King's Bench Filing Digital Service – Civil

User Guide: Lawyers and Legal Assistants

July 2024

Alberta

King's Bench Filing Digital Service – Civil © 2024 | Government of Alberta | Updated July 2024

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Filing Digital Service – Civil

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

Lawyers and legal assistants can submit civil filing requests at all King's Bench judicial centres using the digital service. The system currently accepts more than 100 document types, including orders, affidavits, notices 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://gb-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://gb-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.

In the second selected level with the second selected Civit General Filing and Claims documents for electronic filing and stamping in all King's Bench entres in Alberta.

Watch our tutorial videos to see a guided tour and example filing submission using this service

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

Creating an account

(1)

Sign in

- Accounts are granted to individuals within Law Firms
- There is no consolidated team or admin account

Create an 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^[2]

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 Continue with Government of Alberta	Email	
Sign In Continue with Government of Alberta Continue with Alberta Courta	Passwo	bre
Continue with Government of Alberta	Rem	ember me Forgot Password?
_		
Continue with My Alberta Digital ID	41-	Continue with Alberta Courts
		Continue with My Alberta Digital ID

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

Create a secure password, then click "Create an Account"

	me
Last na	ne
Email	
Passwo	rd
	password
Confirm	
	Requirements:
Password • min	imum 12 characters
Password • min • min	imum 12 charactors imum 1 numerical digit
Password • min • min • min	imum 12 characters

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

Alberta

	You need to verify your email address to activate your acco	
	An email with instructions to verify address has been sent to you.	your ema
	Haven't received the email? <u>Click h</u> send it.	<u>ere</u> to re-
Justice /erify e fo:		🖨 Inbox -

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

Verify Identity @telus.net What is your role? Lawyer O Assistant/ paralegal O Student-at-Law O Agent Law firm or agency Government of Alberta × **Government of Alberta Government of Alberta** Government of Alberta Government of Alberta you are unable to locate your firm, please contact JSG.JusticeDigitalAccounts@gov.ab.ca support. Continue

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".	Mberting King's Bench Filing Digital Service Eriling requests
Under "Pending access requests" you can approve or deny any access requests.	<page-header></page-header>
You also use this screen to remove (revoke) access to any assistants who should no longer be filing on your behalf.	<image/>

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.

<page-header><text><text><text><section-header><section-header><section-header><section-header>

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

Creating an account

(1)

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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^[2]

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 Continue with Government of Alberta	Email	
Sign In Continue with Government of Alberta Continue with Alberta Courta	Passwo	bre
Continue with Government of Alberta	Rem	ember me Forgot Password?
_		
Continue with My Alberta Digital ID	41-	Continue with Alberta Courts
		Continue with My Alberta Digital ID

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

Create a secure password, then click "Create an Account"

	name
Last	name
Ema	11
Pass	sword
Con	im paseword
Con	firm password
	firm password
Passv	
Passv •	vord Requirements:
Passv •	vord Requirements: minimum 12 characters
Passv •	vord Requirements: minimum 12 characters minimum 1 numerical digit

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? <u>Click here</u> to resend 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.

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.

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Legal	Capa	CIL	У		
Name of user Email address @gn	nail.com				
Role					
● I am a legal ● I am a legal ● I am a lawy Law firm or ag	er	ralegal o	or stude	nt at lav	v
● I am a legal ○ I am a lawy	er Jency	ralegal o	or stude	nt at lav	V
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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".	Window Single Banch Filing Digital Service City Out accound is almost ready Up to howerd already requested access to file on behalf of a lawyer go to the accound is initiate a request. Filters: mole
Click the "Request access" button to begin the process.	<page-header></page-header>
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.	Whether With Set

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.

Alberta	King's Bench Filing Digital Service Civil		Dashboard	Help	
My a	ccount - Legal assistant,	paralegal or student at law			
Bench		ge filing requests on behalf of one or more lawyers t initiate the request below. Lawyers will be notified st.			
Please ni lawyers.	te: any requests you create on behalf of a lawyer will b	be visible by the lawyer on their dashboard. You will NOT have	access to view requests cre	ated or sul	bmitted by
Requ	est access				
Pendi	ng access requests				
Nam		Requested on			
		May 5, 2023			
Grant	ed access				
Nam		Approved on			
		No access has been granted			

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

King's Bench Filing Digital S Civil	ervice	Dashboard Help
My account - Lega	al assistant, paralegal or student at law	
	s to create and manage filing requests on behalf of one or more lawyers gain access, you must initiate the request below. Lawyers will be notified approve your request.	
Please note: any requests you create o lawyers.	n behalf of a lawyer will be visible by the lawyer on their dashboard. You will NOT have	e access to view requests created or submitted by
Request access		
Pending access request	S	
Name	Requested on	
	No pending requests	
Granted access		
Name	Approved on	
	May 5, 2023	Remove

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 <u>unsubscribe</u> 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: <u>queens.bench.filing@gov.ab.ca</u> and <u>justice-filing-</u> <u>support@gov.ab.ca</u>.

Filing requests

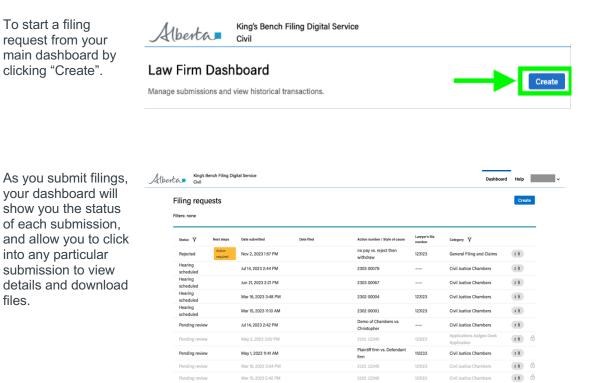
Your dashboard

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

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

Draft resubmission

Nov 2, 2023 1:55 PM

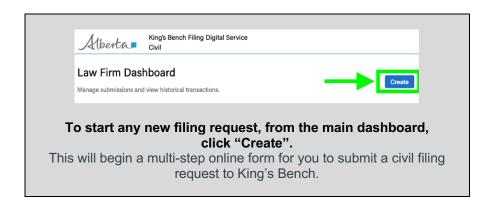


no pay vs. reject and

General Filing and Claims

King's Bench Filing Digital Service

Submit a general filing request





Step 1: Create filing request

Choose	Alberta King's Bench Fili Civil	ng Digital Service			Dashboard	Help ~		
whether your submission is	Filing request Draft					More options		
originating or subsequent.	Create filing request	Identify documents	3 Upload	4 Review	6 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 a Subsequent (already has an action n 							
	Lawyer's file number (optional)							
						Cancel Next		

Originating

iling request 🔤					More options 1
Create filing request	ldentily documents	Uplead	O Review	Pay and submit	Confirmation
equestor information					
Lawfern		Responsible lowyer	Paquester		
ling request					
hat is the type of submission?					
Originating (will be assigned a ne Subsequent (already has an action					
dicial centre					
Select ·					
ea of law / Domain					
Select *					
yle of cause					
nultiple parties are included in the	action, please enter all names of the	plaintiffs and defendants,	each separated by a comma (.).		
Name of plaintil(s)	Name of def	lendant(s)			
	V3.				

