

PROCEDURE CHART

Residential Tenancy Dispute Resolution Services (RTDRS)

FILING WITH RTDRS

- Complete *Notice of Hearing* form and *Statement of Evidence* form.
- Make the appropriate number of copies of all of the evidence you wish to submit with your application.
- Submit original and copies to RTDRS for filing. Pay the \$75 filing fee.
- RTDRS will set a hearing date.

SERVING DOCUMENTS

- Serve the respondent(s) with the filed documents at least 3 clear days before the hearing
- See the *How to Serve RTDRS Documents* information sheet for details

HEARING DATE

- The applicant(s), respondent(s) and witnesses attend the hearing at the date, time and location written in the *Notice of Hearing* form.
- The *Affidavit of Service* form is sworn/affirmed.
- The hearing is conducted by a Tenancy Dispute Officer.

ORDER RECEIVED

- The Tenancy Dispute Officer will make a decision and issue an Order. This will happen at the conclusion of the hearing unless the Tenancy Dispute Officer must delay the decision.

FILE RTDRS ORDER AT COURT OF QUEEN'S BENCH

SERVE FILED ORDER ON RESPONDENT(S)

- The RTDRS Order takes effect when it is filed at the Court of Queen's Bench and served on the respondent(s).

WRIT OF ENFORCEMENT

- If the respondent(s) fails to pay the money judgment awarded in the RTDRS Order, the applicant may apply for a *Writ of Enforcement* at the Court of Queen's Bench. Ask for a *Getting and Enforcing Your Judgment in Alberta* booklet.

WRIT OF POSSESSION

- If the tenant does not vacate the rental premises as directed in the RTDRS Order, the landlord may apply for a *Writ of Possession* at the Court of Queen's Bench.

Forms and information sheets are on our website at www.rtdrs.alberta.ca.
Click on *Rules of Practice and Procedure* for full details on how the RTDRS works.