

Self-Represented Litigant Checklist (Alberta Family Law)



THE SELFREP LAWYER

Stay organized, prepared, and confident throughout your family law matter.

This checklist is for educational purposes only and should not be interpreted as legal advice.

1. Legal Advice

- ☐ Book a consultation with a family lawyer
- ☐ Clarify your rights and responsibilities

2. Deadlines & Documents

- ☐ Review any documents served on you
- ☐ Note deadlines to respond or appear in court

3. Forms & Filing

- ☐ Gather evidence (e.g., texts, emails, financial records)
- ☐ Complete required forms (e.g., FL-10, FL-33, FL-17)
- ☐ File documents at the correct courthouse
- ☐ Apply for a fee waiver if eligible (Form CIV-4)

4. Serving Documents

- ☐ Serve the other party via personal service, email, or certified mail
- ☐ File Affidavit of Service (Form FL-23)

5. Court Preparation

- ☐ Write a 1–2 page summary of your key points
- ☐ Practice presenting your case clearly

6. Courtroom Etiquette

- ☐ Dress professionally and arrive early
- ☐ Address the judge as 'Justice', 'Ma'am', or 'Sir'
- ☐ Stay calm, respectful, and stick to the facts

7. Organization

- ☐ Keep copies of all documents in one folder
- ☐ Track dates and steps taken in your case

8. Additional Support

- ☐ Attend a free Family Law Information Session at the Law Courts
- ☐ Consider legal coaching from The SelfRep Lawyer

Notes: