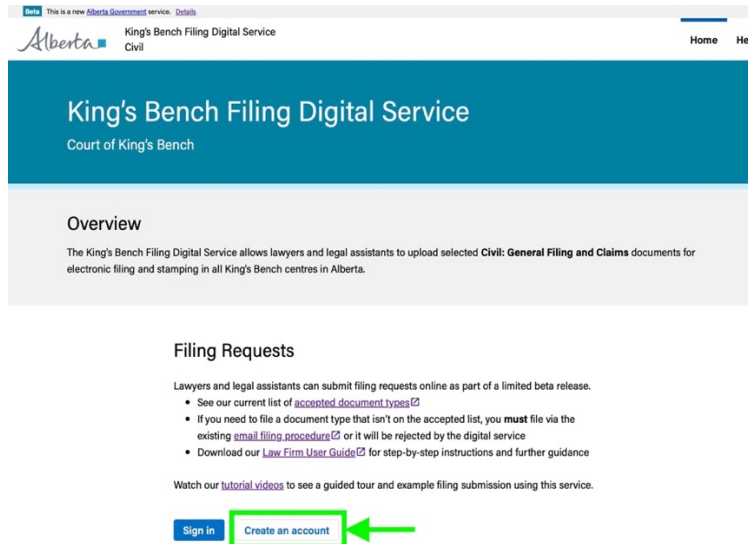
...a new account should not be created in order to access the King’s Bench Filing Digital Service. Sign in with the same email and password you use for your other existing account. You will be prompted to complete account set up for access to KB Civil Filing Digital Service.

Create lawyer account

Go to <https://qb-filing.alberta.ca/>.

Under “Filing Requests” you can choose “Sign in” or “Create an account”. If you are new to the service, you will need to create an account, so click “Create an account.”

Tip: Bookmark this page to easily access the KB Filing application in the future.



King's Bench Filing Digital Service
Court of King's Bench

Overview

The King's Bench Filing Digital Service allows lawyers and legal assistants to upload selected **Civil: General Filing and Claims** documents for electronic filing and stamping in all King's Bench centres in Alberta.

Filing Requests

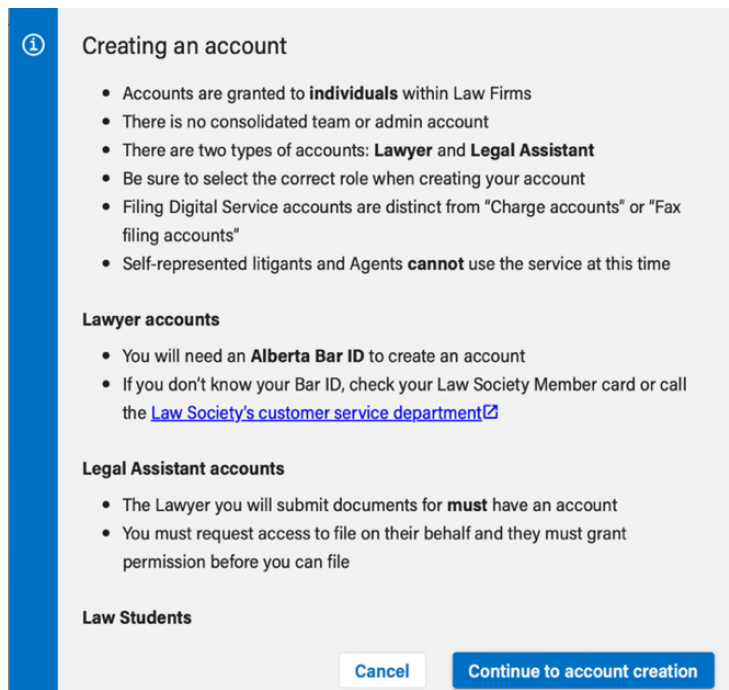
Lawyers and legal assistants can submit filing requests online as part of a limited beta release.

- See our current list of [accepted document types](#)
- If you need to file a document type that isn't on the accepted list, you **must** file via the existing [small filing procedure](#) or it will be rejected by the digital service
- Download our [Law Firm User Guide](#) for step-by-step instructions and further guidance

Watch our [tutorial videos](#) to see a guided tour and example filing submission using this service.

[Sign in](#) [Create an account](#)

Read the requirements for creating a new account, then click “Continue to account creation” to begin the process of setting up your account.



1 Creating an account

- Accounts are granted to **individuals** within Law Firms
- There is no consolidated team or admin account
- There are two types of accounts: **Lawyer** and **Legal Assistant**
- Be sure to select the correct role when creating your account
- Filing Digital Service accounts are distinct from “Charge accounts” or “Fax filing accounts”
- Self-represented litigants and Agents **cannot** use the service at this time

Lawyer accounts

- You will need an **Alberta Bar ID** to create an account
- If you don't know your Bar ID, check your Law Society Member card or call the [Law Society's customer service department](#)

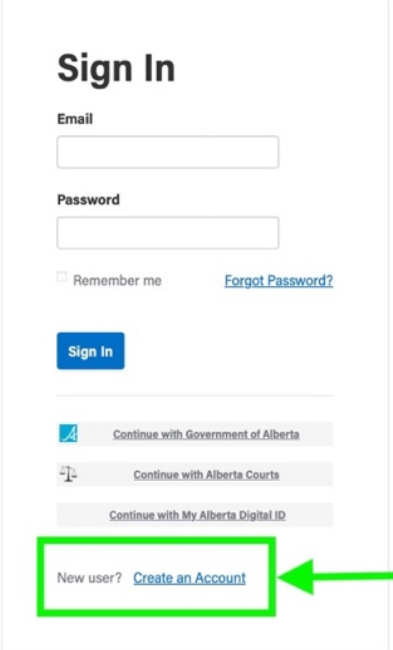
Legal Assistant accounts

- The Lawyer you will submit documents for **must** have an account
- You must request access to file on their behalf and they must grant permission before you can file

Law Students

[Cancel](#) [Continue to account creation](#)

Choose “New user? Create an account” link at the bottom of the sign in form.




Sign In


Email


Password

Remember me [Forgot Password?](#)

Sign In

 Continue with Government of Alberta

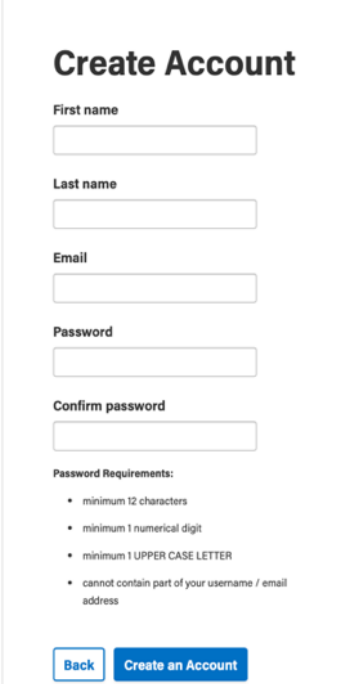
 Continue with Alberta Courts

 Continue with My Alberta Digital ID

New user? [Create an Account](#)

Add your name and email.
Please use your email address
associated with your law firm.
(e.g., yourname@lawfirm.com)

Create a secure password,
then click “Create an Account”



Create Account

First name

Last name

Email

Password

Confirm password

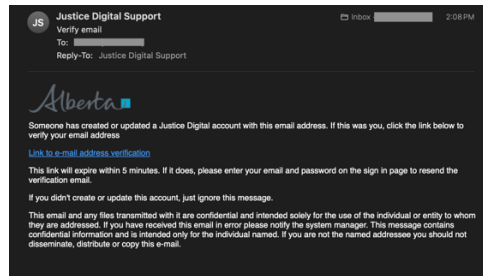
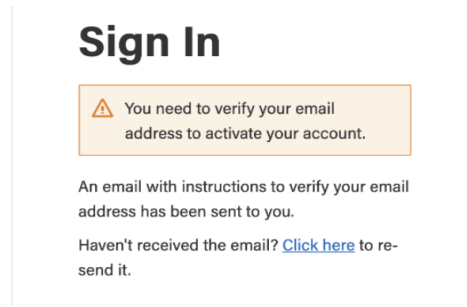
Password Requirements:

- minimum 12 characters
- minimum 1 numerical digit
- minimum 1 UPPER CASE LETTER
- cannot contain part of your username / email address

Back **Create an Account**

You will receive an email containing a verification link to click.

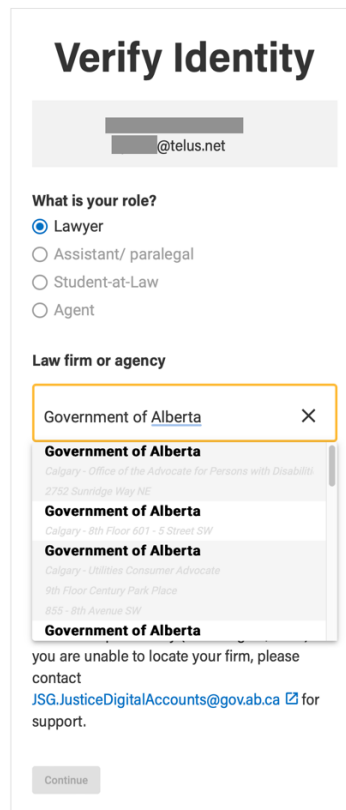
This link expires after 5 minutes, so you should complete this step right away. If your verification link expires, you can go back to the application, and attempt to sign in again. The verification email will be sent again. Once validated, you will be able to complete your account registration process on the service site.



Once your email address has been verified, you'll be asked to identify your legal capacity as lawyer. Remember, you will need:

- Your Law firm name and location, as listed with Law Society of Alberta. Start typing the name of the firm, give it a few seconds, and a list of matching firms will appear. Select the firm for your location.
- Your Bar ID number from the Law Society of Alberta.

Lawyers are encouraged to visit the Law Society of Alberta lawyer directory to confirm the official law practice location and other details, as FDS pulls account information directly from the LSA during the account creation process



Granting access to legal assistants. (Optional)

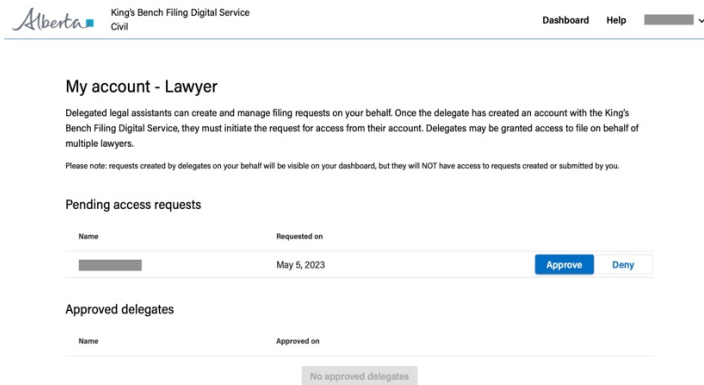
You can delegate Legal Assistants to file on your behalf. **The legal assistant must first create an account and then initiate the request.** You will receive an email to notify you when your legal assistant(s) request access. Once your account is set up, you will have access to view your filing requests, and any requests created by your legal assistants on your behalf.

View delegation requests and any existing delegations by clicking on your name in the upper right corner of the page, and selecting “My Account”.



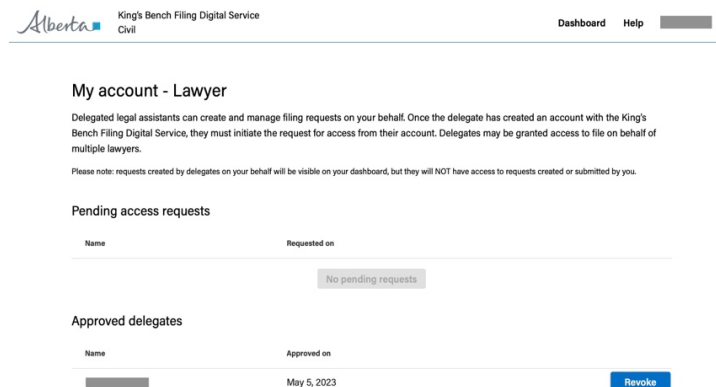
The screenshot shows the top navigation bar of the King's Bench Filing Digital Service. The user's name, 'Derek Nash', is in the top right corner. A dropdown menu is open, and the 'My account' option is highlighted with a green box and a green arrow pointing to it. Other options in the menu include 'Download accounting CSV' and 'Logout'. Below the navigation bar, the 'Filing requests' section is visible, showing a table with columns for 'Date submitted', 'Date filed', 'Action number / Style of cause', 'Lawyer's file number', 'Category', and 'Status'. A single row is shown with a 'Draft' status and a 'Reassign' button.

Under “Pending access requests” you can approve or deny any access requests.



The screenshot shows the 'My account - Lawyer' page. It includes a section for 'Pending access requests' with a table containing one entry. The entry has a redacted name and a 'Requested on' date of 'May 5, 2023'. There are 'Approve' and 'Deny' buttons next to the entry. Below this, there is a section for 'Approved delegates' which currently shows 'No approved delegates'.

You also use this screen to remove (revoke) access to any assistants who should no longer be filing on your behalf.



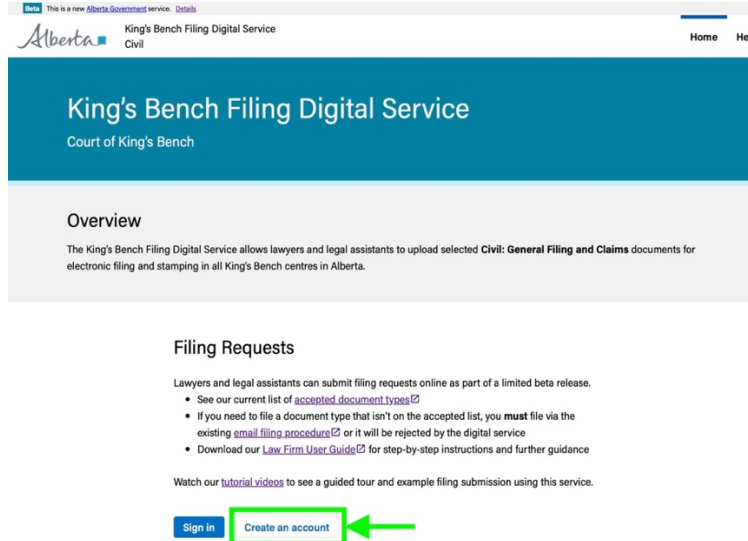
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Create a Legal Assistant account

Go to <https://qb-filing.alberta.ca/>.