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

Filing request 🔤					More op
Create filing request	Identify documents	O Uplead	Review	B Pay and submit	G Conf
Requestor information					
Lawfirm		Responsible lawyor	Requestor	-	
Filing request					
What is the type of submission?					
Originating (will be assigned a r	new action number)				
 Subsequent (already has an act 	tion number)				
Action number					
	Vority				
9 digit code, e.g. 2701 12345					
	elow is accurate based on the action	number entered. If this doe	s not match your file, plear	e try again.	
Please confirm the information b	elow is accurate based on the action	number entered. If this doe	s not match your file, plear	se try again.	
	elow is accurate based on the action	number entered. If this doe	s not match your file, plear	e try again.	
Please confirm the information b	elow is accurate based on the action		s not match your file, plear	ee try again.	
Please confirm the information b			s not match your file, plear	se try again.	
Please confirm the information b	Area of las		s not match your file, plear	ie try again.	
Please confirm the information by Style of cause 	Area of las		s not match your file, pleas	e try again.	
Please confirm the information b Byte closure Addition the Confirm	Area of las		s not match your file, plean	e try again.	
Please confirm the information b Byte closure Addition the Confirm	Area of las		s not match your file, plear	e try again.	

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	ow 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	Area of law
Judicial centre Edmonton	Area of Isaw Civil

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	King's Bench Filing Digit Civil	al Service			t	ashboard Help
submission is	Filing request					More options
exempt from filing fees.	🧭 Create filing request	Identify documents	Upload	Aeview	6 Pay and submit	6 Confirmation
To qualify for an exemption, you	Identify document ty	ype(s)				
must have either a letter detailing you act on behalf of a	Judicial centre Calgary Calegory —	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyor's file number	Area of Iaw Civil	
Government of	* = Required					
Alberta department funded by general revenue, or a Legal Aid certificate.	Is this filing submission exempt Yes No	from filing fees? [*] O <u>Find out if you</u>	Lqualify			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?* ⁽¹⁾ Find out if you qualify

Yes

⊖ No

What type of proof will be submitted?*

Governm	 	

Legal Aid certificate

Fee Waiver (Not currently accepted)

ling fee exemption on the following page.

Select "General filing" (or if originating		gital Service sigital service has been expanded to include	submissions that are exempt from	fees. For more information, pl	ease review the <u>release notes</u> [්.	Dashboard	Help	
submission,	Filing request Draft						Mon	е ор
"General filing or Desk application	Create filing request	2 Identify documents	(3) Upload	A Review	6 Pay and submit	6 Confin	nation	
without notice") as your filing	Identify docume	nt type(s)						
request submission type.	Judicial centre Edmonton Category Commercial	Type of submission Originating	Action number / Style of cause commercial vs. general	Lawyer's file number	Area of law Civil			
	⊙ Yes ● No	xempt from filing fees? [#] © <u>Find out if you</u> is this? [#] © Tips for Document types and fili						
	Civil Chambers (Applicat Commercial filing General filing	ions Judge Chambers Coming Soon)			-			
	Document type(s)							
	Type or select e.g. the title of the form or materia	I to be filed						
						Back	Next	

Select the document What type of submission is this?" Civil Chambers
 General filing or Desk application without notic types you will be submitting from the list ent type(s) of available documents. Type or se You can select multiple e.g. the title of the for document types if they Back Next 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 What type of submission is this?" from the document's Civil Chambers
 General filing or Desk application without notice title into the field to Document type(s) narrow down the list T Clear All and make it easier and Acceptance of Offer to Settle Category: General Filing and Charge faster to find your document type. Adjustment Notice Category: General Filing and Claims Back Next Affidavit Affidavit of Attempted Service Document type(s) © 2022 Government of Albe Affidavit of Deficiency 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". 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.

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).

 Civil Chambers General filing or Desk application 	without notice		
Document type(s)			
Asidavit (8) Type or select		🗇 Clear All	
e.g. the title of the form or material to be filed			
+ Add supporting documents			
ategory*			

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)

	AEdown (8) Type or select		
ĺ	(HOLD FOR NOW) Restore Letter	0	
с	Acceptance of Offer to Settle		
	Adjustment Notice		
	Affidavit		
l	Affidavit in Sunnort		

Select the category of the filing request. Selecting the incorrect category may result in a rejection.	What type of subenisation is this the Civil Chambers © General filing at best application without notice Decement type(s) Civer All + Add supporting documents 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) Category* General Filing and Claims
Click "Next".	

Sereate filing request Identify documents 3 Upload 4 Review 5 Pay and submit 6 Confirm	Identify documents 3 Upload 8 Review 9 Pay and s	ubmit 6 Confirmation
--	--	----------------------

Step 3: Upload documents

Upload your files to be submitted, by adding your	by adding your Filing request 🚥					Help ~
PDF files to the upload window shown for each document type selected from the previous screen.	Create filing request Upload documents Filing request - General Fili	Identify documents ng and Claims	Upload	Review	Pay and submit	Confirmation
	Judicial centre Calgary Category General Filing and Claims	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyer's file number	Area of inv Civil	
	Uploads and details Affidavit Drag and click to	l drop or upload				
	Uploads must be pdf documents.					
	Affidavit Drag and click to Uploads must be <i>pdf.</i>	d drop or 과미oad				
	Date filed Enter or Select					
	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.	Affidavit Drag and drop or click to upload ① Uploads must be .pdf
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 Imm/DD/YYYY Priority Emergency
If uploading supporting documents that have been previously filed, include the Date Filed.	Supporting documents Affidavit Bookmarkad-2201-00:039-Filed-2022-08-08-Affidavit: RBareness 201ed(2) ed.es MS (No Pepe) Updated - Apr 27, 2023 Enter or Select 4/5/2023 MM/DD/YYYY
One all files are uploaded and any required date fields are filled, click "Next".	Mberta: King's Bench Filing Digital Service Databased Help: Dennk Hash ~ Filing request: Or More options: More options: More options: Cheate Hing request: © Identify documents © Upload ® Review ® Pay and submit @ Contimution Upload documents Filing request - General Filing and Claims More notice/ Style draws Civil Outpoint areaw Your Antonname 2001/2345 Civil Uploads and details Affidavit Civil Civil Instrument Compositions Instrument Compositions Civil Uploads and details Affidavit

Supporting documents
Affidavit
Bookmarked-2201-00139-File
Statemen, SladfC
Statemen, SladfC
Statemen, SladfC

۲

Date filed

4/5/2023

mber of billable pages

Total

Bemove

Back 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.

Affidavit				
	Drag and drop or click to upload documents. filing deadline or limitatio s used to prioritize clerk revi			
MM/DD/YYYY				
• Letter • Legal	er an exemption, you must pr detailing you act on behalf o Aid certificate	a Government of Alberta	e general revenue	
 To qualify f Letter Legal 	or an exemption, you must pr detailing you act on behalf of Aid certificate aiver (Not currently accept awyor Lotter Drag and drop or click to upload	a Government of Alberta	e general revenue	

King's Bench Filing Digital Service

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

Step 4: Review summary

Review the summary of	King's Bench Filing Die Civil	gital Service			Dashboard	Help ~
your filing request to	Filing request Dut					More options
ensure its accuracy. Edit if necessary.	Create filing request	Identify documents	🕑 Upload	4 Review	Pay and submit	G Confirmation
	Review summary					
	Please review your request below and ensure	that the appropriate docume	ents are included. Failure to provide th	he correct documents may	result in rejection and non-refun	dable costs.
	Law firm information					
	Responsible lawyer		Requestor			
	Filing request 🥜 Edit					
		of submission sequent	Action number / Style of cause 2101 12345	Lawyer's file number	Area of law Civil	
	Uploaded documents					
	Documents to be filed 🧪 Edit	Next court d	tata filling			
	Document type	Number of deadline pages or limitation	Priority	File name		
	Affidavit	140		Bookmarked-2201 (42.49 MB)	-00139-Filed-2022-06-08-Affida	vit-RStarnes (3).pdf [
	Supporting documents (will NOT b	oe filed) 🧪 Edit				
	Document type	Date filed		File name		
	Affidavit	Apr 5, 2023		Bookmarked-2201 (42.49 MB)	-00139-Filed-2022-06-08-Affida	vit-RStarnes (3).pdf [
	Processing fee					
	Tariff/Filing fee - Affidavit	\$0.00				
	Printing fee - 20 pages @ \$1/page (\$20 max)	\$20.00				
Add any additional	Balance owing	\$20.00				
comments you may wish to send to the	Additional information					
reviewing clerk to	Comments to clerk (optional) Comments will be visible by the reviewing cle	rk to provide them additional	l information to support your filing reg	nuest		
support your filing request.	comments will be visible by the reviewing cle	rk to provide them additional	internation to support your hing rec	luesi.		
Click "Next".	max 1000 characters					Back Next

Create filing request	Identify documents	Vpload	Review	5 Pay and submit	6 Confirmation
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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 preauthorization 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)

iling request Dratt					
Create filing request	Identify documents	🥝 Upload	Review	9 Pay and submit	6 Confirmatio
ayment					
he King's Bench Filing Digital Servic ayments will be credited towards th	ce accepts payment by credit card only e balance.	/. Visa, MasterCard, Discove	; and Amex are accepted. If	your request is rejected upon review	v by the Courts, your prev
rocessing fee					
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MM / YY ###					
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Step 6: Confirmation

dashboard.

After successful	Alberta King's Bench Civil	Filing Digital Service				Dashboard	Help
payment, you will	Filing request Pending rev	iew					
see a screen confirming your filing request has been submitted to the Court. The	C Edit filing request	Identify docum	ents 🕑 U	pload	Review SPa	and submit	6 Confirmation
	Your Filing Request I The court will process your			e notified upon successfu	ıl filing.		
status of your submission will be "Pending	Payment details						
review" until reviewed and actioned by a clerk.	Date Apr 27, 2023 1:56 PM Payment method Visa	Total \$20.00 Cardholder TEST	Status Paid Card number	- 1	Order Number	Transaction ID	
CICIN.	Item						Cost
	Tariff/Filing fee - Affidavit						\$0.00
	Printing fee - 20 pages @ \$1/page	e (\$20 max)					\$20.00
	Request summary						
	Responsible lawyer		Requestor				
	Filing request						
	Judicial centre Calgary Category General Filing and Claims	Type of submission Subsequent	Action num 2101 1234	iber / Style of cause	Lawyer's file number	Area of law Civil	
Click "Back to dashboard" to return to your	Documents New documents to be filed						
main dashboard,	Document type	Number of	Next court date, filing deadline	Priority	File name		
which will now list		pages	or limitation date	riony	Bookmarked-2201-00139-	Filed-2022-06-08-Affida	vit-BStarnes (3).pdf [7]
your new filing	Affidavit	140			(42.49 MB)		
request.	Supporting documents						
	Document type	Date filed			File name		
	Affidavit	Apr 5, 2023			Bookmarked-2201-00139- (42.49 MB)	Filed-2022-06-08-Affida	vit-RStarnes (3).pdf 🔀
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Your item's status will be	Filing requests						Create
displayed with your submission	Date submitted D	late filed	Action number / Style of cause	Lawyer's file number	Category 🖓	Status	7
listing on your			2101 12345			Draft	
isting on your			2101 12345			Draft	

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Applications Judges Desk Application

Civil Chambers

General Filing and Claims

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2101 12345

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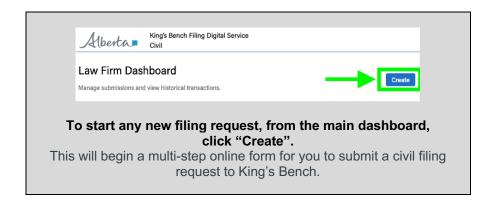
Plaintiff firm vs. Defendant firm 112233

May 2, 2023 3:02 PM

May 1, 2023 11:41 AM

Apr 27, 2023 1:56 PM

Submit a Desk Application (without notice)



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

Choose	King's Bench Filing Digital S Civil	ervice			Dashboard	Help 🗸
"subsequent" as	Filing request Draft					More options
your request type.	1 Create filing request 2 Ide	ntify documents	3 Upload	4 Review	B Pay and submit	6 Confirmation
At this time, originating desk	Requestor information					
applications are not	Law firm		Responsible lawyer	Requestor		
yet accepted using the Filing Digital	Filing request					
Service. Until this is	What is the type of submission?					
available, please	 Originating (will be assigned a new action numb Subsequent (already has an action number) 	per)				
continue to use						
	Lawyer's file number (optional)					
existing channels						
(email, front counter) to submit these applications.						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.

(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.

Click "Next".

Action number 2103 01234 Verify 9 digit code, e.g. 20112345 or FL01 12345 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 Sample, Test Judicial centre Area of law Edmonton Civil Image: Confirm Civil

Lawyer's file number (optional)

5 Pay and submit

Step 2: Identify fee status and documents to submit

2 Identify documents

Identify if your	Alberta King's Bench Filing Digits	al Service			Da	shboard Help	~
submission is	Filing request Date					More of	options :
exempt from filing fees.	Create filing request	2 Identify documents	() Upload	4 Review	Pay and submit	6 Confirmation	
To qualify for an	Identify document ty	vpe(s)					
exemption, you must	Filing request						
have either a letter	Judicial centre Calgary	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyer's file number	Area of law Civil		
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Alberta department		from filing fees? [*] [©] Find out if you	qualify.				
funded by general	O Yes O No						
revenue, or a Legal						Back Next	
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?"

• = Required

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

0	Yes	
0	No	

What type of proof will be submitted?*

Government lawyer letter	
egal Aid certificate	ling fee exemption on the following page.
ee Waiver (Not currently accepted)	

King's Bench Filing Digital Service

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

ling request	feaft				More option
🕑 Create fili	ng request 2 Identify doc	uments Upload	Review Review	Pay and submit	6 Confirmation
Identify d	ocument type(s)				
Filing reques	t				
Judicial centre Calgary	Type of submission Subsequent	Action number / Style of ca 2101 12345	use Lawyer's file number 123123	Area of law	
Category	Subsequent	2101 12340	123123	Civil	
Documents	to be filed				
This servic	e only accepts document types in the dr	opdown list			
	d to file documents not in the dropdown list				
Select all	document types to be included in the packa	ge			
 If submitti 	ng more than one of the same document ty	oe, select it multiple times (e.g. Affidavit, A	ffidavit)		
* = Required					
What have a far	ubmission is this?"				
what type of s					

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.

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.

