

Respond – General

Court of Queen's Bench

Responding to Application



Resolution Services



Alberta 
Government

Instructions

Responding to an Application

Before you Begin:

- There is an important date in the Application (or Originating Application) form that you have been served with. The court date is in the box on the first page. If you do not go to court on that date, the judge will assume that you agree with whatever the Applicant is asking for.
- If you want to respond to the application, you **must** fill in an Affidavit, setting out everything that you want the judge to know, and attaching any documents that the judge will want to see.
- If the application deals with support, you must also fill in a Disclosure Statement. See our booklet “Providing Financial Disclosure” for that form, and instructions on how to complete it.
- See our booklet, “Making a Court Application in the Court of Queen’s Bench (With an Application Form)” for more information about how to prepare, file and serve court forms and how to present your case in court.

Gather up the documents you will need to prove your case

- If the application deals with support, the booklet “Providing Financial Disclosure” tells you what documents to gather up.

There may be other documents that you should attach to your court forms. For example:

- With respect to child support:
 - If you want to receive (or to continue to receive) payment for any special or extraordinary expenses for your children, attach receipts for those expenses, if you have them.
 - If you want to receive (or to continue to receive) support for a child over the age of 18, attach income information for that child for any year in which they have earned an income.
 - If you want to receive (or to continue to receive) support for a child over the age of 18 because they are in school, attach proof that they are registered in an educational institution, including the number of classes and/or hours per week of instruction.
 - If you are claiming undue hardship, attach income information for any other adult in your household, and evidence to support your undue hardship claim.

- With respect to spousal support:
 - Attach a list of your assets, showing the value of each asset and your debts, showing the amount owing on each debt.
 - If you are unable to support yourself because of medical problems or education, attach proof of the medical problems or registration at an educational institution.

- With respect to custody or access, think about which documents will help your case. Some of these might be relevant:
 - School report cards
 - Letters from the child's doctor, teacher or counsellor
 - Copies of e mails showing attempts to organize access
 - Your work schedule, if access must be scheduled around that
 - The children's extracurricular activity schedule

Fill in the Affidavit form

- This form has been prepared with the information that the court is likely to want to see. You can, if you wish, change the content of the form to set out the information in a way that you think is best.
- All of the documents that you want the judge to see must be written about in the Affidavit and attached as exhibits to the Affidavit.
- Make 2 copies of the sworn Affidavit and file the original with the Court of Queen's Bench.

Serving the other party

- You may serve the other party with your filed Affidavit in one of several ways:
 - You may serve them personally – by handing a copy of the Affidavit to them.
 - If they have a lawyer named on their application form, you can leave a copy with the lawyer or one of their staff.
 - You can leave a copy at the address for service listed on the Application form.
 - If the Application form has a fax number or e mail address, you may fax or scan and e mail the form to the other party that way.



Tip:

You do not have to serve the other party yourself. You can have a friend or a process server do it for you.

After the other party has been served, fill in the Affidavit of Service form

- Make sure the Affidavit of Service states how you served the Applicant.

**These instructions have been prepared for you by Resolution Services.
Contact us at:**

Calgary

7th floor, Calgary Courts Centre
601 - 5 Street SW
Phone 403-297-6981

Edmonton

8th floor, Brownlee Building
10365 – 97 Street
Phone 780-415-0404

Grande Prairie

Main Floor, Court House
10260 - 99 St.
Phone: 780-833-4234

Lethbridge

1st Floor, Court House
320 - 4 St. S
Lethbridge AB T1J 1Z8
Phone: 403-388-3102

Red Deer

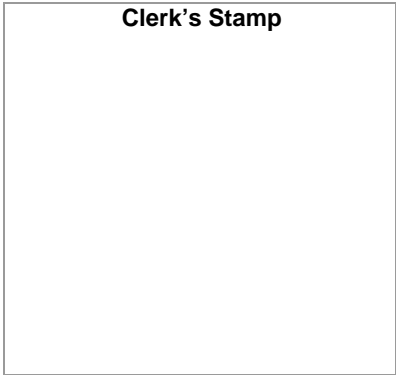
Main Floor, Court House
4909 - 48 Ave
Phone: 403-340-7187

Medicine Hat

Court House
460 First Street SE
Medicine Hat, AB T1A 0A8
Phone 403-529-8716

**Outside these centres, call the
Resolution Services Contact Centre at 1-855-738-4747**

COURT Court of Queen's Bench of Alberta
JUDICIAL CENTRE _____
(City or town where court is located)
APPLICANT _____
(Print the other party's full name, as on other court documents)
RESPONDENT _____
(Print your full name, as on other court documents)



DOCUMENT: **Affidavit in Response**

SWORN / AFFIRMED BY: _____
(Name of person making this Affidavit)

SWORN / AFFIRMED ON: _____
(Date Affidavit sworn / affirmed)

ADDRESS FOR SERVICE AND CONTACT INFORMATION OF PARTY FILING THIS DOCUMENT _____
(Name of party filing this document)

(Full address of party filing this document)

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I, _____, of _____, Alberta,
Your name *Name of City/Town*

MAKE OATH / AFFIRM AND SAY THAT:

1. I have personal knowledge of the following information, except where I say that it is based on information from another person, in which case, I believe that information to be true.
2. I have read the Affidavit filed by the Applicant, and I make this Affidavit in response to the application of the Applicant.

3. I agree with the following things the Applicant is asking for: *(Give details)*

4. I do not agree with the following things the Applicant is asking for, because:
(Give details of what you disagree with and why)

OTHER INFORMATION

5. I have the following other information in response to the Applicant's application:

Sworn (OR Affirmed) before me
on _____, 20 ____
at _____, Alberta.

Commissioner for Oaths,
Justice of the Peace, or Notary Public
in and for the Province of Alberta



(Signature of person swearing / affirming Affidavit)

ID Verified _____