Under “Filing Requests” you can choose “Sign in” or “Create an account”. If you are new to the service, you will need to create an account, so click “Create an account.”

Tip: Bookmark this page to easily access the KB Filing application in the future.



King's Bench Filing Digital Service
Court of King's Bench

Overview

The King's Bench Filing Digital Service allows lawyers and legal assistants to upload selected **Civil: General Filing and Claims** documents for electronic filing and stamping in all King's Bench centres in Alberta.

Filing Requests

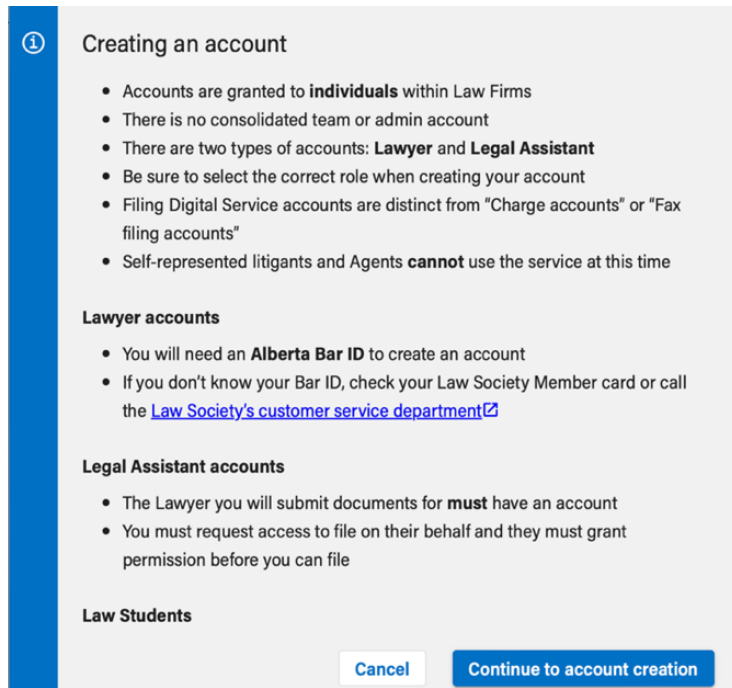
Lawyers and legal assistants can submit filing requests online as part of a limited beta release.

- See our current list of [accepted document types](#)
- If you need to file a document type that isn't on the accepted list, you **must** file via the existing [small filing procedure](#) or it will be rejected by the digital service
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[Sign in](#) [Create an account](#)

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- Self-represented litigants and Agents **cannot** use the service at this time

Lawyer accounts

- You will need an **Alberta Bar ID** to create an account
- If you don't know your Bar ID, check your Law Society Member card or call the [Law Society's customer service department](#)

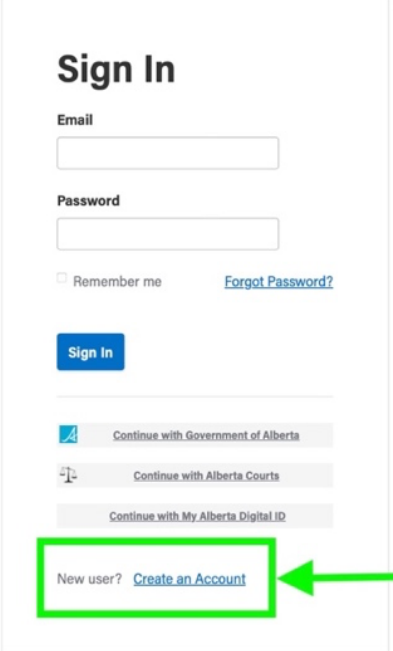
Legal Assistant accounts

- The Lawyer you will submit documents for **must** have an account
- You must request access to file on their behalf and they must grant permission before you can file

Law Students

[Cancel](#) [Continue to account creation](#)

Choose “New user? Create an account” link at the bottom of the sign in form.




Sign In


Email


Password

Remember me [Forgot Password?](#)

Sign In

 Continue with Government of Alberta

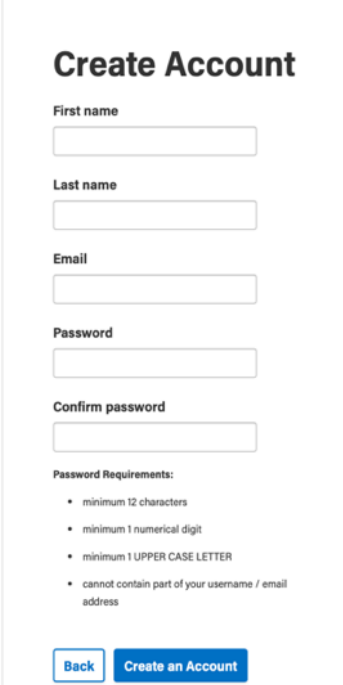
 Continue with Alberta Courts

 Continue with My Alberta Digital ID

New user? [Create an Account](#)

Add your name and email.
Please use your email address associated with your law firm.
(e.g., yourname@lawfirm.com)

Create a secure password,
then click “Create an Account”



Create Account

First name

Last name

Email

Password

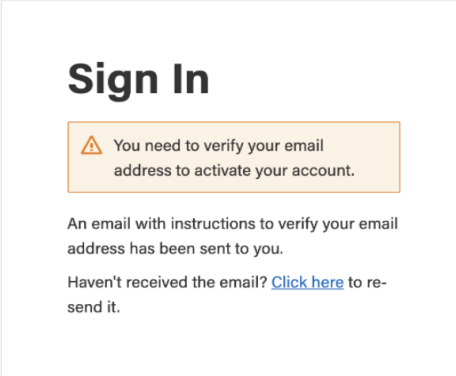
Confirm password

Password Requirements:


- minimum 12 characters
- minimum 1 numerical digit
- minimum 1 UPPER CASE LETTER
- cannot contain part of your username / email address

Back **Create an Account**

You will receive an email containing a verification link to click. This link expires after 5 minutes, so you should complete this step right away. If your verification link expires, you can go back to the application, and attempt to sign in again. The verification email will be sent again. Once validated, you will be able to complete your account registration process on the service site.



Sign In

 You need to verify your email address to activate your account.

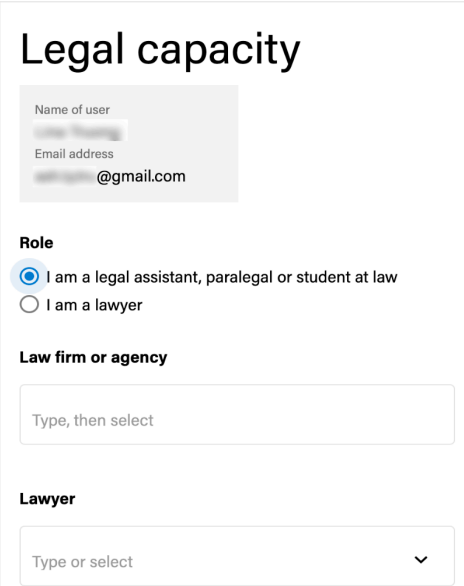
An email with instructions to verify your email address has been sent to you.

Haven't received the email? [Click here](#) to re-send it.

Once your email address has been verified, you'll be asked to identify your Legal Capacity.

You will need:

- Your Law firm name and location. Start typing the name of the firm, give it a few seconds, and a list of matching firms will appear. Select the firm for your location.
- Name of the Lawyer you will create requests for. From the dropdown menu, select the name of the lawyer you need permission from. The lawyer will receive an email to notify them when you've requested access.



Legal capacity

Name of user
[Redacted]

Email address
[Redacted]@gmail.com

Role

I am a legal assistant, paralegal or student at law
 I am a lawyer

Law firm or agency

Type, then select

Lawyer

Type or select

Once your access is granted, you will receive an email notifying you that you may sign in and begin creating requests. You will have access to any requests created by you on behalf on any lawyers your account is linked to.

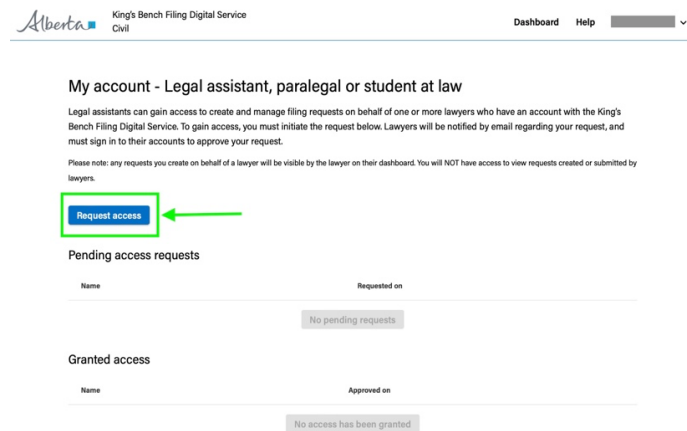
Requesting access from additional lawyers (Optional)

You can request to file on behalf of multiple lawyers. **The lawyer must have an account in the service, and the legal assistant must initiate the request for delegation.** The lawyer will receive an email notifying them of your access request.

View delegation requests and any existing delegations by clicking on your name in the upper right corner of the page, and selecting “My Account”.



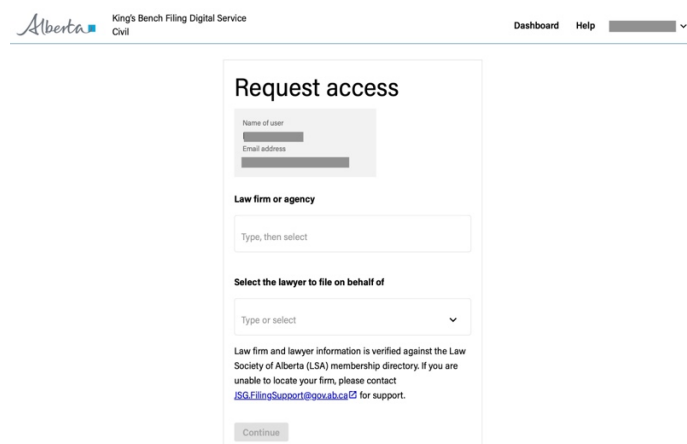
Click the “Request access” button to begin the process.



You will need:

Your Law firm name and location. Start typing the name of the firm, give it a few seconds, and a list of matching firms will appear. Select the firm for your location.

Name of the Lawyer you will create requests for. From the dropdown menu, select the name of the lawyer you need permission from. The lawyer will receive an email to notify them when you've requested access.



Under “Pending access requests” you can you’re your active/waiting requests.

Once your access is granted, you will receive an email notifying you that you may sign in and begin creating requests. You will have access to any requests created by you on behalf on any lawyers your account is linked to.

The screenshot shows the user interface for the 'My account - Legal assistant, paralegal or student at law' section. At the top, there is a navigation bar with the Alberta logo, 'King's Bench Filing Digital Service Civil', and links for 'Dashboard' and 'Help'. Below the navigation bar, there is a 'Request access' button. The main content area is divided into two sections: 'Pending access requests' and 'Granted access'. The 'Pending access requests' section contains a table with two columns: 'Name' and 'Requested on'. A single row is visible with a redacted name and the date 'May 5, 2023'. The 'Granted access' section contains a table with two columns: 'Name' and 'Approved on'. A message 'No access has been granted' is displayed below this table.

Once approved, you also use this screen to remove access to any lawyers who you are no longer be filing on behalf of.

The screenshot shows the user interface for the 'My account - Legal assistant, paralegal or student at law' section. At the top, there is a navigation bar with the Alberta logo, 'King's Bench Filing Digital Service Civil', and links for 'Dashboard' and 'Help'. Below the navigation bar, there is a 'Request access' button. The main content area is divided into two sections: 'Pending access requests' and 'Granted access'. The 'Pending access requests' section contains a table with two columns: 'Name' and 'Requested on'. A message 'No pending requests' is displayed below this table. The 'Granted access' section contains a table with two columns: 'Name' and 'Approved on'. A single row is visible with a redacted name and the date 'May 5, 2023'. A 'Remove' button is located to the right of this row.

Updating account information

Currently, if you need to request a change to your account information, email your request to JSG.FilingSupport@gov.ab.ca.

Note that if you are moving firms or roles, you do not need to delete your existing account. Update your professional contact information with the Law Society of Alberta, and once those changes are finished, you can reset your account as detailed earlier in this guide.

Email notifications

You will receive email notifications to the address on your account, whenever there is a change of status with your submission, such as “filed” or “action required.”

In the future, the KB Filing Digital Service will enable personalization or management of email notifications.

Unfortunately, you cannot unsubscribe from email notifications, despite the option displayed in emails to “Unsubscribe”. If you wish, you may consider setting up forwarding to your email’s Trash folder. We do apologize for the inconvenience.

This is a message from the Government of Alberta. You can [unsubscribe](#) and stop receiving emails from the service. If you unsubscribe, you may not receive important messages from the Government of Alberta in the future.

Add email to your list of safe senders

In order to ensure you reliably receive emails from the digital service, add the following email addresses to your list of safe senders: queens.bench.filing@gov.ab.ca and justice-filing-support@gov.ab.ca.

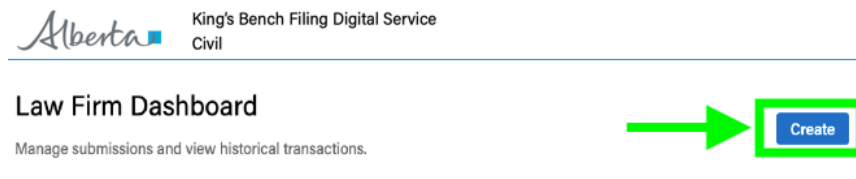
Filing requests

Your dashboard

Once your account is set up, you can use the Filing Digital Service to submit requests to King's Bench electronically.