What type of submission is this?" O Civil Chambers General filing or Desk application without notice			
Document type(s)			
desk			
Desk Application: without Notice Category: Justee Desk Applications Judges Desk Application			
+ Add supporting documents			
		Back	Next

Tip: If you need to make changes to your	What type of submission is this?* O Civil Chambers
list, click or "Clear all".	Document type(s) Exact Application: without Nation: ③ Crister: To Appent ④ Type or select e.g. the title of the form or material to be filed Clear All
Tip: you will need to include a proposed order with your application, or the	+ Add supporting documents Back Next
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	What type of submission is this?* Civil Chambers Image: Comparison of the state of the s

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.

along with documents to be filed/stamped.

Affidavit ③ 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 are like "courtesy copies", e.g. previously filed documents, reference material or case law that the courts require for consideration

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".

	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)
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с	Acceptance of Offer to Settle
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		to be included in the package e of the same document type, select it m	ling⊡ nuitiple times (e.g. Affidavit, Affidavi	t)		
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Create filing request	Identify documents	3 Upload	4 Review	5 Pay and submit	6 Confirmation
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Step 3: Upload documents

Upload your files to be	Alberta King's Bench Filing Digital Servi	ce				Dashboard Help ~
submitted, by adding	Filing request 🚥					More options
your PDF files to the upload window shown for	Create filing request	ldentify documents	Opicad	Review	Pay and submit	Confirmation
each document type selected from the	Upload documents					
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previous screen.	Judicial centre Calgary	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyer's file number 123123	Area of law Civil	
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	Uploads and details		-			
	Desk Application: withou Drag and click to Uploads must be per documents.	I drop or				
	Priority Emergency					
	[Proposed] Order: To Ap	pear				
	Drag and click to Uploads must be pdf documents.	upload				
	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.

Affidavit					
	Drag and drop or click to upload documents. filing deadline or limitat a used to prioritize clerk m				
To qualify for Letter Legal	tion r an exemption, you must detailing you act on beha tid certificate iiver (Not currently acce	f of a Government of Al	d by the general revenue		
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Create filing request	Identify documents	Vpload 🛛	4 Review	5 Pay	and submit	6 Confirm	nation
Step 4: Review s	summary						
Review the	Alberta King's Bench Filing Civil	Digital Service				Dashboard He	elp
summary of your	Filing request Dat						More opt
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accuracy. Edit if necessary.	Review sumn Please review your requ	nary lest below and ensure that the appropri	iate documents are included. Failur	e to provide the correct document	is may result in rejection and non-ref	undable costs.	
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	Judicial centre Calgary	Type of submission Subsequent	Action number / Style 2101 12345	of cause Lawyer's file nu 123123	rriber Area of law Civil		
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	Desk Application: wi	thout Notice 19			D-50_OM-small.pdf 🔀 (1022.97 K	B)	
	[Proposed] Order: T	b Appear 19			D-50_OM-small.pdf 🔀 (1022.97 K	B)	
	Processing fee						
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	Tariff/Filing fee - Order	: To Appear	\$0.00				
	Printing fee - 19 pages	@ \$1/page (\$20 max)	\$19.00				
	Balance owing		\$19.00				
Add any additional	Additional inform	ation					
comments you may wish to send to the	Comments to clerk (optional) Comments will be visible by the	e reviewing clerk to provide them ad	ditional information to support yo	ur filing request.			
reviewing clerk to							
support your filing request.	max 1000 characters					Back	ext
Click "Next".							

Create filing request	Identify documents	Vpload	Review	5 Pay and submit	6 Confirmation
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Step 5: Pay and submit

KB Filing Digital Service is	Alberta, Kray's Bench Filing Digital Service Databoard Help
a pay-as-you-go service.	Filing request 🚥
Filing and printing fees are automatically calculated as you add your documents.	Create filing request I dentify documents Upload Preview Pry and submit Confirmation Payment The King's Branch Filing Digital Service accepts payment by credit cerd only. Vice, MasterCard, Discover, and Amex are accepted. If your request is injected upon review by the Courts, your previous payments will be credited towards the balance.
Credit card payment (Visa, MasterCard, Discover and American Express) is required in order to submit your filing request.	Processing fee Total \$99.00 Name on card Card number
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.	Egirino dat CV

Edit filing request	Identify documents	🕑 Upload	Review	Pay and submit	6 Confirmation
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Step 6: Confirmation

After successful	Albertas King's Sench Filing Digital Service Ovi	Dashboard Help
payment, you will	Filing request Tendog rever	
see a screen confirming your filing request has been submitted to the Court. The status of your submission will	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 Dates	
be "Pending review" until	May 2, 2023 3:02 PM \$19.00 Paid	
reviewed and	Peyment method Cardholder Card number Order Number Transaction ID Visa TEST	
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clerk.	Tartiff/Filing fee - Order: To Appear	\$0.00
	Printing fee - 19 pages @ \$I/page (\$20 max)	\$19.00
	Request summary	
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	Filing request	
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	Calgary Subsequent 2011/2345 123123 Civil Calgary Applications Judges Desk Application	
Click "Back to	Documents	
dashboard" to	New documents to be filed	
return to your	Next court date, filing Document type Number of pages deadline Priority File name	
main dashboard,	or limitation date Desk Application: without Notice 19 D-50_OM-small.pdf [2] (1022.97 KB)	
which will now list	[Proposed] Order: To Appear 19 D-50_OM-small.pdf [2] (1022.97 KB)	
your new filing request.		Back to Dashboard
Your item's status	Filing requests	Create
will be displayed	Filters: none	
with your		
submission listing	Date submitted Date filed Action number / Style of cause Lawyer's file number Category \overline{Y}	Status Y
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dashboard.	2101 12345	Dreft
	May 2, 2023 3:02 PM 2101 12345 123123 Applications Judges Desk Application z 0	
	May 1, 2023 11-41 AM Plaintiff firm vs. Defendant firm 112233 Civil Chambers 3 8	
	Apr 27, 2023 1:56 PM 2101 12345 General Filing and Claims 18	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.

lberta Civil	s Bench Filing Digital Service				Dashboard	i Help	
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ilters: none							
Date submitted	Date filed	Action number / Style of cause	Lawyer's file	Category Y		Status 🍸	
Date submitted	Date med	Action number / style of cause	number	Category 1		status Y	_
Jun 23, 2023 1:21 PM		2101 12345	number	Justice Desk Application	38	Action required	1
					_		3

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.

To submit a new, amended version of your order, click the "Edit filing request" button.

0	Please re	roposed order has b eview the revision notes b ing on the changes to your	elow, then mak		-	evious payme	ent will be honored, h	nowever, you mi	ay be required to pa	ıy additic	nal fees	
5 40	berta.∎ Ig reque	King's Bench Filing Digital Se Civil est resubmission							Dashboa Back to Dashboard		p (•
			vision notes below	n rejected by Justice/ , then make the necessary e uest.		evious payment	will be honored, however	r, you may be requir	red to pay additional fee	s		
		Request Summar	-	notes								
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		[Proposed] Order: Service	of Documents		D-50_OM-small.pdf	(1022.97 KB)		Pending signed order	r.			
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							Back to Dashboard	Withdraw rec	quest Edit filing n	equest		

On the "edit filing	Alberta	King's Bench Filing Digital Service Civil					Dashboard	Help
request" page, upload	Filing requ	est - revised order 🚥	r resubmission					More options
a PDF of your new order.		Edit filing request	Identify documents	O Upload	8 Review	Pay and submit	O Confirmation	
If the first set		Upload revised orde	r					
If required or		Filing request						
instructed to include additional documents		Judicial centre Calgary Category Justice Desk Application	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyer's file number	Area of law Civil		
with your submission, you can begin the		Justice/Applications Judge's	s review notes					
process of adding		Date Jun 23, 2023, 1:25:21 PM	Justice/Applications Judge Justice Colin C.J. Feasby					
them on this page as well, by selecting "Yes" under		Comments Incorrect date on Page 2. Please or Endorsement D-50_OM-small.pdf [2] (1022						
"Additional documents".		Upload revised order [Proposed] Order: Servic Drag and click to	e of Documents					
Click "Next".		Upleads must be .pdf documents.	or limitation date (optional)					
		This information is used to priori	tize clerk review.					
	Addi	tional documents						_
	Are the	e additional documents to be file	d or supporting documents to uplo	ad as requested by the Ju	stice/Applications Judge	,		
	If so, you	will be able to do so in the next ste	p					
	Yes	No						
						Back	o 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.

