

# Caseflow Conference Program

## What is a Caseflow Conference?

Caseflow Conference is a program in the Provincial Court of Alberta (Calgary and Edmonton) and the Court of Queen's Bench (Calgary). It is an alternative to a docket appearance in court before a judge.

Matters are referred to Caseflow Conference when a self-represented litigant initiates a court application, under the Family Law Act, regarding a child-related matter (ie: application for a Parenting Order). Counsel may choose to set their client's application for a Caseflow Conference instead of a Docket Court appearance.

The Caseflow Coordinator is the neutral third party who chairs the Caseflow Conference. The Coordinator listens to brief statements from the parties and/or counsel. Caseflow Conference provides the parties named in the application with an opportunity to discuss the issues with a neutral party in a private, less formal atmosphere than a courtroom.

Parties are provided information regarding resources available to assist them in resolving their conflict such as mediation or attending training workshops such as *Parenting After Separation* (PAS) or *Focus On Communication in Separation* (FOCIS).

The Caseflow Coordinator ensures that the legal requirements of the claim are met and is able to file the required legal documents to the court file.

If the parties reach an agreement in Caseflow Conference, the Caseflow Coordinator may draft the terms of a Consent Order with the parties, which is later reviewed by a Judge without having to appear in an open courtroom.

If the parties choose court as the next step, the Caseflow Coordinator ensures parties are informed and ready to proceed. Parties may be referred back to Caseflow Conference at a later date.



For more information about Caseflow Conferences  
Please visit  
Resolution and Court Administration Services at  
[www.rcas.alberta.ca](http://www.rcas.alberta.ca)