Your FDS dashboard will be your hub for all filing requests you make using the service.

To start a filing request from your main dashboard by clicking "Create".



As you submit filings, your dashboard will show you the status of each submission, and allow you to click into any particular submission to view details and download files.

Alberta King's Bench Filing Digital Service Civil

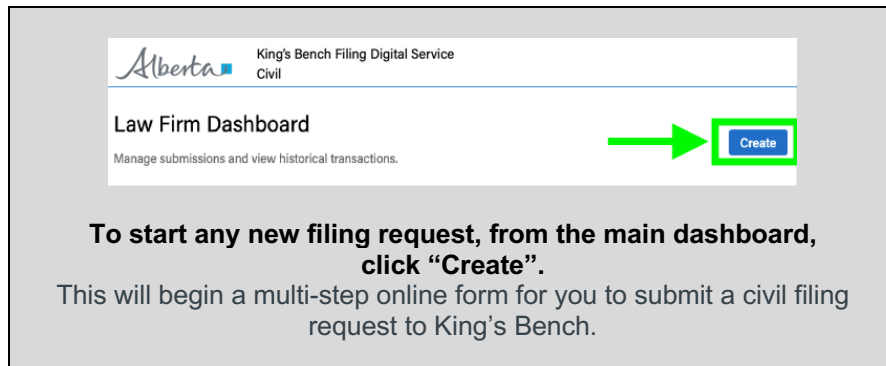
Dashboard Help

Filing requests

Filters: none

Status	Next steps	Date submitted	Date filed	Action number / Style of cause	Lawyer's file number	Category
Rejected	Action required	Nov 2, 2023 1:57 PM		no pay vs. reject then withdraw	123123	General Filing and Claims
Hearing scheduled		Jul 14, 2023 2:44 PM		2303 00078	---	Civil Justice Chambers
Hearing scheduled		Jun 21, 2023 2:21 PM		2303 00067	---	Civil Justice Chambers
Hearing scheduled		Mar 16, 2023 3:48 PM		2302 00004	123123	Civil Justice Chambers
Hearing scheduled		Mar 15, 2023 11:10 AM		2302 00001	123123	Civil Justice Chambers
Pending review		Jul 14, 2023 2:42 PM		Demo of Chambers vs. Christopher	---	Civil Justice Chambers
Pending review		May 2, 2023 3:02 PM		2101 12345	123123	Applications Judges Desk Application
Pending review		May 1, 2023 11:41 AM		Plaintiff firm vs. Defendant firm	122333	Civil Justice Chambers
Pending review		Mar 16, 2023 3:54 PM		2101 12345	123123	Civil Justice Chambers
Pending review		Mar 15, 2023 2:42 PM		2101 12345	123123	Civil Justice Chambers
Draft resubmission		Nov 2, 2023 1:55 PM		no pay vs. reject and resubmit	---	General Filing and Claims

Submit a general filing request



Alberta King's Bench Filing Digital Service
Civil

Law Firm Dashboard
Manage submissions and view historical transactions.

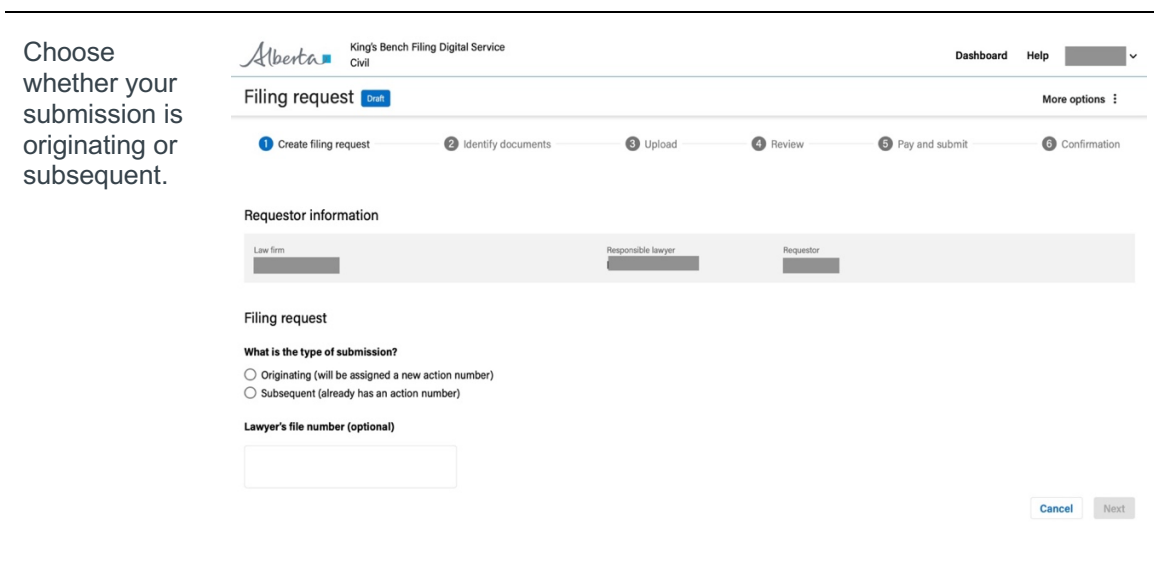
Create

To start any new filing request, from the main dashboard, click "Create".
This will begin a multi-step online form for you to submit a civil filing request to King's Bench.

- 1 Create filing request
- 2 Identify documents
- 3 Upload
- 4 Review
- 5 Pay and submit
- 6 Confirmation

Step 1: Create filing request

Choose whether your submission is originating or subsequent.



Alberta King's Bench Filing Digital Service
Civil

Dashboard Help

Filing request **Draft** More options

- 1 Create filing request
- 2 Identify documents
- 3 Upload
- 4 Review
- 5 Pay and submit
- 6 Confirmation

Requestor information

Law firm Responsible lawyer Requestor

Filing request

What is the type of submission?

Originating (will be assigned a new action number)

Subsequent (already has an action number)

Lawyer's file number (optional)

Cancel Next

Originating

If you are creating an Originating submission, you will need to provide the Judicial Centre and Area of Law.

Submitting the incorrect information may result in rejection by the Courts.

Subsequent

If you are creating a Subsequent submission, you will need to provide the Action Number, which you can find on the previously filed documents pertaining to this matter.

Select "Verify". This will search ALL previously filed documents. If the Action Number is found, the relevant Style of cause, Judicial Centre, and Area of law will be displayed.

If the displayed information matches your file, you must select "Confirm" in order to proceed.

(Optional) Add the lawyer/law firm's file number to the request. This information is for law firm identification and management purposes only and is not reviewed by the Courts.

Lawyer's file number (optional)

Click "Next".

Step 2: Identify fee status and document(s) to submit

Identify if your submission is exempt from filing fees.

To qualify for an exemption, you must have either a letter detailing you act on behalf of a Government of Alberta department funded by general revenue, or a Legal Aid certificate.

Choose which type of proof is being submitted. You will be asked to upload a PDF of this proof on the next page.

Proof is required upon each filing submission.

Fee waivers are not currently accepted.

Tip: Note that you cannot apply for a fee exemption after the fact if you did not choose "yes" and upload proof of exemption at time of submission. The courts will reject refund requests if the lawyer or legal assistant had selected "No" to the question "Is this filing submission exempt from filing fees?"

Select “General filing” (or if originating submission, “General filing or Desk application without notice”) as your filing request submission type.

Alberta King's Bench Filing Digital Service Dashboard Help

Effective November 14, 2023 the filing digital service has been expanded to include submissions that are exempt from fees. For more information, please review the [release notes](#).

Filing request More op

1 Create filing request 2 Identify documents 3 Upload 4 Review 5 Pay and submit 6 Confirmation

Identify document type(s)

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Edmonton	Originating	commercial vs. general	---	Civil

Category
Commercial

* = Required

Is this filing submission exempt from filing fees? [Find out if you qualify](#)

Yes
 No

What type of submission is this? [Tips for Document types and filing](#)

Civil Chambers (Applications Judge Chambers Coming Soon)
 Commercial filing
 General filing

Document type(s)

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

[Back](#) [Next](#)

Select the document types you will be submitting from the list of available documents. 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.

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)
Affid
Affidavit Category: General Filing and Claims
Affidavit of Attempted Service Category: General Filing and Claims
Affidavit of Deficiency Category: General Filing and Claims

If you need to make changes to your list, click "edit" or "Clear all".

What type of submission is this?*

Civil Chambers

General filing or Desk application without notice

Document type(s)

Type or select

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

+ Add supporting documents

Back Next

What type of submission is this?*

Civil Chambers

General filing or Desk application without notice

Document type(s)

edit Type or select

Clear All

Acceptance of Offer to Settle
Category: General Filing and Claims

Adjustment Notice
Category: General Filing and Claims

Affidavit
Category: General Filing and Claims, Civil Chambers, Applications Judge Chambers

Affidavit of Attempted Service
Category: General Filing and Claims, Civil Chambers, Applications Judge Chambers

Affidavit of Deficiency

Back Next

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If this is a subsequent submission, you can also submit Supporting Documents, alone or along with documents to be filed/stamped.

If accepted, Supporting Documents sent for:

- General Filing and Claims will be reviewed by the Clerk to support their filing decision.
- Justice/Applications Judges Desk Application will first be reviewed by a Clerk, then distributed to the Justice/Applications Judge to support their review.

What type of submission is this?
 Civil Chambers
 General filing or Desk application without notice

Document type(s)
Affidavit Type or select Clear All
e.g. the title of the form or material to be filed

+ Add supporting documents

Category
Select

Supporting documents are like “courtesy copies”, e.g. previously filed documents, reference material or case law that the courts require for consideration

They are for reference only and **will not be filed**

Select all document types to be included in the package. If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit).

Supporting documents (will NOT be filed)

- Supporting documents are like “courtesy copies”, e.g. previously filed documents, reference material or case law that the courts require for consideration
- They are for reference only and **will not be filed**
- Select all document types to be included in the package
- If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit)

Document type(s)
Affidavit Type or select

(HOLD FOR NOW) Restore Letter

Acceptance of Offer to Settle

Adjustment Notice

Affidavit

Affidavit in Support

Select the category of the filing request. Selecting the incorrect category may result in a rejection.

What type of submission is this?
 Civil Chambers
 General filing or Desk application without notice

Document type(s)
Affidavit Type or select
eg. the title of the form or material to be filed

+ Add supporting documents

Category*
Select

Requests submitted to:

- General Filing and Claims will be reviewed by a clerk for stamping and filing
- Justice or Applications Judges Desk Application will be initially reviewed by a clerk to stamping and filing, and then further distributed to a Justice or Applications Judge for further review and action

Supporting documents (will NOT be filed)

- Supporting documents are like 'courtesy copies', e.g. previously filed documents, reference material or case law that the courts require for consideration
- They are for reference only and **will not be filed**
- Select all document types to be included in the package
- If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit)

Document type(s)
Affidavit Type or select
eg. the title of the form or material to be filed

Category*
General Filing and Claims

Click "Next".

Step 3: Upload documents

Upload your files to be submitted, by adding your PDF files to the upload window shown for each document type selected from the previous screen.

Alberta King's Bench Filing Digital Service
 Civil

Filing request Draft More options

✓ Create filing request
✓ Identify documents
3 Upload
4 Review
5 Pay and submit
6 Confirmation

Upload documents

Filing request - General Filing and Claims

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil

Category
 General Filing and Claims

Uploads and details

Affidavit

Drag and drop or click to upload

Uploads must be pdf documents.

Supporting documents

Affidavit

Drag and drop or click to upload

Uploads must be pdf.

Date filed

Enter or Select

MM/DD/YYYY

Total number of billable pages:

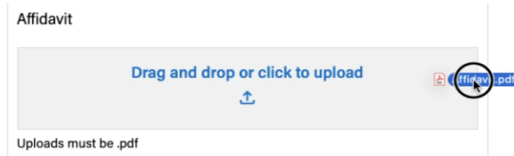
Back Next

Files must:

- Be PDF format
- Be less than 100MB in size
- Contain bookmarks if greater than 25 pages
- Not have editable fields (as this may prevent the reviewing clerk from opening the file)
- Not be password protected

Falsifying information about the file to prioritize your request for review by the Courts is strictly prohibited.


You can add the file by either drag-and-drop or clicking to locate and upload your file from your desktop.



If appropriate for your document type, enter deadline date and emergency priority flag.

Next court date or filing deadline

This information is used to prioritize clerk review.

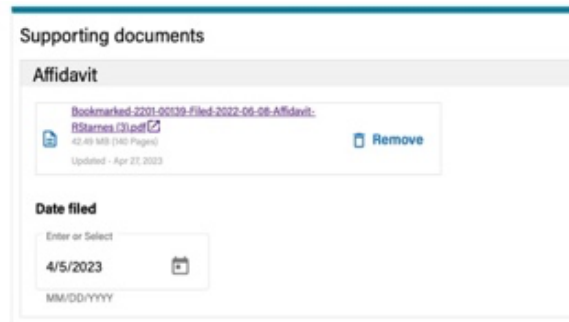
Enter or Select 

MM/DD/YYYY

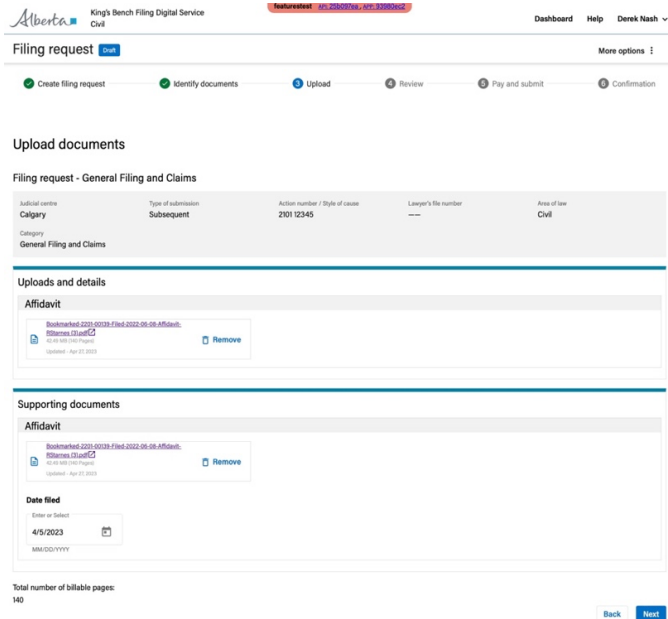
Priority

Emergency

If uploading supporting documents that have been previously filed, include the Date Filed.



