

# RTDRS ABRIDGEMENT OF SERVICE ORDER:

## Next Steps

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### RTDRS Abridgment of Service Order Granted

The Tenancy Dispute Officer has granted your request for an Abridgement of Service.

#### Please follow the steps below:

- Print the Abridgement of Service Order and make copies to attach to each application package.
- The application package that will be served to respondent(s) should be in the following order:
  - Notice of Hearing form
  - Abridgement of Service Order
  - Application Form
  - Documented Evidence
  - Information Sheets
- Serve the application package to the respondent as per the Order.
- Attach a copy of the Abridgement of Service Order to the Affidavit of Service.
- Complete the Affidavit of Service form after you have served the application package(s). The Affidavit of Service must be signed by a Commissioner for Oaths. Commissioner for Oaths can be: lawyers, bank managers, city councilors, registry agents, etc. The RTDRS has Commissioners available in our offices if you are in Edmonton or Calgary. This must be done on or before the day of the hearing.
- You may file the Affidavit of Service using the RTDRS eFiling Service if it has been commissioned. You can do so by going to [www.rtdrs.alberta.ca](http://www.rtdrs.alberta.ca) and signing in to your RTDRS account.

Once you have signed in, click on MY CASES to upload and submit your Affidavit of Service.

For further information on the RTDRS, please visit our website at [www.rtdrs.alberta.ca](http://www.rtdrs.alberta.ca). Click on Rules of Practice and Procedure for full details on the RTDRS procedure.