

ALBERTA REGULATION 55/2001
Provincial Court Act
PROVINCIAL COURT CIVIL CLAIMS
FORMS REGULATION

Form of civil claim

1(1) The copy of a civil claim that is retained by the Court must be in Form 1 of the Schedule.

(2) The copy of a civil claim that is served on a defendant must be in Form 2 of the Schedule.

Form of dispute note

2 A dispute note must be in Form 3 of the Schedule.

Repeal

3 The *Provincial Court Civil Division Forms Regulation (AR 317/89)* is repealed.

Coming into force

4 This Regulation comes into force on April 1, 2001.

SCHEDULE
FORM 1

Action No.

Provincial Court of Alberta
Civil Division

and

Plaintiff
Defendant

Civil Claim

The Plaintiff Claims from the Defendant \$ _____ and costs of this action. The Claim arose at _____, Alberta on or about _____ (date) _____.
The reasons for the Claim are:

I will be calling _____ witnesses.

I abandon that part of my Claim that exceeds the financial jurisdiction of this Court.

I understand and agree that I cannot recover in this Court or any other court the part of my Claim that is abandoned.

The Plaintiff's Address for service is:

	City	Province	Postal Code	Res. Phone	Bus. Phone

The Defendant's Address for service is:

	City	Province	Postal Code	Res. Phone	Bus. Phone

The Defendant's Address for service is:

	City	Province	Postal Code	Res. Phone	Bus. Phone

Dated _____

at _____, Alberta

Signature of Plaintiff/Agent/Solicitor

Print Name

The Court's Address is: Website address: www.albertacourts.ab.ca

Issued by the Provincial Court of Alberta on

Clerk of the Provincial Court

FORM 2 (FRONT)

Action No.

**Provincial Court of Alberta
Civil Division**

Plaintiff
and
Defendant

Civil Claim

The Plaintiff Claims from the Defendant \$ _____
_____ and costs of this action.

The Claim arose at _____, Alberta on or about _____ (date)

The reasons for the Claim are:

I will be calling _____ witnesses.

I abandon that part of my Claim that exceeds the financial jurisdiction of this Court.

I understand and agree that I cannot recover in this Court or any other court the part of my Claim that is abandoned.

The Plaintiff's Address
for service is:

City	Province	Postal Code	Res. Phone	Bus. Phone

The Defendant's
Address for service is:

City	Province	Postal Code	Res. Phone	Bus. Phone

The Defendant's
Address for service is:

City	Province	Postal Code	Res. Phone	Bus. Phone

Dated _____

at _____, Alberta

Signature of Plaintiff/Agent/Solicitor

Print Name

The Court's Address is:

Website address:

www.albertacourts.ab.ca

Issued by the Provincial Court of Alberta on

Clerk of the Provincial Court

Important Notice to Defendant on other side - TURN OVER

FORM 2 (BACK)

Notice to Defendant

Within 20 days of receiving this Civil Claim (**30 days** if served outside of Alberta), you must:

- 1 pay to the Court office the amount of the Civil Claim plus costs (contact the Court office) by cash, certified cheque, money order or debit card (if available) only. A Court appearance will not be necessary if you choose this option.

or

- 2 dispute the Civil Claim by completing and then delivering the attached form of Dispute Note in person, by fax machine or by mail to the Court office at the address shown on the other side (turn over). The Court office **must receive** the form of the Dispute Note within the 20-day (30-day) time limit.

If you do not pay or dispute the Civil Claim, judgment may be entered against you for the amount of the Claim, interest and costs.

It is your responsibility to notify the Court office of any change in your address.

FORM 3 (FRONT)

For office use only
Received at
_____ a.m.
_____ p.m.

Action No.

**Provincial Court of Alberta
Civil Division**

Plaintiff

and

Defendant

Dispute Note by

- 1 I dispute the Plaintiff's Civil Claim for the following reasons:
- 2 I Counterclaim or Claim a set-off for \$ _____, for the following reasons:

I will be calling _____ witnesses.

- I abandon that part of my Counterclaim that exceeds the financial jurisdiction of this Court. I understand and agree that I cannot recover in this Court or in any other court the part of my Counterclaim that is abandoned.

- 3 My address for service is:

	City	Province	Postal Code	Res. Phone	Bus. Phone

Dated _____

at _____, Alberta

Signature of Plaintiff/Agent/Solicitor

Print Name

**See other side (turn over) for important instructions to the Defendant.
It is your responsibility to notify the Court office of any changes in your
address.**

FORM 3 (BACK)

Things to Know to Dispute this Civil Claim

**If you do not have a legitimate reason for disputing a claim, filing a Dispute
Note may result in increased costs to you.**

- 1 In paragraph 1, state clearly the reasons you are disputing the Civil Claim.
If you dispute only part of the Civil Claim, set out which part is disputed.
- 2 In paragraph 2, if you are claiming an amount from the Plaintiff, clearly set
out the amount you are claiming and the reasons.
- 3 In paragraph 3, set out an address at which documents may be served on
you.
- 4 Deliver the completed Dispute Note in person, by fax machine or by mail to
the Court address shown on the front of the Civil Claim, *within the time
limit set out on the Notice to the Defendant, on the back of your copy of the
Civil Claim*. Call the Court office if you need help to count the number of
days.

After you have delivered the Dispute Note, you will be notified in writing by the
Court of the time, date and place of the appearance.

**Please do not send any additional material with the Dispute Note (i.e. books,
papers, etc.).**