Once all files are uploaded and any required date fields are filled, click "Next".



Note - If a fee exemption has been indicated with the submission, FDS will ask you to upload a PDF copy of the proof of exemption (Government of Alberta lawyer letter, or Legal Aid certificate) on this page.

Lawyers and legal assistants must indicate and attach proof of exemption on each applicable submission filed through FDS.

Uploads and details

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

Filing fee exemption

To qualify for an exemption, you must provide one of the following:

- Letter detailing you act on behalf of a Government of Alberta department funded by the general revenue
- Legal Aid certificate
- Fee waiver (Not currently accepted)

Government Lawyer Letter

Drag and drop or click to upload

Uploads must be pdf documents.

Total number of billable pages:
--

Back Next

Step 4: Review summary

Review the summary of your filing request to ensure its accuracy. Edit if necessary.

Alberta King's Bench Filing Digital Service
Civil
Dashboard Help

Filing request Done
More options

✓ Create filing request
✓ Identify documents
✓ Upload
4 Review
5 Pay and submit
6 Confirmation

Review summary

Please review your request below and ensure that the appropriate documents are included. Failure to provide the correct documents may result in rejection and non-refundable costs.

Law firm information

Responsible lawyer	Requestor
--------------------	-----------

Filing request Edit

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil
<small>Category</small> General Filing and Claims				

Uploaded documents

Documents to be filed Edit

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority	File name
Affidavit	140	---	---	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf <small>(42.49 MB)</small>

Supporting documents (will NOT be filed) Edit

Document type	Date filed	File name
Affidavit	Apr 5, 2023	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf <small>(42.49 MB)</small>

Processing fee

Tariff/Filing fee - Affidavit	\$0.00
Printing fee - 20 pages @ \$1/page (\$20 max)	\$20.00
Balance owing	\$20.00

Additional information

Comments to clerk (optional)
Comments will be visible by the reviewing clerk to provide them additional information to support your filing request.

max 1000 characters

Back Next

Add any additional comments you may wish to send to the reviewing clerk to support your filing request.

Click "Next".

Step 5: Pay and submit

KB Filing Digital Service is a pay-as-you-go service. Filing and printing fees are automatically calculated as you add your documents.

Credit card payment (Visa, MasterCard, Discover and American Express) is required in order to submit your filing request.

Enter your credit card information. Once you click “Pay”, the credit card will be charged instantly (there is no pre-authorization period), and the request will be submitted to the Courts. You will receive an email notification confirming the submission of your request.

Note – this step is skipped if you have provided a valid exemption (government lawyer letter, or Legal Aid Certificate)

Alberta King's Bench Filing Digital Service
Civil
Dashboard Help ▼

Filing request Done

✓ Create filing request —
 ✓ Identify documents —
 ✓ Upload —
 ✓ Review —
 5 Pay and submit —
 6 Confirmation

Payment

The King's Bench Filing Digital Service accepts payment by credit card only. Visa, MasterCard, Discover, and Amex are accepted. If your request is rejected upon review by the Courts, your previous payments will be credited towards the balance.

Processing fee

Total	\$20.00
-------	---------

Name on card

Card number

Expiration date CVV

<input style="width: 95%;" type="text" value="MM/YY"/>	<input style="width: 95%;" type="text" value="###"/>	<input style="width: 95%;" type="text" value="###"/>
--	--	--

Back
Pay

Step 6: Confirmation

After successful payment, you will see a screen confirming your filing request has been submitted to the Court. The status of your submission will be "Pending review" until reviewed and actioned by a clerk.

King's Bench Filing Digital Service
Civil
Dashboard Help

Filing request
Pending review

✓ Edit filing request
✓ Identify documents
✓ Upload
✓ Review
✓ Pay and submit
6 Confirmation

✓

Your Filing Request has been submitted

The court will process your filing request during business hours and you will be notified upon successful filing.

Payment details

Last transaction

Date	Total	Status
Apr 27, 2023 1:56 PM	\$20.00	Paid

Payment method	Cardholder	Card number	Order Number	Transaction ID
Visa	TEST	██████████	██████████	██████████

Item	Cost
Tariff/Filing fee - Affidavit	\$0.00
Printing fee - 20 pages @ \$1/page (\$20 max)	\$20.00

Request summary

Law firm information

Responsible lawyer	Requestor
██████████	██████████

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil

Category: General Filing and Claims

Documents

New documents to be filed

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority	File name
Affidavit	140	---	---	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB)

Supporting documents

Document type	Date filed	File name
Affidavit	Apr 5, 2023	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB)

[Back to Dashboard](#)

Click "Back to dashboard" to return to your main dashboard, which will now list your new filing request.

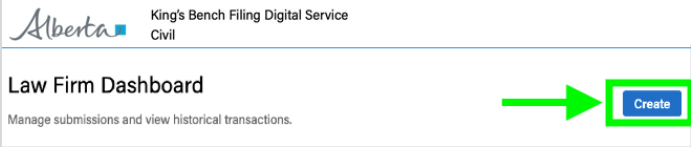
Your item's status will be displayed with your submission listing on your dashboard.

Create

Filters: none

Date submitted	Date filed	Action number / Style of cause	Lawyer's file number	Category	Status
		2101 12345	---	---	Draft
		2101 12345	---	---	Draft
May 2, 2023 3:02 PM		2101 12345	123123	Applications Judges Desk Application	2 📄 Pending review
May 1, 2023 11:41 AM		Plaintiff firm vs. Defendant firm	112233	Civil Chambers	3 📄 Pending review
Apr 27, 2023 1:56 PM		2101 12345	---	General Filing and Claims	1 📄 Pending review

Submit a Desk Application (without notice)



Alberta King's Bench Filing Digital Service
Civil

Law Firm Dashboard
Manage submissions and view historical transactions.

Create

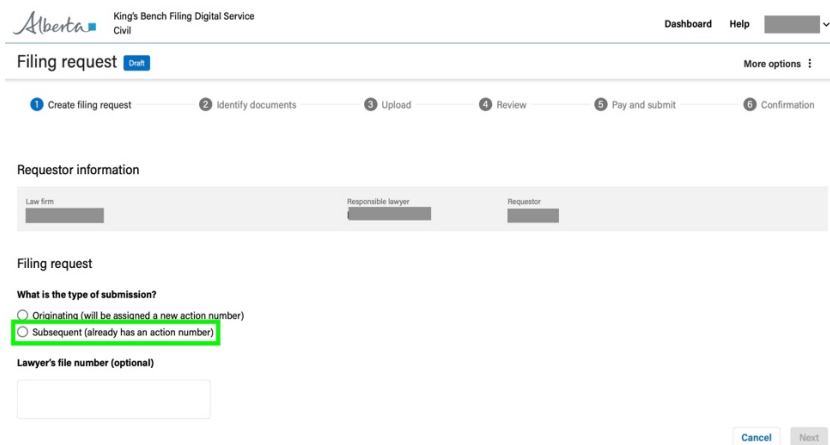
To start any new filing request, from the main dashboard, click "Create".
This will begin a multi-step online form for you to submit a civil filing request to King's Bench.

- 1 Create filing request
- 2 Identify documents
- 3 Upload
- 4 Review
- 5 Pay and submit
- 6 Confirmation

Step 1: Create filing request

Choose "subsequent" as your request type.

At this time, originating desk applications are not yet accepted using the Filing Digital Service. Until this is available, please continue to use existing channels (email, front counter) to submit these applications.



Alberta King's Bench Filing Digital Service
Civil

Dashboard Help

Filing request

- 1 Create filing request
- 2 Identify documents
- 3 Upload
- 4 Review
- 5 Pay and submit
- 6 Confirmation

Requestor information

Law firm Responsible lawyer Requestor

Filing request

What is the type of submission?

Originating (will be assigned a new action number)

Subsequent (already has an action number)

Lawyer's file number (optional)

Cancel Next

You will need to provide the Action Number, which you can find on the previously filed documents pertaining to this matter.

Select "Verify". This will search ALL previously filed documents. If the Action Number is found, the relevant Style of cause, Judicial Centre, and Area of law will be displayed.

If the displayed information matches your file, you must select "Confirm" in order to proceed.

Action number

2103 01234

9 digit code, e.g. 2101 12345 or FL01 12345

Please confirm the information below is accurate based on the action number entered. If this does not match your file, please try again.

Style of cause
Sample, Test vs. Sample, Test

Judicial centre
Edmonton

Area of law
Civil

Confirm

(Optional) Add the lawyer/law firm's file number to the request.

This information is for law firm identification and management purposes only and is not reviewed by the Courts.

Lawyer's file number (optional)

Click "Next".

Step 2: Identify fee status and documents to submit

Identify if your submission is exempt from filing fees.

To qualify for an exemption, you must have either a letter detailing you act on behalf of a Government of Alberta department funded by general revenue, or a Legal Aid certificate.

Alberta King's Bench Filing Digital Service
Civil

Filing request **Next** More options

1 Create filing request — 2 Identify documents — 3 Upload — 4 Review — 5 Pay and submit — 6 Confirmation

Identify document type(s)

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil

Category: ---

* = Required

Is this filing submission exempt from filing fees? [Find out if you qualify](#)

Yes

No

Back Next

Choose which type of proof is being submitted. You will be asked to upload a PDF of this proof on the next page.

Proof is required upon each filing submission.

Fee waivers are not currently accepted.
Tip: Note that you cannot apply for a fee exemption after the fact if you did not choose "yes" and upload proof of exemption at time of submission. The courts will reject refund requests if the lawyer or legal assistant had selected "No" to the question "Is this filing submission exempt from filing fees?"

* = Required

Is this filing submission exempt from filing fees? [Find out if you qualify](#)

Yes

No

What type of proof will be submitted? *

- Government lawyer letter
- Legal Aid certificate
- Fee Waiver (Not currently accepted)

...ing fee exemption on the following page.

Select “General filing or Desk application without notice” as your filing request submission type.

Alberta King's Bench Filing Digital Service Civil

Filing request [Details](#)

Dashboard Help

More options

1 Create filing request 2 Identify documents 3 Upload 4 Review 5 Pay and submit 6 Confirmation

Identify document type(s)

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	123123	Civil

Category

Documents to be filed

- This service **only accepts document types in the dropdown list**
- If you need to file documents not in the dropdown list, use [email filing](#)
- Select all document types to be included in the package
- If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit)

* = Required

What type of submission is this?*

Civil Chambers

General filing or Desk application without notice

Back Next

Select the document types you will be submitting from the list of available documents (ie, “Desk Application: without Notice” and “Order: To Appear”). 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.

What type of submission is this?*

Civil Chambers

General filing or Desk application without notice

Document type(s)

desk

Desk Application: without Notice
Category: Justice Desk Applications, Applications Judges Desk Application

+ Add supporting documents

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.

Tip: If you need to make changes to your list, click or “Clear all”.

What type of submission is this?*

Civil Chambers

General filing or Desk application without notice

Document type(s)

Type or select

Clear All

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

+ Add supporting documents

Back Next

Tip: you will need to include a proposed order with your application, or the filing system will not let you proceed with the submission.

Application + Orders required

Note: All Applications must also include a proposed Order. You won't be able to continue until you add an Order to your Application.

You can also submit Supporting Documents, alone or along with documents to be filed/stamped.

What type of submission is this?*

Civil Chambers

General filing or Desk application without notice

Document type(s)

Type or select

Clear All

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

+ Add supporting documents

Category*

Select

If accepted, Supporting Documents sent for Justice/Applications Judges Desk Application will first be reviewed by a Clerk, then distributed to the Justice/Applications Judge to support their review.

Supporting documents are like “courtesy copies”, e.g. previously filed documents, reference material or case law that the courts require for consideration. They are for reference only and **will not be filed**.

Select all document types to be included in the package. If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit). Supporting documents are like “courtesy copies”, e.g. previously filed documents, reference material or case law that the courts require for consideration

Supporting documents (will NOT be filed)

- Supporting documents are like “courtesy copies”, e.g. previously filed documents, reference material or case law that the courts require for consideration
- They are for reference only and **will not be filed**
- Select all document types to be included in the package
- If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit)

Document type(s)

Type or select
 (HOLD FOR NOW) Restore Letter
 C Acceptance of Offer to Settle
 Adjustment Notice
 Affidavit
 Affidavit in Support

Back Next

Select the category of Desk Application for your submission: Justice or Applications Judges Desk Application.

Note your submission will be initially reviewed by a clerk to stamping and filing, and then further distributed to a Justice or Applications Judge for further review and action.

Click “Next”.

King's Bench Filing Digital Service
Civil

Dashboard Help

g request

Create filing request
 Identify documents
 Upload
 Review
 Pay and submit
 Confirmation

Identify document type(s)

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	210112345	123123	Civil

Category: ---

Documents to be filed

- This service **only accepts document types in the dropdown list**
- If you need to file documents not in the dropdown list, use [email filing](#)
- Select all document types to be included in the package
- If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit)

* = Required

What type of submission is this?*

Civil Chambers
 General filing or Desk application without notice

Document type(s)

Type or select

Category*

Back Next

Step 3: Upload documents

Upload your files to be submitted, by adding your PDF files to the upload window shown for each document type selected from the previous screen.