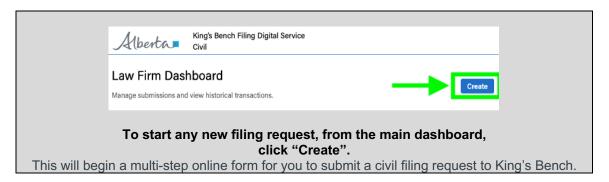
Submit a Justice Chambers Application

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 the 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.



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

Filing request Correct	Ø Identify documents				More options
1 Create filing request	Ø Identify documents				
		(3) Upload	8 Review	B Pay and submit	Confirmation
Requestor information					
Responsible lawyer		Requestor			
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f 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.	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.				

Create filing request	2 Identify documents	3 Upload	4 Review	5 Pay and submit	6 Confirmation
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Step 2: Identify fee status and document(s) to submit

Identify if your	Alberta King's Bench Filing Digital Service Civil	Dashboard Help
submission is	Filing request 🚥	More options
exempt from filing fees.	Create filing request (2) Identify documents (3) Upload (4) Review (5) Pay and submit	6 Confirmation
To qualify for an exemption, you must	Identify document type(s) Filing request	
have either a letter detailing you act on behalf of a	Judicial centre Type of submission Action number / Style of cause Lawyer's file number Anne of taxe Calgary Subsequent 210112345 Civil Category Civil Civil Civil	
Government of Alberta department funded by general revenue, or a Legal Aid certificate.	 -= Required Is this filling submission exempt from filling fees?[#] ○ End out if you qualify Yes No 	Back Next
Change which type		
Choose which type of proof is being submitted. You will be asked to upload a	• = Required Is this filing submission exempt from filing fees?	
PDF of this proof on the next page.	What type of proof will be submitted?* Government lawyer letter	
Proof is required	Legal Aid certificate ling fee exemption on the following page.	
upon each filing submission.	Fee Waiver (Not currently accepted)	Back

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 "Civil Chambers" as your filing request submission type.

Frequired Is this filling submission exempt from filling fees? O Find out if you qualify Yes No	
What type of submission is this? ^a O Tios for Document types and filing]←───
Document type(s) Type or select e.g. the title of the form or material to be filed	
	Back

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.

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)

Document type(s)

Application (Form 27) ③ order	📋 Clear All
Category: General Filing and Claims, Justice Desk Application, Applications Judges Desk Application, Civil Chambers, Applications Judge Chamber	
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	til you add an Order to your Application.
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	

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)

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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 $\underline{email filing}\ensuremath{\mathbb{Z}}$		
Select all document types to be included in the package		
If submitting more than one of the same document type, select it multiple times	s (e.g. Affidavit, Affidavit)	
= Required		
What type of submission is this?*		
Civil Chambers		
General filing		
Document type(s)		
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e.g. the title of the form or material to be filed		
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I'm the Applicant		
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What is the requested hearing date?*		
Enter or Select		
MM/DD/YYYY		
Request Clerk to assign the next available date		
View Hearing Availability Calendar.		
ategory*		
ann 2013		
Select		
		Back Next
		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.

 This service only accepts document types in the dropdown list 		
 If you need to file documents not in the dropdown list, use email filing 		
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● Civil Chambers ○ General filing		
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Create filing request Control Identify documents	6 Confirmation
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Step 3: Upload documents

Upload your files to be	Alberta, Singi Bench Filing Digital Service	Dashboard	Help ~
submitted, by adding your	Filing request out		More options 1
PDF files to the upload window shown for each document type selected from the previous screen.	Create filing request Order to the second of the	Ocnfirmation	
Files must:	Category Civil Chambers		
 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. 	Uploads and details Application (Form 27) Upge and drag or close to upload (Proposed Grader Judgement Upge and drag or close to upload uploads mutter of blobbe pages Tota	Beck Next	

Once done uploading	Alberta King's Bench Filing Digital Servic Civil	¢				Dashboard Hel	p v
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	Total number of billable pages:						
	19					Back 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.

Affidavit				
	Drag and drop or click to upload documents. filing deadline or limitatio s used to prioritize clerk revi			
MM/DD/YYYY				
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King's Bench Filing Digital Service

Create filing request	Identify documents	Vpload	4 Review	5 Pay and submit	6 Confirmation
Step 4: Review	summary				
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Click "Next".

Create filing request	Identify documents	Vpload	Review	5 Pay and submit	6 Confirmation
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Step 5: Pay and submit

KB Filing Digital Service is	Alberta, Kings Bench Filing Digital Service Deabboard Help 🔤 🗸
a pay-as-you-go service.	Filing request 🔤
Filing and printing fees are automatically calculated as you add your documents.	Create filing request Startify documents Interview Continuation Payment Continuation The King's Bench Filing Digital Service accepts payment by credit card only Visa, MasterCard, Discover, and Americane accepted. If your request is injected upon review by the Courts, your previous payments will be credited towards the balance.
Credit card payment (Visa, MasterCard, Discover and American Express) is required in order to submit your filing request.	Processing fee Total \$18.00 Name on card Card number
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.	Explained data CV Image: Im

Edit filing request	Identify documents	Vpload	Review	Pay and submit	6 Confirmation

Step 6: Confirmation

After successful	Alberta King's Bench Filing Digital Servi Civil	ce				Dashboard Help	
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	Responsible lawyer		Requestor				
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	Edmonton	Originating Bequested date	Plaintiff vs. Defendant		Civil		
	Civil Chambers	Aug 25, 2023					
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Pre-Hearing

When your application is A approved and scheduled, 23 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. COURT OF CALGAR 1377408 ALBERTA LTD AND CONTACT INFORMA PARTY FILING THIS

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

Tip: If needed, adjournments are accepted <u>online</u>. Any requests for adjournment made 5 days or less before the scheduled date must be spoken to on the Court record in Chambers.

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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*)

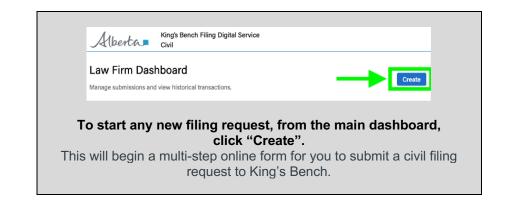
Pilot feedback

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

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 <u>http://kb-</u> <u>courtcasemanagement-counsel.alberta.ca</u> once it has been filed by the clerk.



