

FFP questions for your lawyer

Court of King's Bench of Alberta · FFP orientation · Not a Court of Justice filing guide

Regular process orientation

For King's Bench only. Desk and urgent routes differ. This is not a filing, service or deadline checklist.

01 Meet the applicable requirements

Complete the required preparation, or obtain any necessary waiver or deferral.

02 Start the court action

File and serve the appropriate commencement document and record service.

03 Prepare the MIT package

Assemble the MIT request and summary, commencement records, requirements evidence and any relief request with supporting material. File, serve and record service.

04 The package is reviewed

A Case Management Officer checks compliance. Address any rejection or correction request.

05 Book the conference

After certification, use the booking instructions. Approval of the package is not a booked hearing.

06 Attend MIT

The justice addresses the requested relief and directions for progressing the case.

07 Carry out the directions

Read the report and orders. Complete required preparation for the settlement conference.

08 Resolve or prepare remaining issues

If issues remain after the settlement stage, follow litigation-planning and trial directions.

Your working notes

- ☐ Which court and process apply to this matter?
- ☐ Which pre-court requirements apply, and what has been completed?
- ☐ What stage are we at and what is the next event for?
- ☐ Which documents or instructions are still needed?
- ☐ Record any date that may matter, its source and anything needing confirmation.
- ☐ Are there urgent issues or barriers that need specific advice?

Current stage and next required action

Date / source / anything needing confirmation

Official starting points

Court of King's Bench: FFP Notice, revised August 10, 2026

Court of King's Bench: FFP Manual, June 2026

Sources checked 21 October 2026. Use the current official materials and directions in your matter.

Read the accompanying NISI Journal article