King's Bench Filing Digital Service
Civil

Filing request **Next**

1 Create filing request 2 Identify documents 3 Upload 4 Review 5 Pay and submit 6 Confirmation

Upload documents

Filing request - Applications Judges Desk Application

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	12323	Civil

Category: Applications Judges Desk Application

Uploads and details

Desk Application: without Notice

Drag and drop or click to upload

Uploads must be pdf documents.

Priority

 Emergency

[Proposed] Order: To Appear

Drag and drop or click to upload

Uploads must be pdf documents.

Priority

 Emergency

Total number of billable pages: ---

Back Next

Files must:

- Be PDF format
- Be less than 100MB in size
- Contain bookmarks if greater than 25 pages
- Not have editable fields (as this may prevent the reviewing clerk from opening the file)
- Not be password protected

Falsifying information about the file to prioritize your request for review by the Courts is strictly prohibited.

Click "Next".

Note - If a fee exemption has been indicated with the submission, FDS will ask you to upload a PDF copy of the proof of exemption (Government of Alberta lawyer letter, or Legal Aid certificate) on this page.

Lawyers and legal assistants must indicate and attach proof of exemption on each applicable submission filed through FDS.

Uploads and details

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

Filing fee exemption

To qualify for an exemption, you must provide one of the following:

- Letter detailing you act on behalf of a Government of Alberta department funded by the general revenue
- Legal Aid certificate
- Fee waiver (Not currently accepted)

Government Lawyer Letter

Drag and drop or click to upload

Uploads must be pdf documents.

Total number of billable pages:

Back Next

Step 4: Review summary

Review the summary of your filing request to ensure its accuracy. Edit if necessary.

Alberta King's Bench Filing Digital Service
Civil
Dashboard Help

Filing request Draft
More options

✓ Create filing request —
 ✓ Identify documents —
 ✓ Upload —
 4 Review —
 5 Pay and submit —
 6 Confirmation

Review summary

Please review your request below and ensure that the appropriate documents are included. Failure to provide the correct documents may result in rejection and non-refundable costs.

Law firm information

Responsible lawyer	Requestor

Filing request [Edit](#)

Judicial centre Calgary	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyer's file number 123123	Area of law Civil
Category Applications Judges Desk Application				

Uploaded documents

Documents to be filed [Edit](#)

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority	File name
Desk Application: without Notice	19	---	---	D-50_OM-small.pdf (1022.97 KB)
[Proposed] Order: To Appear	19	---	---	D-50_OM-small.pdf (1022.97 KB)

Processing fee

Tariff/Filing fee - Desk Application: without Notice	\$0.00
Tariff/Filing fee - Order: To Appear	\$0.00
Printing fee - 19 pages @ \$1/page (\$20 max)	\$19.00
Balance owing	\$19.00

Additional information

Comments to clerk (optional)
Comments will be visible by the reviewing clerk to provide them additional information to support your filing request.

max 1000 characters

Back Next

Add any additional comments you may wish to send to the reviewing clerk to support your filing request.

Click "Next".

Step 5: Pay and submit

KB Filing Digital Service is a pay-as-you-go service. Filing and printing fees are automatically calculated as you add your documents.

Credit card payment (Visa, MasterCard, Discover and American Express) is required in order to submit your filing request.

Enter your credit card information. Once you click “Pay”, the credit card will be charged instantly (there is no pre-authorization period), and the request will be submitted to the Courts. You will receive an email notification confirming the submission of your request.

The screenshot shows the 'Pay and submit' step of the filing process. At the top, the 'Filing request' progress bar is active, with 'Pay and submit' highlighted in blue. Below the progress bar, the 'Payment' section is displayed. It includes a note that the service accepts Visa, MasterCard, Discover, and Amex. A 'Processing fee' table shows a total of \$19.00. Below this, there are input fields for 'Name on card', 'Card number', 'Expiration date', and 'CVV'. At the bottom right of the form, there are 'Back' and 'Pay' buttons.

Processing fee	
Total	\$19.00

Step 6: Confirmation

After successful payment, you will see a screen confirming your filing request has been submitted to the Court. The status of your submission will be "Pending review" until reviewed and actioned by a clerk.

Payment details

Last transaction

Date	Total	Status
May 2, 2023 3:02 PM	\$19.00	Paid

Payment method	Cardholder	Card number	Order Number	Transaction ID
Visa	TEST	██████████	██████████	██████████

Item	Cost
Tariff/Filing fee - Desk Application: without Notice	\$0.00
Tariff/Filing fee - Order: To Appear	\$0.00
Printing fee - 19 pages @ \$1/page (\$20 max)	\$19.00

Request summary

Law firm information

Responsible lawyer	Requestor
██████████	██████████

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	123123	Civil

Category: Applications Judges Desk Application

Documents

New documents to be filed

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority	File name
Desk Application: without Notice	19	---	---	D-50_OM-small.pdf (1022.97 KB)
[Proposed] Order: To Appear	19	---	---	D-50_OM-small.pdf (1022.97 KB)

[Back to Dashboard](#)

Click "Back to dashboard" to return to your main dashboard, which will now list your new filing request.

Your item's status will be displayed with your submission listing on your dashboard.

Filing requests Create

Filters: none

Date submitted	Date filed	Action number / Style of cause	Lawyer's file number	Category	Status
		2101 12345	---	---	Draft
		2101 12345	---	---	Draft
May 2, 2023 3:02 PM		2101 12345	123123	Applications Judges Desk Application	Pending review
May 1, 2023 11:41 AM		Plaintiff firm vs. Defendant firm	112233	Civil Chambers	Pending review
Apr 27, 2023 1:56 PM		2101 12345	---	General Filing and Claims	Pending review

Resubmitting or withdrawing order if rejected by Justice or Applications Judge

If your desk application has been rejected by the Justice or Applications Judge, your package will appear in your dashboard with the status “Action required”. Click on the item to view its details.

Date submitted	Date filed	Action number / Style of cause	Lawyer's file number	Category	Status
Jun 23, 2023 1:21 PM		2101 12345	---	Justice Desk Application	Action required
Apr 27, 2023 1:56 PM		2101 12345	---	General Filing and Claims	Draft
		2101 12345	---	Civil Chambers	Draft

You will see a notice that your proposed order has been rejected by the Justice or Applications Judge.

In the full listing of your submission, the Clerk of the Court will include any comments or instructions from the Justice or Applications Judge, as well as a PDF of the endorsement if applicable.

Request Summary

Justice/Applications Judge's revision notes

Date	Justice/Applications Judge
Jun 23, 2023, 1:25:21 PM	Justice Collin C.J. Feabby

Comments: Incorrect date on Page 2. Please correct and resubmit.

Endorsement: D-50_OM-small.pdf (1022.97 KB)

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil

Documents

Documents filed by the court

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

On the “edit filing request” page, upload a PDF of your new order.

If required or instructed to include additional documents with your submission, you can begin the process of adding them on this page as well, by selecting “Yes” under “Additional documents”.

Click “Next”.

Alberta King's Bench Filing Digital Service

Dashboard Help

Filing request - revised order [Order submission](#) More options

1 Edit filing request 2 Identify documents 3 Upload 4 Review 5 Pay and submit 6 Confirmation

Upload revised order

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2021 12345	---	Civil

Category: Justice Desk Application

Justice/Applications Judge's review notes

Date: Jun 23, 2023, 12:52:21 PM
Judicial/Applications Judge: Justice Colin C.J. Feasby

Comments: Incorrect date on Page 2. Please correct and resubmit.

Endowment: D-50_OM-small.pdf (0022.97 KB)

Upload revised order

[Proposed] Order: Service of Documents

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

Additional documents

Are there additional documents to be filed or supporting documents to upload as requested by the Justice/Applications Judge?
If so, you will be able to do so in the next step

Yes No

[Back to Dashboard](#) [Next](#)

After adding your amended order (and any additional documents if requested by the Justice or Applications Judge), finish the submission as you would for any other submission in the service. You will receive a confirmation PDF upon successful submission.

You will receive an email notification when a signed order (or subsequent rejection) are ready in your dashboard.

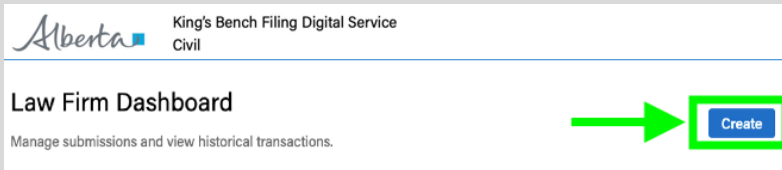
Submit a Justice Chambers Application

Important information about this feature: This functionality was released as a pilot at the Edmonton Judicial Centre in the summer of 2023, for Civil Justice Chambers applications. It is being expanded to Calgary Judicial Centre May 2024, Red Deer June 2024, and is planned for release to the remaining provincial centres later in 2024.

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).

Important tips for submitting Civil Chambers Applications

- A proposed form of Order is mandatory
 - Leave the date granted and Justice name blank on your proposed form of Order (if digitally signed, the date pronounced and Justice name will appear below the Justice signature)
 - If your requested date is not available, the clerk will assign you the next available date rather than reject your submission. If this date is not acceptable, you will be given instructions to adjourn which will follow the existing process
 - Leave the date, time and location blank on your Application, a stamp will automatically be applied with this information.
 - If your Order is acceptable the Justice will have an opportunity to digitally sign your Order and be made available to you within the service.
 - For the initial release, the Justice is not able to edit Orders, it is best to fill in as much as you can to increase the Justices ability to sign your Order if granted right away.
 - Any Orders that need to be prepared by counsel will be submitted via email filing following the existing desk application process.
-



To start any new filing request, from the main dashboard, click “Create”.

This will begin a multi-step online form for you to submit a civil filing request to King’s Bench.

Step 1: Create filing request

Select if your application is originating or subsequent.

You can optionally add your firm's filing number to the submission for your own tracking purposes.

Originating

If you are creating an Originating submission, you will need to provide the Judicial Centre and Area of Law.

Submitting the incorrect information may result in rejection by the Courts.

Subsequent

If you are creating a Subsequent submission, you will need to provide the Action Number, which you can find on the previously filed documents pertaining to this matter. Select “Verify”. This will search ALL previously filed documents. If the Action Number is found, the relevant Style of cause, Judicial Centre, and Area of law will be displayed.

If the displayed information matches your file, you must select “Confirm” in order to proceed.

Step 2: Identify fee status and document(s) to submit

Identify if your submission is exempt from filing fees.

To qualify for an exemption, you must have either a letter detailing you act on behalf of a Government of Alberta department funded by general revenue, or a Legal Aid certificate.

Alberta King's Bench Filing Digital Service

Filing request Draft

1 Create filing request — 2 Identify documents — 3 Upload — 4 Review — 5 Pay and submit — 6 Confirmation

Identify document type(s)

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil

Category

* = Required

Is this filing submission exempt from filing fees? [Find out if you qualify](#)

Yes

No

Back Next

Choose which type of proof is being submitted. You will be asked to upload a PDF of this proof on the next page.

Proof is required upon each filing submission.

Fee waivers are not currently accepted.

Tip: Note that you cannot apply for a fee exemption after the fact if you did not choose "yes" and upload proof of exemption at time of submission. The courts will reject refund requests if the lawyer or legal assistant had selected "No" to the question "Is this filing submission exempt from filing fees?"

* = Required

Is this filing submission exempt from filing fees? [Find out if you qualify](#)

Yes

No

What type of proof will be submitted? *

- Government lawyer letter
- Legal Aid certificate
- Fee Waiver (Not currently accepted)

...ing fee exemption on the following page.

Back Next

Select “Civil Chambers” as your filing request submission type.

* = Required

Is this filing submission exempt from filing fees? [Find out if you qualify](#)

Yes

No

What type of submission is this? [Tips for Document types and filing](#)

Civil Chambers (Applications Judge Chambers Coming Soon)

Commercial filing

General filing

Document type(s)

Type or select

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

Back Next

Select your documents by typing into the “Document types” field. The service will autosuggest documents based on what you type. Clicking on a document in the dropdown will add it to your list.

Document type(s)

Application (Form 27) order

Clear All

Order: Foreclosure
Category: General Filing and Claims, Justice Desk Application, Applications Judges Desk Application, Civil Chambers, Applications Judge Chamber

Order: Hearings, Appearances, & Trial
Category: General Filing and Claims, Justice Desk Application, Applications Judges Desk Application, Civil Chambers, Applications Judge Chamber

Order: Judgement
Category: Civil Chambers, Applications Judge Chambers

Order: Property & Tenancy
Category: General Filing and Claims, Justice Desk Application, Applications Judges Desk Application, Civil Chambers, Applications Judge Chamber

Add an Order to your Application.

Tip: Civil Chambers submissions are not limited to applications and proposed orders. Any document you want filed and included in the package of documents reviewed by the Justice in Chambers should be submitted to Civil Chambers (not general filing)

Tip: you must include a proposed form of order with your Chambers application in order to proceed. If you submit an order, or application, on its own the service will prompt you with a reminder and you will not be allowed to continue with the submission until you have both documents in your submission.

Tip: Leave the date, time and location blank on your Application, and leave the date granted and Justice name blank on your proposed orders. A stamp will automatically be applied with this information on filing.

Tip: if you need to add multiple documents of the same type for your submission, you need to add them individually to your list (ie Application, Order, Affidavit, Affidavit, Affidavit)

Choose if you are the applicant, respondent, or other 3rd party.

You can ask for a specific Chambers hearing date for the Clerk of the Court to book if available. Alternately, you can click the checkbox to indicate to the clerk to book the next available date.

Choose “Civil Chambers” in the category dropdown.

Documents to be filed

- This service only accepts document types in the dropdown list
- If you need to file documents not in the dropdown list, use [email filing](#)
- Select all document types to be included in the package
- If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit)

* = Required

What type of submission is this?*

Civil Chambers
 General filing

Document type(s)

[Application \(Form 27\)](#) [Order/Judgment](#) Type or select Clear All

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

Please select one option:*

I'm the Applicant
 I'm the Respondent
 Other

What is the requested hearing date?*

Enter or Select

MM/DD/YYYY

OR

Request Clerk to assign the next available date
[View Hearing Availability Calendar](#)

Category*

Select

[Back](#) [Next](#)

Tip: Please check your filed copy of the application on its return to confirm the hearing date booked by the clerk. If your requested date was not available, you will have another date assigned and stamped on your application.