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

Choose whether your submission is originating or subsequent.	Alberta King's Bench I Civil	Filing Digital Service			Dashboard	Help ~					
	Filing request 🔤					More options					
	 Create filing request 	Ø Identify documents	3 Upload	A Review	6 Pay and submit	6 Confirmation					
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Name of plaintif(s)	Name of def	endant(s)			
	**				

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

Filing request 🔤					More op
Create filing request	Identify documents	Uplead	Review	B Pay and submit	G Conf
Requestor information					
Lawfirm		Responsible lawyor	Requestor	-	
Filing request					
What is the type of submission?					
Originating (will be assigned a r	new action number)				
 Subsequent (already has an act 	tion number)				
Action number					
	Vority				
9 digit code, e.g. 2701 12345					
	elow is accurate based on the action	number entered. If this doe	s not match your file, plear	e try again.	
Please confirm the information b	elow is accurate based on the action	number entered. If this doe	s not match your file, plear	se try again.	
	elow is accurate based on the action	number entered. If this doe	s not match your file, plear	e try again.	
Please confirm the information b	elow is accurate based on the action		s not match your file, plear	ie try again.	
Please confirm the information b			s not match your file, plear	se try again.	
Please confirm the information b	Area of las		s not match your file, plear	ie try again.	
Please confirm the information by Style of cause 	Area of las		s not match your file, pleas	e try again.	
Please confirm the information b Byte closure Addition the Confirm	Area of las		s not match your file, plean	e try again.	
Please confirm the information b Byte closure Addition the Confirm	Area of las		s not match your file, plear	e try again.	

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	ow 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	Area of law
Judicial centre Edmonton	Area of Isaw Civil

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".

Create filing request	2 Identify documents	3 Upload	4 Review	5 Pay and submit	6 Confirmation
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Step 2: Identify fee status and document(s) to submit

Identify if your	Albertan King's Bench Filing Digital Civil	Service				Dashboard	Help
submission is exempt	Filing request Dont						More
from filing fees.	Create filing request	2 Identify documents	3 Upload	Review Rev	6 Pay and submit	6 c	onfirmation
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.	Identify document ty Filing request Statisticarere Calgary 	pe(s) Type of admission Subsequent	Action number / Style of cause 2001/2345	Langur's file number	Area of trav Civil		
	-					Back	k Nex
Choose which type of proof is being submitted. You will be asked to upload a PDF of this proof on the next page.	*= Required Is this filing submission exempt from filin (a) Yes (b) No What type of proof will be submitted?*	ng fees? [*] © <u>Find out if you qua</u>	lifx				
Proof is required upon each filing submission.	Government lawyer letter Legal Aid certificate Fee Waiver (Not currently accepted)	ling fee exemption on th	he following page.				Back
Fee waivers are not currently accepted.							buon
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 request 📴	More options
filing" (or if originating submission, "General filing or	Create filing request 2 Identify documents S Upload D Review D Pay and submit 0 Co	nfirmation
	Identify document type(s)	
Desk application	Filing request	
without notice")	Audicial centres Type of submission Action number / Style of cause Lawyer's Bir number Area of Isee Edmonton Originating commercial vs. general Civil	
as your filing	Category	
request	*= Required	
submission		
type.	Is this filing submission exempt from filing fees? [®] © <u>End out if you qualify</u>	
	No	
	What type of submission is this?* © Tips for Document types and filing O tivil Chambers (Applications Judge Chambers Coming Scon) © Commercial filing O General filing	
	Note on Commercial filing If the hearing for this matter was booked in CCM, please associate the materials to your hearing at <u>bit-courtcasemanagement-counsel alberta.ca</u> once it has been filed by clerk.	the
	Document type(s)	
	Type or select	
	a.s. the title of the lown or motivated 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".

Tip: type a key from the docun title into the fie narrow down th and make it ea faster to find yo document type

Document type(s) Affid

Affidavit of Deficiency Category: General Filing and Cl

	What type of submission is this?" O Civil Chambers @ General filing or Desk application without notice			
ſ	Document type(s) Type or select s,g, the title of the torn or material to be filled	◀		
	+ Add supporting documents		Back Next	

b: type a keyword om the document's le into the field to	General filing or Desk application without notice Document type(s)	
nrrow down the list nd make it easier a ster to find your	Acceptance of Offer to Settle	Clear All
cument type.	Category General This use Cane Adjustment NotiCe Category General This and Cates Affidant Category General This of Cates, Cuir Cauters, Applications Judge Dawten	Back Next
locument type(s)	Affidenti di Attempted Senice Colory (inserti Pita) data, Col Deatena, Aplation July Dantena Mildaviti di Deliciency	© 2022 Government of Alberta
Affid		
Affidavit Category: General Filing and Claims		
Affidavit of Attempted Service		

King's Bench Filing Digital Service

Create filing request Identify documents 3 Upload	Review S Pay and submit G Confirmation
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Step 3: Upload documents

Upload your files to be submitted, by adding your	Alberta King's Bench Filing Digital Service De					Help ~
PDF files to the upload window shown for each document type selected from the previous screen.	Create filing request Upload documents Filing request - General Fil		3 Upload	Review	Pay and submit	Confirmation
	Judicial centre Calgary Category General Filing and Claims	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyer's file number	Area of law Civil	
	Uploads and details Affidavit					
	Drag an	d drop or 🔮	-			
	Supporting documents Affidavit					
	Drag an	d drop or 🔮				
	Date filed Enter or Select					
	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.	Affidavit Drag and drop or click to upload friendly f
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 Imm/DD/YYYY Priority Emergency
If uploading supporting documents that have been previously filed, include the Date Filed.	Supporting documents Affidavit Bookmarked-2201-00139-Filed-2022-08-08-Affidavit: BBarranse (Stadd For Pages) Code Miled New (Stadd For Pages) Updated - Agr 22, 2023 Date filed Under or Select 4/5/2023
One all files are uploaded and any required date fields are filled, click "Next".	Filing request Meeting documents Upload Project Project submit Continuation Continuation Continuat

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.

Affidavit				
	Drag and drop or click to upload documents. filing deadline or limitatio s used to prioritize clerk revi			
MM/DD/YYYY				
• Letter • Legal	er an exemption, you must pr detailing you act on behalf o Aid certificate	a Government of Alberta	e general revenue	
 To qualify f Letter Legal 	or an exemption, you must pr detailing you act on behalf of Aid certificate aiver (Not currently accept awyor Lotter Drag and drop or click to upload	a Government of Alberta	e general revenue	

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

Step 4: Review summary

Review the summary of	Alberta King's Bench Fil Civil	ling Digital Service			Dashboard	Help ~
your filing request to	Filing request [Draft]					More options
ensure its accuracy. Edit if necessary.	Create filing request	Identify documents	🖉 Upload	4 Review	Pay and submit	6 Confirmation
	Review summary Please review your request below and o	ensure that the appropriate do	cuments are included. Failure to provide t	the correct documents may	result in rejection and non-refur	dable costs.
	Law firm information					
	Responsible lawyer		Requestor			
	Filing request 🧪 Edit					
	Judicial centre Calgary Category General Filing and Claims	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyer's file number	Area of law Civil	
	Uploaded documents					
	Documents to be filed 🧪 Edi					
	Document type	Number of deadling	ourt date, filing te Priority tation date	File name		
	Affidavit	140		Bookmarked-2201 (42.49 MB)	-00139-Filed-2022-06-08-Affida	wit-RStarnes (3).pdf 🔀
	Supporting documents (will N	NOT be filed) 🥜 Edit				
	Document type	Date filed		File name		
	Affidavit	Apr 5, 2023		Bookmarked-2201 (42.49 MB)	-00139-Filed-2022-06-08-Affida	wit-RStarnes (3).pdf [
	Processing fee					
	Tariff/Filing fee - Affidavit	\$0	.00			
	Printing fee - 20 pages @ \$1/page (\$20	0 max) \$20	00			
Add any additional	Balance owing	\$20	00			
comments you may wish to send to the	Additional information	I				
reviewing clerk to	Comments to clerk (optional)	ing clerk to provide them addi	ional information to support your filing re	quest		
support your filing request.			onda miterinador to support your ning te	danan.		
Click "Next".	max 1000 characters					Back Next

