

How to complete the Civil Claim on line

1. Complete the civil claim form. Refer to the booklet, *Commencing a Claim in Provincial Court Civil & Getting and Enforcing Your Judgment in Alberta* under the publication section for examples of various types of claims.
2. Print the following number of copies of the civil claim :
 - i. four (4) copies if you have one named defendant
 - ii. add two (2) copies for each additional defendant
3. When you print the civil claim, the following instructions will automatically print. The Clerk will match the proper copy at the time of filing.
 - i. What Do I Need to Know? (this is your instruction sheet)
 - ii. Endorsements (this is for the Court)
 - iii. Notice to Defendant; one copy for each named defendant
 - iv. Affidavit of Service; one copy for each named defendant
4. Complete the top portion of the Dispute Note (Form No. CTS1924) by filling in the plaintiff(s) and defendant(s) names only. Print a copy for each defendant. When you print this form an instruction sheet called “Things to Know to Dispute this Civil Claim” will automatically print. The clerk will match the proper copies at the time of filing.
5. The completed documents are now ready for filing at your nearest court location at which time you will be required to pay the prescribed filing fee. The filing fee for claims less than or equal to \$7,500.00 is \$100.00 and the filing fee for claims over \$7,500.00 to a maximum of \$25,000.00 is \$200.00.