When ready, click Next.

Documents to be filed

- This service only accepts document types in the dropdown list
- If you need to file documents not in the dropdown list, use [email filing](#)
- Select all document types to be included in the package
- If submitting more than one of the same document type, select it multiple times (e.g. Affidavit, Affidavit)

* = Required

What type of submission is this?*

Civil Chambers
 General filing

Document type(s)

[Application \(Form 27\)](#) [Order/Judgment](#) Type or select Clear All

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

Please select one option:*

I'm the Applicant
 I'm the Respondent
 Other

What is the requested hearing date?*

Request Clerk to assign the next available date
[View Hearing Availability Calendar](#)

Category*

Civil Chambers

[Back](#) [Next](#)

Step 3: Upload documents

Upload your files to be submitted, by adding your PDF files to the upload window shown for each document type selected from the previous screen.

Files must:

- Be PDF format
- Be less than 100MB in size
- Contain bookmarks if greater than 25 pages
- Not have editable fields (as this may prevent the reviewing clerk from opening the file)
- Not be password protected

Falsifying information about the file to prioritize your request for review by the Courts is strictly prohibited.

Once done uploading your files, click "Next".

Note - If a fee exemption has been indicated with the submission, FDS will ask you to upload a PDF copy of the proof of exemption (Government of Alberta lawyer letter, or Legal Aid certificate) on this page.

Lawyers and legal assistants must indicate and attach proof of exemption on each applicable submission filed through FDS.

Uploads and details

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

Filing fee exemption

To qualify for an exemption, you must provide one of the following:

- Letter detailing you act on behalf of a Government of Alberta department funded by the general revenue
- Legal Aid certificate
- Fee waiver (Not currently accepted)

Government Lawyer Letter

Drag and drop or click to upload

Uploads must be pdf documents.

Total number of billable pages: --

Back Next

Step 4: Review summary

Review the summary of your filing request to ensure its accuracy. Edit if necessary.

Alberta King's Bench Filing Digital Service
Civil
Dashboard Help

Filing request [Click](#)
More options

✓ Create filing request
✓ Identify documents
✓ Upload
4 Review
5 Pay and submit
6 Confirmation

Review summary

Please review your request below and ensure that the appropriate documents are included. Failure to provide the correct documents may result in rejection and non-refundable costs.

Law firm information

Responsible lawyer Edmonton	Requestor
--------------------------------	-----------

Filing request [Edit](#)

Judicial centre Edmonton	Type of submission Originating	Action number / Style of case Plaintiff vs. Defendant	Lawyer's file number ---	Area of law Civil
Category Civil Chambers	Requested date Aug 26, 2023			

Uploaded documents

Documents to be filed [Edit](#)

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority	File name
Application (Form 27)	19	---	---	D-50_OM-small.pdf (1022.97 KB)
[Proposed] Order: Judgement	19	---	---	D-50_OM-small.pdf (1022.97 KB)

Processing fee

Tariff/Filing fee - Application (Form 27)	\$50.00
Tariff/Filing fee - Order: Judgement	\$0.00
Printing fee - 19 pages @ \$1/page (\$20 max)	\$19.00
Balance owing	\$69.00

Additional information

Comments to clerk (optional)
Comments will be visible by the reviewing clerk to provide them additional information to support your filing request.

max 1000 characters

Back Next

Add any additional comments you may wish to send to the reviewing clerk to support your filing request.

Click "Next".

Step 5: Pay and submit

KB Filing Digital Service is a pay-as-you-go service. Filing and printing fees are automatically calculated as you add your documents.

Credit card payment (Visa, MasterCard, Discover and American Express) is required in order to submit your filing request.

Enter your credit card information. Once you click “Pay”, the credit card will be charged instantly (there is no pre-authorization period), and the request will be submitted to the Courts. You will receive an email notification confirming the submission of your request.

The screenshot shows the 'Pay and submit' step of the filing process. At the top, the 'Alberta Civil' logo and 'King's Bench Filing Digital Service' are visible, along with 'Dashboard' and 'Help' links. A progress bar shows the current step as 'Pay and submit' (highlighted in blue) and 'Confirmation' (greyed out). Below the progress bar, the 'Payment' section includes a disclaimer: 'The King's Bench Filing Digital Service accepts payment by credit card only. Visa, MasterCard, Discover, and Amex are accepted. If your request is rejected upon review by the Courts, your previous payments will be credited towards the balance.' Underneath, the 'Processing fee' is listed as 'Total \$19.00'. There are input fields for 'Name on card', 'Card number', 'Expiration date', and 'CVV'. At the bottom right, there are 'Back' and 'Pay' buttons.

Step 6: Confirmation

After successful payment, you will see a screen confirming your filing request has been submitted to the Court. The status of your submission will be “Pending review” until reviewed and actioned by a clerk.

Payment details

Last transaction

Date	Total	Status
Jun 21, 2023 2:21 PM	\$69.00	Paid

Payment method: Visa | Cardholder: TEST | Card number: **** * 1234 | Order Number: [redacted] | Transaction ID: [redacted]

Item	Cost
Tariff/Filing fee - Application (Form 27)	\$50.00
Tariff/Filing fee - Order: Judgement	\$0.00
Printing fee - 19 pages @ \$1/page (\$20 max)	\$19.00

Request summary

Law firm information

Responsible lawyer	Requestor
[redacted]	[redacted]

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Edmonton	Originating	Plaintiff vs. Defendant	---	Civil

Category: Civil Chambers | Requested date: Aug 25, 2023

Documents

New documents to be filed

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority	File name
Application (Form 27)	19	---	---	D-50_OM-small.pdf (1022.97 KB)
[Proposed] Order: Judgement	19	---	---	D-50_OM-small.pdf (1022.97 KB)

[Back to Dashboard](#)

Click “Back to dashboard” to return to your main dashboard, which will now list your new filing request.

Your item's status will be displayed with your submission listing on your dashboard.

Filing requests

Filters: none

Date submitted	Date filed	Action number / Style of cause	Lawyer's file number	Category	Status
Apr 27, 2023 1:56 PM		2101 12345	---	General Filing and Claims	Draft
		2101 12345	---	---	Draft
		2101 12345	---	Civil Chambers	Draft
		Demo of Chambers vs. Christopher	---	Civil Chambers	Draft
		2101 12345	123123	General Filing and Claims	Draft
		2101 12345	---	---	Draft
		2302 00004	---	---	Draft
		2101 12345	---	---	Draft
Jun 21, 2023 2:21 PM		Plaintiff vs. Defendant	---	Civil Chambers	Pending review
May 4, 2023 10:02 PM		2101 12345	123123	Application	Pending review
May 1, 2023 11:41 AM		Plaintiff firm vs. Defendant firm	112233	Civil Chambers	Pending review

Pre-Hearing

When your application is approved and scheduled, you will receive an email notification. Open your submission from the lawyer dashboard.

You will see your scheduled hearing date, along with any comments from the clerk.

You can also download the filed and stamped application and other filed documents for your records, and for serving.



Tip: the filed, stamped order PDF is stamped with your scheduled hearing date and time.

Tip: If needed, adjournments are accepted [online](#). Any requests for adjournment made 5 days or less before the scheduled date must be spoken to on the Court record in Chambers.

Alberta King's Bench Filing Digital Service
Civil

2302 00004 Hearing scheduled [Dashboard](#) [Help](#) [Back to Dashboard](#)

Confirmation

✔ Your Filing Request has been submitted for hearing scheduling
The court will process your filing request during business hours and you will be notified upon successful filing.

Payment details

Last transaction

Date	Total	Status
Mar 16, 2023 3:48 PM	\$70.00	Paid

Payment method	Cardholder	Card number	Order Number	Transaction ID
Via	TEST	**** * 1234		

Processing fee breakdown

Please note: only fees as of the latest filing request submission are included. Any items/documents that were removed upon re-submission are excluded.

Item	Cost
Tariff/Filing fee - Application (Form 27)	\$50.00
Tariff/Filing fee - Order: Property & Tenancy	\$0.00
Tariff/Filing fee - Affidavit	\$0.00
Printing fee - 20 pages @ \$1/page (\$20 max)	\$20.00

Request summary

Law firm information

Law firm	Responsible lawyer	Requestor

Clerk's review notes

Date	Clerk
Mar 16, 2023, 3:50:18 PM	Christopher Nash

Comments
Please note the date of your hearing is changed from your requested date. Use the adjournment process to change this hearing date if it does not work for your matter.

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Drumheller	Originating	2302 00004	123123	Civil

Category	Requested date	Date scheduled
Civil Chambers	Mar 31, 2023	Apr 7, 2023

Documents

Documents filed by the court

[Download all](#)

Document type	Number of	Next court date, filing deadline	Priority	File name
Application (Form 27)	19	Apr 7, 2023	---	D-50_OM-small.pdf (0022.97 KB) Download
(Proposed) Order: Property & Tenancy	19	Apr 7, 2023	---	D-50_OM-small.pdf (0022.97 KB)
Affidavit	140	Apr 7, 2023	---	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB) Download

Additional information

Comments to clerk
This is a comment to the clerk's office... [Back to Dashboard](#)

Post-hearing

Proposed orders submitted through this service can be digitally signed by the Justice. When signed in this method, the signed, filed version of your order will appear in your lawyer dashboard when ready. You will receive an email notification when this order is available on your dashboard.

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

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)*

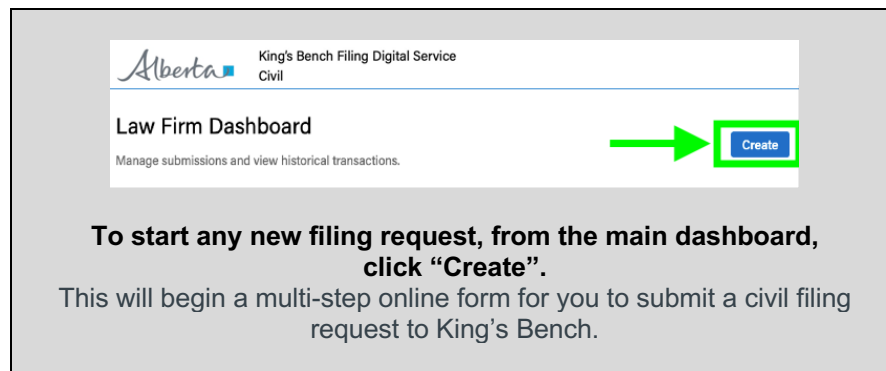
Pilot feedback

If you have suggestions or feedback on this initial pilot functionality, please email JSG.FilingSupport@gov.ab.ca.

Submit a Commercial filing request

Note on Commercial filing:

If the hearing for this matter was booked in King's Bench Court Case Management (CCM) Digital Service, please associate the materials to your hearing at <http://kb-courtcasemanagement-counsel.alberta.ca> once it has been filed by the clerk.



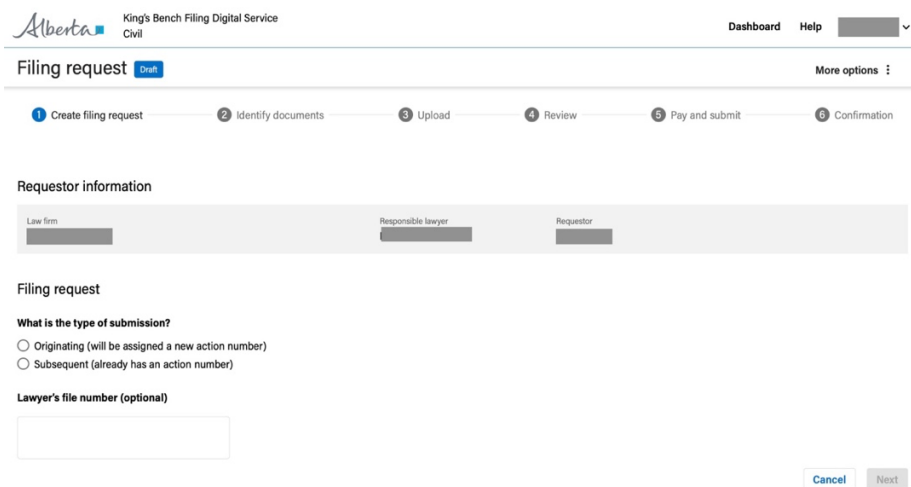
The screenshot shows the 'Law Firm Dashboard' for the 'King's Bench Filing Digital Service - Civil'. The dashboard includes the text 'Manage submissions and view historical transactions.' and a blue 'Create' button. A green arrow points to the 'Create' button.

To start any new filing request, from the main dashboard, click "Create".
This will begin a multi-step online form for you to submit a civil filing request to King's Bench.

- 1 Create filing request
- 2 Identify documents
- 3 Upload
- 4 Review
- 5 Pay and submit
- 6 Confirmation

Step 1: Create filing request

Choose whether your submission is originating or subsequent.



The screenshot shows the 'Create filing request' form. At the top, it says 'King's Bench Filing Digital Service - Civil' and 'Filing request Draft'. Below this is a progress bar with steps 1 through 6. The first step, 'Create filing request', is active. The form includes sections for 'Requestor information' with fields for 'Law firm', 'Responsible lawyer', and 'Requestor'. Below that is the 'Filing request' section, which asks 'What is the type of submission?' with radio buttons for 'Originating (will be assigned a new action number)' and 'Subsequent (already has an action number)'. There is also a field for 'Lawyer's file number (optional)'. At the bottom right, there are 'Cancel' and 'Next' buttons.

Originating

Alberta King's Bench Filing Digital Service
Civil

Dashboard Help

Filing request

1 Create filing request 2 Identify documents 3 Upload 4 Review 5 Pay and submit 6 Confirmation

Requestor information

Law firm Responsible lawyer Requester

Filing request

What is the type of submission?

