

First-meeting preparation sheet

Alberta · Preparing for a first consultation · No court filing instructions

Bring the records you already have, a short timeline and your most important questions. Missing documents should not stop you from seeking timely advice, especially if you have received court papers or face an urgent concern.

- ☐ Flag received court papers, important dates and any urgent or safety concern.
- ☐ Gather existing orders, signed agreements and received court documents.
- ☐ Prepare a short chronology, marking approximate or uncertain dates.
- ☐ Bring relevant complete communications and initial financial records.
- ☐ List missing records; do not delay timely advice while gathering them.
- ☐ Write your main questions and confirm consultation fees and secure delivery.
- ☐ Afterward, record each next step, who will take it, and dates or questions to confirm.

Your working notes

Bring these if available

Existing orders: Complete copies, including later orders that changed them.

Signed agreements: The signed version and any written amendments.

Court documents you received: The whole package, together with when and how you received it.

A short chronology: Important events, dates and uncertainties; one or two pages is a useful starting point.

Relevant communications: Full email or message exchanges, with dates and attachments, rather than isolated screenshots.

Initial financial records: Available tax records, recent earnings information and records of accounts, property, debts or business interests relevant to the issues.

My most important question

Missing records or a date to clarify

Official starting points

Law Society of Alberta: Working With a Lawyer

Government of Alberta: Family Resolution Hub

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

Read the accompanying NISI Journal article