



Alberta Court of Justice

Edmonton and Calgary Family & Youth Divisions Child Support Resolution Program

Effective: April 1, 2023

This Practice Directive applies only to the Judicial Centres of Edmonton and Calgary.

This Practice Directive applies to any intended court application for initial, interim or variation of child support in the Alberta Court of Justice where the parties attend at Docket Court and are directed to the Child Support Resolution Program (CSRP), or to parties who voluntarily attend the CSRP. The only issues that may be addressed by the CSRP are child support and spousal/partner support only when child support is also in issue.

This Practice Directive does not apply to matters under the *Child, Youth and Family Enhancement Act*, RSA. 2000, c. C-12. This Practice Directive also does not apply to those matters where the Applicant is in Alberta and the Respondent is not a habitual resident in Alberta unless both parties first attend Docket Court and agree to utilize the CSRP process.

Mandatory Attendance at CSRP if Directed in Docket Court

1. If the parties are directed in Docket Court to the CSRP, they will be required to do the following:
 - a. Contact CSRP by email or by phone using the contact information below;
 - b. Agree to the date for a CSRP Meeting;
 - Parties will be provided with three (3) available meeting times. If the parties are not able to reach agreement on a meeting time or one of the parties does not confirm attendance, parties will be directed back to Family Docket Court for triage and next steps.
 - c. File and exchange their financial disclosure as ordered in Docket Court and provide a copy of the filed financial disclosure to the CSRP at least 14 days before the CSRP Meeting. Where disclosure is not ordered in Docket Court, the parties must file and exchange the disclosure ordinarily required by the [Alberta Court of Justice Notice to Disclose](#) and provide copies to CSRP 14 days before the CSRP meeting.

Voluntary Attendance at CSRP

2. Parties who wish to participate in the CSRP to resolve their child support issues may attend CSRP prior to attendance at Docket Court if they both agree. They will still be required to agree on a date and file and exchange their financial disclosure as per Paragraph 1 above. If parties are unable to resolve their child support issues at CSRP, then either party can ask for their file to be transferred to Docket Court.

CSRP Meeting

3. After the parties have agreed on a date for the CSRP Meeting, the CSRP Coordinator will issue a Confirmation of CSRP Meeting, which will indicate a date and time arranged for the CSRP Meeting. As indicated above, the parties must file their financial disclosure and provide it to the CSRP Coordinator and the other party at least 14 days before the CSRP meeting (refer to Paragraph 1(c) above). If financial disclosure has not been provided, the meeting may not proceed.
4. The CSRP Officer will assist the parties to reach an agreement on their child support issues and may give directions regarding further disclosure to either party.
5. At the conclusion of the CSRP Meeting, the CSRP Officer will provide a Report setting out the results of the CSRP Meeting. The Report will be placed on the Court file (physical file/electronic file).
6. If the parties have settled/partially settled or have agreed to an adjournment, the CSRP Officer or Coordinator or Counsel for one of the parties will draft a Consent Order, which the parties will sign. The Consent Order will be forwarded by the CSRP Coordinator to a Justice for signature. The Consent Order may include the following:
 - a. Matter settled/partially settled with details to be set out in Consent Order;
 - b. Matter not settled/partially settled and further CSRP Meeting scheduled by consent (set out return date) where parties:
 - Agree on a without prejudice pre-disclosure income amount and a child support amount and adjourn to provide financial disclosure; or
 - Consent to a Disclosure Order and return to CSRP.
7. If the parties have not settled all their child support issues, the CSRP Officer will provide recommendations for other resources for the parties and may direct parties to Assessment Services or Docket Court for assessment and next steps. The Officer

will note these recommendations on their Report, which will be placed in the Court file (physical file/electronic file).

Edmonton Contact Information:

CSRP.Edmonton@just.gov.ab.ca

Telephone: 780-427-1907

Calgary Contact Information:

CSRP.Calgary@just.gov.ab.ca

Telephone 403-297-3875

<https://www.alberta.ca/child-support-resolution-program.aspx>

Issued this 1st day of April, 2023 by direction of



**The Honourable G.H. Cornfield
Assistant Chief Justice
Alberta Court of Justice**



**The Honourable D. Zalmanowitz
Acting Assistant Chief Justice
on behalf of the Honourable A. Veylan
Assistant Chief Justice
Alberta Court of Justice**