Originating (will be assigned a new action number)
 Subsequent (already has an action number)

Judicial centre

Select

Area of law / Domain

Select

Style of cause

If multiple parties are included in the action, please enter all names of the plaintiffs and defendants, each separated by a comma (,).

Name of plaintiff(s) vs. Name of defendant(s)

Lawyer's file number (optional)

Cancel Next

If you are creating an Originating submission, you will need to provide the Judicial Centre and Area of Law.

Submitting the incorrect information may result in rejection by the Courts.

Subsequent

Alberta King's Bench Filing Digital Service
Civil

Dashboard Help

Filing request

1 Create filing request 2 Identify documents 3 Upload 4 Review 5 Pay and submit 6 Confirm

Requestor information

Law firm Responsible lawyer Requester

Filing request

What is the type of submission?

Originating (will be assigned a new action number)
 Subsequent (already has an action number)

Action number

9 digit code, e.g. 2103 012345 Verify

Please confirm the information below is accurate based on the action number entered. If this does not match your file, please try again.

Style of cause
Judicial centre
Area of law

Confirm

Lawyer's file number (optional)

Cancel

If you are creating a Subsequent submission, you will need to provide the Action Number, which you can find on the previously filed documents pertaining to this matter.

Select "Verify". This will search ALL previously filed documents. If the Action Number is found, the relevant Style of cause, Judicial Centre, and Area of law will be displayed.

Action number

2103 01234 Verify

9 digit code, e.g. 2101 12345 or FL01 12345

Please confirm the information below is accurate based on the action number entered. If this does not match your file, please try again.

Style of cause
Sample, Test vs. Sample, Test
Judicial centre
Edmonton
Area of law
Civil

Confirm

If the displayed information matches your file, you must select "Confirm" in order to proceed.

(Optional) Add the lawyer/law firm's file number to the request. This information is for law firm identification and management purposes only and is not reviewed by the Courts.

Lawyer's file number (optional)

Click "Next".

Step 2: Identify fee status and document(s) to submit

Identify if your submission is exempt from filing fees.

To qualify for an exemption, you must have either a letter detailing you act on behalf of a Government of Alberta department funded by general revenue, or a Legal Aid certificate.

Alberta King's Bench Filing Digital Service
Civil

Filing request **Draft**

1 Create filing request — 2 Identify documents — 3 Upload — 4 Review — 5 Pay and submit — 6 Confirmation

Identify document type(s)

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil

Category

* = Required

Is this filing submission exempt from filing fees? [Find out if you qualify](#)

Yes
 No

Back Next

Choose which type of proof is being submitted. You will be asked to upload a PDF of this proof on the next page.

Proof is required upon each filing submission.

Fee waivers are not currently accepted.

Tip: Note that you cannot apply for a fee exemption after the fact if you did not choose “yes” and upload proof of exemption at time of submission. The courts will reject refund requests if the lawyer or legal assistant had selected “No” to the question “Is this filing submission exempt from filing fees?”

* = Required

Is this filing submission exempt from filing fees? [Find out if you qualify](#)

Yes
 No

What type of proof will be submitted? *

- Government lawyer letter
- Legal Aid certificate
- Fee Waiver (Not currently accepted)

Government lawyer letter requires uploading a PDF of the letter and a filing fee exemption on the following page.

Back

Select “General filing” (or if originating submission, “General filing or Desk application without notice”) as your filing request submission type.

Filing request Draft More options

1 Create filing request 2 Identify documents 3 Upload 4 Review 5 Pay and submit 6 Confirmation

Identify document type(s)

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Edmonton	Originating	commercial vs. general	---	Civil
Category	---			

* = Required

Is this filing submission exempt from filing fees? * [Find out if you qualify](#)

Yes
 No

What type of submission is this? * [Tips for Document Types and filing](#)

Civil Chambers (Applications Judge Chambers Coming Soon)
 Commercial filing
 General filing

Note on Commercial filing
If the hearing for this matter was booked in CCM, please associate the materials to your hearing at [kb-courtcasemanagement-counsel.alberta.ca](#) once it has been filed by the clerk.

Document type(s)

Type or select Done

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

Select the document types you will be submitting from the list of available documents. 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.

If you need to make changes to your list, click “Clear all”.

What type of submission is this?
 Civil Chambers
 General filing or Desk application without notice

Document type(s)
 Type or select
 e.g. the title of the form or material to be filed

+ Add supporting documents

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)
Affid
Affidavit Category: General Filing and Claims
Affidavit of Attempted Service Category: General Filing and Claims
Affidavit of Deficiency Category: General Filing and Claims

What type of submission is this?
 Civil Chambers
 General filing or Desk application without notice

Document type(s)
 Affidavit Type or select

Clear All

Acceptance of Offer to Settle
Category: General Filing and Claims

Adjustment Notice
Category: General Filing and Claims

Affidavit
Category: General Filing and Claims, Civil Chambers, Applications Judge Chambers

Affidavit of Attempted Service
Category: General Filing and Claims, Civil Chambers, Applications Judge Chambers

Affidavit of Deficiency

Back Next

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Step 3: Upload documents

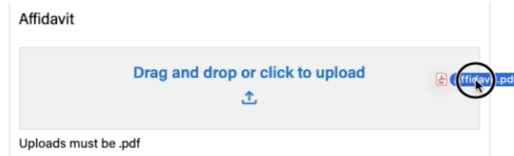
Upload your files to be submitted, by adding your PDF files to the upload window shown for each document type selected from the previous screen.

Files must:

- Be PDF format
- Be less than 100MB in size
- Contain bookmarks if greater than 25 pages
- Not have editable fields (as this may prevent the reviewing clerk from opening the file)
- Not be password protected

Falsifying information about the file to prioritize your request for review by the Courts is strictly prohibited.


You can add the file by either drag-and-drop or clicking to locate and upload your file from your desktop.



If appropriate for your document type, enter deadline date and emergency priority flag.

Next court date or filing deadline

This information is used to prioritize clerk review.

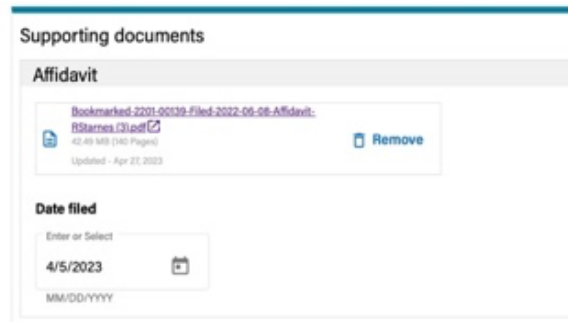
Enter or Select 

MM/DD/YYYY

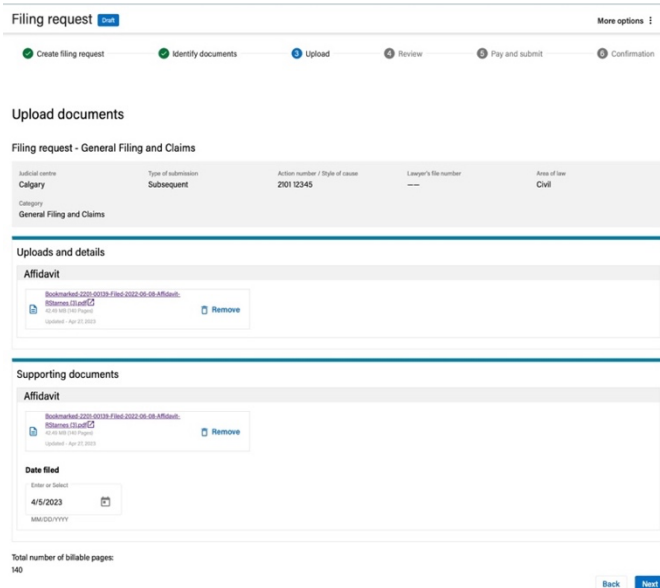
Priority

Emergency

If uploading supporting documents that have been previously filed, include the Date Filed.



Once all files are uploaded and any required date fields are filled, click "Next".



Note - If a fee exemption has been indicated with the submission, FDS will ask you to upload a PDF copy of the proof of exemption (Government of Alberta lawyer letter, or Legal Aid certificate) on this page.

Lawyers and legal assistants must indicate and attach proof of exemption on each applicable submission filed through FDS.

Uploads and details

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

Filing fee exemption

To qualify for an exemption, you must provide one of the following:

- Letter detailing you act on behalf of a Government of Alberta department funded by the general revenue
- Legal Aid certificate
- Fee waiver (**Not currently accepted**)

Government Lawyer Letter

Drag and drop or click to upload

Uploads must be pdf documents.

Total number of billable pages: --

Back Next

Step 4: Review summary

Review the summary of your filing request to ensure its accuracy. Edit if necessary.

Alberta King's Bench Filing Digital Service
Civil
Dashboard Help ▼

Filing request More options ⋮

✔ Create filing request —
 ✔ Identify documents —
 ✔ Upload —
 4 Review —
 5 Pay and submit —
 6 Confirmation

Review summary

Please review your request below and ensure that the appropriate documents are included. Failure to provide the correct documents may result in rejection and non-refundable costs.

Law firm information

Responsible lawyer	Requestor

Filing request Edit

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil
Category General Filing and Claims				

Uploaded documents

Documents to be filed Edit

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority	File name
Affidavit	140	---	---	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB)

Supporting documents (will NOT be filed) Edit

Document type	Date filed	File name
Affidavit	Apr 5, 2023	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB)

Processing fee

Tariff/Filing fee - Affidavit	\$0.00
Printing fee - 20 pages @ \$1/page (\$20 max)	\$20.00
Balance owing	\$20.00

Additional information

Comments to clerk (optional)
Comments will be visible by the reviewing clerk to provide them additional information to support your filing request.

max 1000 characters

Back Next

Add any additional comments you may wish to send to the reviewing clerk to support your filing request.

Click "Next".

Step 5: Pay and submit

KB Filing Digital Service is a pay-as-you-go service. Filing and printing fees are automatically calculated as you add your documents.

Credit card payment (Visa, MasterCard, Discover and American Express) is required in order to submit your filing request.

Enter your credit card information. Once you click “Pay”, the credit card will be charged instantly (there is no pre-authorization period), and the request will be submitted to the Courts. You will receive an email notification confirming the submission of your request.

Note – this step is skipped if you have provided a valid exemption (government lawyer letter, or Legal Aid Certificate)

Alberta King's Bench Filing Digital Service
Civil
Dashboard Help v

Filing request Done

✓ Create filing request —
 ✓ Identify documents —
 ✓ Upload —
 ✓ Review —
 5 Pay and submit —
 6 Confirmation

Payment

The King's Bench Filing Digital Service accepts payment by credit card only. Visa, MasterCard, Discover, and Amex are accepted. If your request is rejected upon review by the Courts, your previous payments will be credited towards the balance.

Processing fee

Total	\$20.00
-------	---------

Name on card

Card number

Expiration date CVV

MM / YY

###

Back
Pay

Step 6: Confirmation

After successful payment, you will see a screen confirming your filing request has been submitted to the Court. The status of your submission will be "Pending review" until reviewed and actioned by a clerk.

King's Bench Filing Digital Service
 Civil
 Dashboard Help

Filing request Pending review

✓ Edit filing request
✓ Identify documents
✓ Upload
✓ Review
✓ Pay and submit
6 Confirmation

✔ Your Filing Request has been submitted

The court will process your filing request during business hours and you will be notified upon successful filing.

Payment details

Last transaction

Date	Total	Status
Apr 27, 2023 1:56 PM	\$20.00	Paid

Payment method	Cardholder	Card number	Order Number	Transaction ID
Visa	TEST	██████████	██████████	██████████

Item	Cost
Tariff/Filing fee - Affidavit	\$0.00
Printing fee - 20 pages @ \$1/page (\$20 max)	\$20.00

Request summary

Law firm information

Responsible lawyer	Requestor
██████████	██████████

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	---	Civil

Category: General Filing and Claims

Click "Back to dashboard" to return to your main dashboard, which will now list your new filing request.

Documents

New documents to be filed

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority	File name
Affidavit	140	---	---	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB)

Supporting documents

Document type	Date filed	File name
Affidavit	Apr 5, 2023	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB)

[Back to Dashboard](#)

Your item's status will be displayed with your submission listing on your dashboard.

Filing requests

[Create](#)

Filters: none

Date submitted	Date filed	Action number / Style of cause	Lawyer's file number	Category	Status
		2101 12345	---	---	Draft
		2101 12345	---	---	Draft
May 2, 2023 3:02 PM		2101 12345	123123	Applications Judges Desk Application	2 Pending review
May 1, 2023 11:41 AM		Plaintiff firm vs. Defendant firm	112233	Civil Chambers	3 Pending review
Apr 27, 2023 1:56 PM		2101 12345	---	General Filing and Claims	1 Pending review

Downloading filed and stamped documents

You will receive an email notification once the Courts have approved your request. Click the link in the email, or go to <https://qb-filing.alberta.ca/>. Sign in to your account to view your dashboard.

The status of the request will have changed from “Pending review” to “Filed”. Click the item to open it in full view.

Mar 15, 2023 11:25 AM	Mar 15, 2023 1:14 PM	2101 12345	123123	Civil Chambers	1 0	Filed
-----------------------	----------------------	------------	--------	----------------	-----	--------------

In the “Documents filed by the Court” section, you can download each stamped document. Each file name is renamed to include the Action number generated by the Courts.

Tip: When downloading the filed and stamped document, save the document to the appropriate folder on your shared drive or computer. Do not “print as PDF” as the document will lose any bookmarks you have in the document.

Confirmation [Download confirmation](#)

Your documents have been successfully filed and stamped.

Payment details

Last transaction

Date	Total	Status
Mar 15, 2023 11:25 AM	\$19.00	Paid

Processing fee breakdown

Please note: only fees as of the latest filing request submission are included. Any items/documents that were removed upon re-submission are excluded.