Create filing request	Identify documents	Vpload	Review	5 Pay and submit	6 Confirmation
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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 preauthorization 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)

iling request Drett					
Create filing request	Identify documents	🥑 Upload	Review	9 Pay and submit	Confirmatio
ayment					
ayments will be credited towards the	ice accepts payment by credit card only he balance.	. visa, mastercard, Discover	, and Amex are accepted. It j	your request is rejected upon revier	v by the Courts, your prev
rocessing fee					
lotal	\$20.00				
ame on card					
ard number					
cpiration date CVV					
MM / YY ###					
					Back

Sedit filing request	Identify documents	🗸 Upload	Review	Pay and submit	6 Confirmation

Step 6: Confirmation

After successful	Alberta King's Bench Civil	Filing Digital Service				Dashboard	Help
payment, you will	Filing request Pending revi	ew					
see a screen confirming your	 Edit filing request 	Identify docume	nts 🥥 U	pload	Review P	ay and submit	6 Confirmation
filing request has been submitted to the Court. The	Your Filing Request h The court will process your			e notified upon successful	l filing.		
status of your submission will be "Pending review" until	Payment details						
reviewed and actioned by a clerk.	Date Apr 27, 2023 1:56 PM Payment method Visa	Tetal \$20.00 Cardholder TEST	Status Paid Card number		Order Number	Transaction ID	
olona	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 Calgary Category General Filing and Claims	Type of submission Subsequent	Action num 2101 1234	iber / Style of cause 15	Lawyer's file number	Area of law Civil	
Click "Back to dashboard" to return to your	Documents New documents to be filed		Next court date, filing				
main dashboard,	Document type	Number of	deadline or limitation date	Priority	File name		
which will now list your new filing	Affidavit	140			Bookmarked-2201-00139 (42.49 MB)	-Filed-2022-06-08-Affida	avit-RStarnes (3).pdf 🔀
request.	Supporting documents						
	Document type	Date filed			File name		
	Affidavit	Apr 5, 2023			Bookmarked-2201-00139 (42.49 MB)	-Filed-2022-06-08-Affida	avit-RStarnes (3).pdf 🔀
							Back to Dashboard
Your item's status will be displayed with	Filing requests						Create
your submission listing on your	Date submitted D	ate filed	Action number / Style of cause 2101 12345	Lawyer's file number	Category Y	Status Draft	Ÿ

2101 12345

2101 12345

2101 12345

Plaintiff firm vs. Defendant firm 112233

123123

Applications Judges Desk Application

Civil Chambers

General Filing and Claims

28

30

1.8

May 2, 2023 3:02 PM

May 1, 2023 11:41 AM

Apr 27, 2023 1:56 PM

dashboard.

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://gb-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	The Free
In the "Documents filed by	Alberta Kingh Bench Filing Digital Service Civil	Dashboard Help
the Court" section, you	2101 12345 🔤	Back to Dashboard
can download each stamped document. Each file name is renamed to	Confirmation	₫ Download confirmation
	O Your documents have been successfully filed and stamped.	
include the Action number generated by the Courts.	Payment details	
	Date Tanal Bases Mar 15, 2023 1125 AM 21 50 PAid Paid Condustar Visia TEST.	0
Tip: When downloading the filed and stamped	Processing fee breakdown Passe note: only fees as of the latest filing request submission are included. Any items/documents that were removed upon m-submission are excluded. Item	Cost
document, save the document to the	Tariff/Filing fee - Affidavit in Response Printing fee - 19 pages @ \$//page (\$20 mad)	\$0.00 \$19.00
appropriate folder on your shared drive or computer. Do not "print as PDF" as	Request summary Law firm information	
the document will lose any bookmarks you have	Clerk's review notes	
in the document.	Cons Mar 15, 2022, 154-00 PM	
	Comments good	
	Filing request	
	Johdal contex Type of tuboritation Action surface / Dyla of classe Lawyer's file number / Dylangray Subsequent 2011 2345 123123 Company Civil Chambers	Area of law Civil
	Documents	
	Documents filed by the court	Download all
	Next courd tak, tiling Courd State S	
	Affidavit in Response 19	2 Download
	Additional information	
	Community to som? Sling affidavit in response to someone else's matter	

Back to Dashboard

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

lberta	King's Bench Filing Digital Se Civil	rvice			Dash	board Help	
12345	Fied					Back to D	Dash
Can	firmation			_	Downi	oad confirmation	1
Con	Inmation						
0	Your documents have	e been successfully filed a	nd stamped.				
Payr	ment details						
Last t	transaction						
Date Mar 1	15, 2023 11:25 AM	Tittal \$19.00	Status Paid				
Payme	ent method	Cardheider	Card number	Order Number	Transaction ID		
Visa		TEST					
Ben		ing request successor are not	ded. Any items/documents that were			Cost	
Tarif	ff/Filing fee - Affidavit in Respo	nse				\$0.00	
Print	nting fee - 19 pages @ \$1/page ((\$20 max)				\$19.00	
	uest summary						
Lawfie							
Law fe			Responsible lawyer	Requestor			
Clerk	's review notes						
Date Mar 1		Clerk					
	15, 2023, 1:14:40 PM						

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:	
Address:	
Responsible lawyer:	
Requestor:	
iling 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:	
Ocuments 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

Please note: only fees as of the latest filing request submission are included. Any items/documents that were removed upor 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 <u>https://qb-filing.alberta.ca/</u>. Sign in to your account to view your dashboard.

