

RTDRS ORDER

Next Steps

RTDRS Order Granted

An RTDRS Order was granted at your recent hearing.

This Order is binding on the Applicant and Respondent unless it is stayed, set-aside or varied by the RTDRS Tenancy Dispute Officer (TDO) or the Court of Queen's Bench. No other RTDRS staff member or government official can change or cancel the decision of a Tenancy Dispute Officer.

If your Order contains a clerical error, please complete the RTDRS Request Form and it will be reviewed.

If you are the applicant, please follow the steps below:

- Print the documents attached to this e-mail. Print the RTDRS Order in colour, because the Court of Queen's Bench requires the filed stamp to be in red.
- You are required to file the RTDRS Order with the Court of Queen's Bench. You will be required to print a copy of the Order for the courts, a copy for yourself, and a copy for each respondent appearing on the application form.
- Complete the "Address for Service and Contact Information for Party Filing this Document" section at the top of the RTDRS Order.
- Bring all of the copies of the Order to the Court of Queen's Bench for filing. For more information on the location of the Court of Queen's Bench, please go to www.albertacourts.ab.ca
- Once the Order has been filed at the Court of Queen's Bench you must serve a copy of the Order on to the other party. Ask the clerk at the court to explain how to serve as the rules for

service may differ between the courts and the RTDRS.

If you are the respondent, please read carefully below:

The Order attached is a courtesy copy only. The applicant will serve you with an official copy that will have a court action number and a court seal on it.

If you have received a Conditional Order:

The Landlord will serve you a copy of the RTDRS Order that has been filed at the Court of Queen's Bench. The Order will have a court action number and court seal on it. You must make the payments as listed in the Order by the date and time stated. If you are late or default on any of the payments the Landlord may enforce the Order and obtain possession of the rental premises.

If you have received an Unconditional Order:

If you have been ordered to vacate the rental premises, you must be aware of the date and time that you are required to vacate by. If you remain in the rental premises after the date and time listed in your Order, the Landlord may enforce the Order by hiring a Civil Enforcement Agent to obtain possession of the rental premises. Unless otherwise specified, payments are due forthwith.

For further information on the RTDRS, please visit our website at www.rtdrs.alberta.ca. Click on Rules of Practice and Procedure for full details on the RTDRS procedure.