Item	Cost
Tariff/Filing fee - Affidavit in Response	\$0.00
Printing fee - 19 pages @ \$1/page (\$20 max)	\$19.00

Request summary

Law firm information

Clerk's review notes

Date	Clerk
Mar 15, 2023, 1:14:40 PM	[Redacted]

Comments: good

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number	Area of law
Calgary	Subsequent	2101 12345	123123	Civil

Documents

Documents filed by the court

Document type	Number of pages	Next court date, filing deadline or limitation date	Priority
Affidavit in Response	19	---	---

Additional information

Comments to clerk:
filing affidavit in response to someone else's matter

[Download all](#)

[Download](#)

[Back to Dashboard](#)

You can also download a "Confirmation of filing request" PDF.

The screenshot shows the user interface of the Alberta Court of King's Bench Filing Digital Service. At the top, it displays the user's name '2101 12345' and a 'Download confirmation' button highlighted with a green box and arrow. Below this is a confirmation message: 'Your documents have been successfully filed and stamped.' The 'Payment details' section shows a 'Last transaction' table with columns for Date, Total, and Status. The 'Processing fee breakdown' section includes a table with columns for Item and Cost. The 'Request summary' section contains 'Law firm information' and 'Clerk's review notes'.

The confirmation summarizes:

- Information about the request
- Breakdown of fees, with an itemized list
- Payment / transaction details

Court of King's Bench Filing Digital Service
Court and Justice Services

Confirmation of filing request

Law firm information

Law firm:	
Address:	
Responsible lawyer:	
Requestor:	

Filing request

Type of submission:	Subsequent
Judicial centre:	Calgary
Area of law:	Civil
Category:	Civil Chambers
Action number:	2101 12345
Lawyer file number:	123123
Style of cause:	

Documents filed by the court

Document type:	Affidavit in Response
Number of pages:	19
File name:	2101-12345-Filed-2023-03-15-Affidavit-in-Response.pdf

Processing fee breakdown

Please note: only fees as of the latest filing request submission are included. Any items/documents that were removed upon re-submission are excluded.

Tariff/Filing fee - Affidavit in Response	\$0.00
Printing fee - 19 pages @ \$1/page (\$20 max)	\$19.00
Total:	\$19.00

Resubmitting a request after rejection by clerk

You will receive an email notification once the Courts have approved your request. Click the link in the email, or go to <https://qb-filing.alberta.ca/>. Sign in to your account to view your dashboard.

Your item will have the status “Action required”. Click on your submission to open it up in full view.

The screenshot shows the user's dashboard for the Alberta King's Bench Filing Digital Service. The user is logged in as Derek Nash. The main heading is "Filing requests" with a "Create" button. Below this, there are filters (none) and a table of filing requests. The table has columns for Date submitted, Date filed, Action number / Style of cause, Lawyer's file number, Category, and Status. One request is listed with a status of "Action required", highlighted with a green box. A "Draft" button is visible below the table.

Date submitted	Date filed	Action number / Style of cause	Lawyer's file number	Category	Status
Apr 27, 2023 1:56 PM		2101 12345	---	General Filing and Claims	Action required
		2101 12345	---	---	Draft

Review the rejection notes from the clerk, which may apply to the request as a whole, or to a particular document. If there is an issue with a single document, the clerk must reject the whole package. You will be required to re-upload all documents pertaining to the request.

The screenshot shows the "Filing request resubmission" page. It features a rejection notice: "Your request has been rejected. Please review the clerk's notes below, then make the necessary edits to your request. Your previous payment will be honored, however, you may be required to pay additional fees depending on the changes to your request." Below this is a "Request Summary" section with "Clerk's review notes" dated May 4, 2023, 1:47:06 PM. The notes state: "Missing signature on Page 4. Correct and resubmit." This text is highlighted with a green box and a green arrow. Below the notes is a "Filing request" summary table and an "Uploaded documents" section. The "Uploaded documents" section has two tables: "Documents to file" and "Supporting documents". The "Supporting documents" table shows a document that was "Not accepted", highlighted with a green box. At the bottom, there are buttons for "Back to Dashboard", "Withdraw request", and "Edit filing request".

Request Summary

Clerk's review notes

Date: May 4, 2023, 1:47:06 PM

Comments: Missing signature on Page 4. Correct and resubmit.

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number
Calgary	Subsequent	2101 12345	---

Area of law	Category
Civil	General Filing and Claims

Uploaded documents

Documents to file

Document type	Next court date, filing deadline or limitation date	File name	Status
Affidavit	---	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB)	Not filed

Supporting documents

Document type	Date filed	File name	Status
Affidavit	Apr 5, 2023	Bookmarked-2201-00139-Filed-2022-06-08-Affidavit-RStarnes (3).pdf (42.49 MB)	Not accepted

Your uploaded documents will be removed. You will have to upload it again.

Back to Dashboard Withdraw request Edit filing request

Once you are ready, make changes to the rejected request by clicking “Edit filing request”.

Request Summary

Clerk's review notes

Date
May 4, 2023, 1:47:06 PM

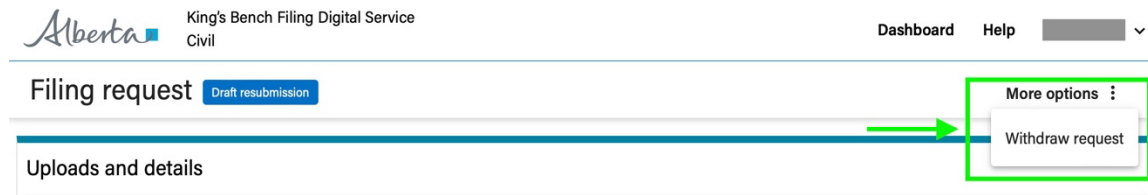
Comments
Missing signature on Page 4. Correct and resubmit.

Filing request

Judicial centre	Type of submission	Action number / Style of cause	Lawyer's file number
Calgary	Subsequent	2101 12345	---
Area of law	Category		
Civil	General Filing and Claims		

Your request's status will change from “Action required” to “Draft resubmission”. You may now file your revised document(s) using the same multi-step process that was used for the initial filing. The information you originally included in the request will be saved, but you may edit the fields as necessary, and any progress you make on the “Draft resubmission” will be saved. You will have the ability to add or remove documents as necessary.

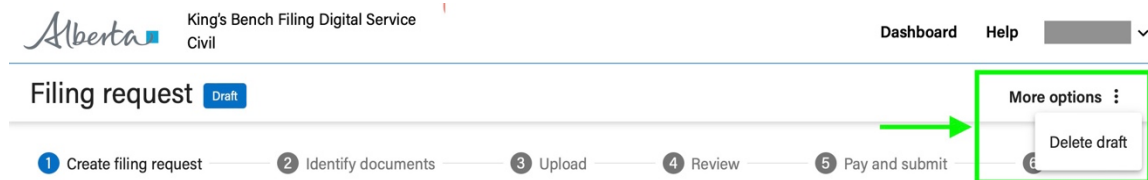
Withdrawing a request after rejection



If your request is rejected and you are asked by the Courts to submit your file using a method other than via the digital service, you may wish to withdraw the Filing Digital Service request. This will enable you to request a refund if applicable.

Choose the request from your dashboard. At the top-right, click the option menu and select "Withdraw request". This function is also available at the bottom of the page.

Deleting drafts



At any time prior to payment for a request, you can delete drafts.

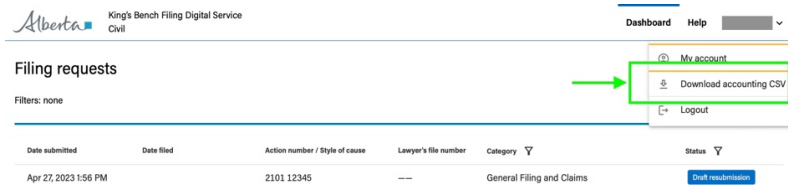
1. Select the draft request from your dashboard
2. When the draft request is opened, choose "More options", then "Delete draft".

Accounting and records of payment

Payment / accounting report

Lawyers and legal assistants can download an accounting report (.csv) which includes transaction information from requests within the last 60 days.

Click your name in the header, then select “Download account CSV”.



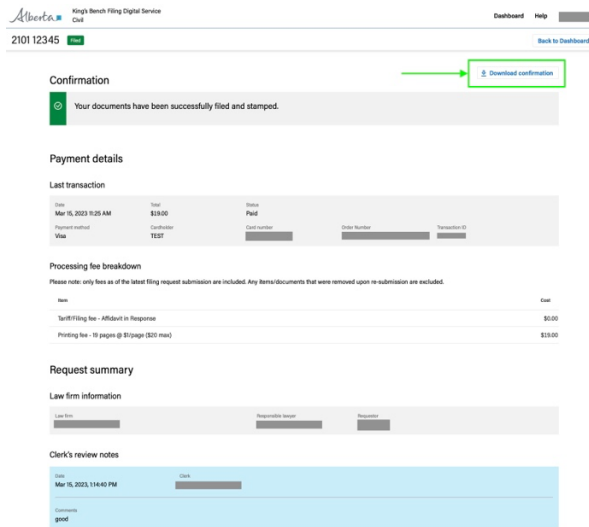
Tip: A report generated from a Lawyer's account would include the requests they are responsible for, regardless of who the requestor was a report generated from a Legal Assistant's account would include the requests created by that Legal Assistant, including requests from all the lawyers they can file on behalf of

	A	B	C	D	E	F	G	H	I	J
1	#Report generated on 05/04/2023 14:20:20.									
2	#Covers the last 60 days of transactions									
3	#Lawyers: Includes all filings you were responsible lawyer for									
4	#Legal Assistants: Includes all filings you submitted									
5										
6	Date of transaction	Time of transaction	Amount paid	Lawyer's file number	QB action number	Judicial centre	Responsible lawyer	Requestor	Last 4 digits of credit card	Filing request status
7	2023-03-15	11:10:13	70	123123	2302 00001	Drumheller	Name	Name	1234	Hearing scheduled
8	2023-03-15	11:12:21	70	112223		Drumheller	Name	Name	1234	Pending review
9	2023-03-15	11:16:42	70	123123	2101 12345	Calgary	Name	Name	1234	Hearing scheduled
10	2023-03-15	11:20:02	70	123123	2101 12345	Calgary	Name	Name	1234	Hearing scheduled
11	2023-03-15	11:22:13	20	123123	2302 00002	Drumheller	Name	Name	1234	Filed
12	2023-03-15	11:23:57	20	123123	2101 12345	Calgary	Name	Name	1234	Filed
13	2023-03-15	11:25:34	19	123123	2101 12345	Calgary	Name	Name	1234	Filed
14	2023-03-15	11:30:25	19	123123	2302 00003	Drumheller	Name	Name	1234	Filed
15	2023-03-15	14:42:56	70	123123	2101 12345	Calgary	Name	Name	1234	Pending review
16	2023-03-16	15:48:01	70	123123	2302 00004	Drumheller	Name	Name	1234	Hearing scheduled
17	2023-03-16	15:54:35	69	123123	2101 12345	Calgary	Name	Name	1234	Pending review
18	2023-04-27	13:56:07	20	2101	12345	Calgary	Name	Name	1234	Draft resubmission
19	2023-05-02	15:02:12	19	123123	2101 12345	Calgary	Name	Name	1234	Pending review
20										

Receipt of payment

Your official receipt, aka your downloadable Confirmation (.pdf), is available for every filing request once it has been filed and stamped. The receipt is not made available immediately after payment upon request submission, because the amount can change (e.g. if requests are rejected, then documents are removed or added to a package upon resubmission). This is your official receipt, and it includes all of the information that your accounting department needs to track payments.

You can also download a “Confirmation of filing request” PDF.



The confirmation summarizes:

- Information about the request
- Breakdown of fees, with an itemized list
- Payment / transaction details



Lawyers who do not pay fees

Effective November 14, 2023, the King's Bench Filing Digital Service will expand to include submissions in which lawyers are eligible for a fee exemption.

Lawyers whose filings 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

This initial release of fee exceptions in FDS does not include:

- Submissions that include a fee waiver. These submissions should continue to be filed using existing methods.

Proof must be provided by the law firm on each submission, which the filing clerk will be able to view. The PDF letter provided or Legal Aid Certificate will not be printed or filed but archived in the service and searchable for future reference.

* = Required

Is this filing submission exempt from filing fees? * [Find out if you qualify](#)

Yes
 No

What type of proof will be submitted? *

- Government lawyer letter
- Legal Aid certificate
- Fee Waiver (Not currently accepted)

...ing fee exemption on the following page.

Note that lawyers and legal assistants cannot apply for a fee exemption after the fact, if the submitter did not answer “yes” and submit proof of exemption when submitting using FDS.

Submitting an order to seal/restrict

If you are filing an order which instructs the sealing or viewing restriction related to an ongoing action, this can be flagged for the clerk as part of the submission.

ⓘ Please make sure you are submitting documents that are **not related to an upcoming Civil Justice Chambers hearing** (including Affidavits in Support of your hearing, and Affidavits in Support and Response to a hearing).
If you are trying to submit documents for an upcoming Civil Justice Chambers hearing, **please switch to the Civil Chambers submission type above.**

Document type(s)

Order, Procedure Type or select Clear All

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

Is this a granted order that is signed by the Justice or Application Judge, and ready for filing?*

Yes
 No

Restricted or Sealed documents * [Information on Sealed documents](#)

Order contains instructions to seal or restrict court documents

[+ Show supporting documents](#)

Category*

General Filing and Claims

[Back](#) [Next](#)

When choosing an order on the document selection page of the submission form, you will be asked if the order contains instructions to seal or restrict. Checking this box will flag this for the clerk upon their review of the submission.

About the service

Contact information

For legal, procedural or filing issues, please contact the filing team:

KBCivilDigitalFilingInquiries@just.gov.ab.ca

If you do not receive a response within 24 hours, please forward the concern to:

KBA.LeadershipTeam@just.gov.ab.ca

For any technical problems with the application:

JSG.filingSupport@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

Alexa Horabin

Manager, Digital Product Delivery

Court & Justice Services

alexa.horabin2@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

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.

As they are separate services, **please ensure you submit the appropriate filing or request to the correct service.**