Your item will have the status "Action required". Click on your	Alberta King's Bench Civil	Filing Digital Service			Dashboard Helj	p Derek Nash 🗸 Create
submission to open it up in full view.	Filters: none					
	Date submitted Date filed	Action number cause	/ Style of Lawyer's file number	Category Y	_ [Status Y
	Apr 27, 2023 1:56 PM	2101 12345 2101 12345		General Filing and Claims	s 10	Action required
Review the rejection notes from the clerk, which may apply to the request as a whole, or	Alberta King's Bench F Civil Filing request resubm	iling Digital Service		De Back to Dashbo	ashboard Help Dard Edit filing	request :
to a particular document. If there is an issue with a single document, the clerk	Your request has been Please review the clerk's noter to pay additional fees dependitional fees dependiti	below, then make the necess		r previous payment will be hono	red, however, you m	nay be required
must reject the whole package. You will be	Request Summary Clerk's review notes					
required to re-upload all documents pertaining to	Date May 4, 2023, 1:47:06 PM					
the request.	Comments Missing signature on Page 4. Correct a	and resubmit.				
	Filing request					
	Judicial centre Calgary Area of law Civil	Type of submission Subsequent Category General Filing and Claims	Action number 2101 12345	Style of cause Law	wyer's file number —	
	Uploaded documents					
	Documents to file	Next court date, filing deadline or limitation date	File name			Status
	Affidavit		Bookmarked-2201-00139- (42.49 MB)	Filed-2022-06-08-Affidavit-RSta	arnes (3).pdf [🕹	Not filed
	Supporting documents					
	Document type	Date filed	File name			Status
	Affidavit	Apr 5, 2023	Bookmarked-2201-00139- (42.49 MB)	Filed-2022-06-08-Affidavit-RSta	irnes (3).pdf 🔀	Not accepted
	Your uploaded documents will be ren	oved. You will have to uploa		Back to Dashboard Withdo	raw request	Edit filing request

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

Alberta King's Bench Filin Civil	g Digital Service		Dashboard Help	~
Filing request resubmis	Sion Action Required	Back to Das	shboard Edit filing	request
Your request has been replease review the clerk's notes be to pay additional fees depending	Now, then make the necessary edits to you	r request. Your previous payment will be h	ionored, however, you ma	ay be required
Request Summary Clerk's review notes				
Date May 4, 2023, 1:47:06 PM				
Comments Missing signature on Page 4. Correct and	l resubmit.			
Filing request				
Judicial centre Calgary	Type of submission Subsequent	Action number / Style of cause 2101 12345	Lawyer's file number	
Area of law Civil	Category 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.

Alberta King's Bench Filing Digital Servic Civil	be		Dashboard	Help ~
Filing request Draft resubmission				More options
Edit filing request Identify document	O Upload	4 Review	5 Pay and submit	6 Confirmation
Clerk's review notes				
Date May 4, 2023, 1:47:06 PM				
Comments Missing signature on Page 4. Correct and resubmit.				
Requestor information				
Responsible lawyer	Rec	questor		
Filing request				
What is the type of submission?				
 Originating (will be assigned a new action number) Subsequent (already has an action number) 				
Action number				
2101 12345 Verify 9 digit code, e.g. 2101 12345				

Withdrawing a request after rejection

Alberta	King's Bench Filing Digital Service Civil	Dashboard	Help	~
Filing reque	St Draft resubmission		-	re options
Uploads and det	ails		Wit	hdraw request

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

Alberta King's B Civil	ench Filing Digital Service			Dashboard	Help ~
Filing request Draft	1				More options
1 Create filing request	2 Identify documents	3 Upload	4 Review	5 Pay and submit	Delete draft

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".

Alberta	King's Bench Filing Digital Service Civil				Dashboard	Help ~
Filing reques	sts				٢	Mv account
Filters: none					-	Download accounting CSV
Filters: none					[-+	Logout
Date submitted	Date filed	Action number / Style of cause	Lawyer's file number	Category Y		Status 🟹
Apr 27, 2023 1:56 P	м	2101 12345		General Filing and Claims		Draft resubmission

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

4	A	В	с	D	E	F	G	н		J
	#Report generated on 0	05/04/2023 14:20:20.								
2	#Covers the last 60 day	s of transactions								
	#Lawyers: Includes all f	filings you were respo	insible lawyer	for						
	#Legal Assistants: Inclu	ides all filings you sub	mitted							
	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
	2023-03-15	11:10:13	70	123123	2302 00001	Drumheller	Name	Name	1234	Hearing scheduled
	2023-03-15	11:12:21	70	112233		Drumheller	Name	Name	1234	Pending review
	2023-03-15	11:16:42	70	123123	2101 12345	Calgary	Name	Name	1234	Hearing scheduled
	2023-03-15	11:20:02	70	123123	2101 12345	Calgary	Name	Name	1234	Hearing scheduled
	2023-03-15	11:22:13	20	123123	2302 00002	Drumheller	Name	Name	1234	Filed
	2023-03-15	11:23:57	20	123123	2101 12345	Calgary	Name	Name	1234	Filed
	2023-03-15	11:25:34	19	123123	2101 12345	Calgary	Name	Name	1234	Filed
	2023-03-15	11:30:25	19	123123	2302 00003	Drumheller	Name	Name	1234	Filed
	2023-03-15	14:42:56	70	123123	2101 12345	Calgary	Name	Name	1234	Pending review
	2023-03-16	15:48:01	70	123123	2302 00004	Drumheller	Name	Name	1234	Hearing scheduled
	2023-03-16	15:54:35	69	123123	2101 12345	Calgary	Name	Name	1234	Pending review
8	2023-04-27	13:56:07	20		2101 12345	Calgary	Name	Name	1234	Draft resubmission
9	2023-05-02	15:02:12	19	123123	2101 12345	Calgary	Name	Name	1234	Pending review
0										
í.										

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	Alberta		rvice			Dashboard	Help
"Confirmation of filing request"	2101 1234	5 Fliet					Back to Dashboard
PDF.		Onfirmation O Your documents have	been successfully filed an	nd stamped.	_	👲 Download con	nfermation
		Payment details					
		Mar 15, 2023 11:25 AM Payment method	Total \$19.00 Cardhelder TEST	Doton Paid Cast number	Order Number	Tanaction D	
		Processing fee breakdown fease note: only fees as of the latest f	fling request submission are includ	led. Any items/documents that were r	removed upon re-submission are exc	Juded.	Cost
		Tarif/Filing fee - Affidavit in Respon	nse				\$0.00
		Printing fee - 19 pages @ \$1/page (\$20 max)				\$19.00
		Request summary					
		Lawfers		Perspansible lawyer	Perguestar		
	c	Clerk's review notes					
		Date Mar 15, 2023, 114:40 PM	Clark				
		Comments good					

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 su re-submission are excluded.	bmission are included. Any items/documents that were removed upon
Tariff/Filing fee - Affidavit in Response	\$0.00
Printing fee - 19 pages @ \$1/page (\$20 max)	\$19.00
Total:	\$19.00

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?* ^① Find out if you qualify
• Yes	
O No	
What type of proof will be submitted?* Government lawyer letter	
Legal Aid certificate	ling 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.

If you are trying to s	bmit documents for an upcoming	Civil Justice Chambers hearing, plea	se switch to the Civil Cham	bers submission type a	ibove.	
ocument type(s)						
Order: Procedure Type e.g. the title of the form or material to			🗇 Clear All			
this a granted order that is	signed by the Justice or Applicat	tion Judge, and ready for filing?*				
 this a granted order that is Yes 	signed by the Justice or Applicat	ion Judge, and ready for filing?*				
-	signed by the Justice or Applicat	ion Judge, and ready for filing?*				
 Yes No 	signed by the Justice or Applicat					
Yes No estricted or Sealed docume		cuments	_			
Yes No roter contains instructio	ts * © Information on Sealed dor	cuments	_			
Yes No estricted or Sealed docume	ts * © Information on Sealed dor	cuments	-			
Yes No roter contains instructio	ts * © Information on Sealed dor	cuments	-			
Yes No roter contains instructio Show supporting docume	ts * © Information on Sealed dor	cuments	-			

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: <u>KBCivilDigitalFilingInquiries@just.gov.ab.ca</u>

If you do not receive a response within 24 hours, please forward the concern to: <u>KBA.LeadershipTeam@just.gov.ab.ca</u>

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

Other available Justice Digital services

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

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**.