

PROCEDURE CHART

Residential Tenancy Dispute Resolution Service (RTDRS)

FILING WITH RTDRS

- Complete the appropriate application form and make copies of your evidence. For details, see the *Instructions to Landlord* or *Instructions to Tenant* page attached to each application form.
- Submit the application and evidence to the RTDRS for filing. Pay the \$75 filing fee.
- RTDRS will provide you with a *Notice of Hearing* that gives the date, time and location of the hearing.

SERVING DOCUMENTS

- Serve the respondent(s) with the filed application package (application form, evidence and *Notice of Hearing*) at least 3 clear days before the hearing.
- See the *How to Serve RTDRS Documents* tipsheet 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*.
- The *Affidavit of Service* form is sworn/affirmed.
- The hearing is conducted by a Tenancy Dispute Officer.

ORDER RECEIVED

At the conclusion of most hearings, the Tenancy Dispute Officer will give verbal reasons for their decision and a written Order. You will be advised if the decision must be delayed.

FILE RTDRS ORDER AT COURT OF QUEEN'S BENCH & SERVE FILED ORDER ON RESPONDENT(S)

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

ORDER FOR MONETARY JUDGMENT

If the respondent(s) fail to pay the monetary judgment awarded in the RTDRS Order, the next step is debt collection.

WRIT OF ENFORCEMENT

- 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 or visit www.albertacourts.ca.

- 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.

ORDER FOR POSSESSION

If the tenant(s) fail to give up possession as ordered, your next step will depend on the type of possession order.

Unconditional Orders:

Contact a Civil Enforcement Agency

OR

Conditional Orders with No Default Notice Ordered:

Contact a Civil Enforcement Agency.

OR

Conditional Orders:

Serve the tenant with a notice of default as written on the RTDRS Order. This form is on our website.

Contact a Civil Enforcement Agency if the tenant(s) fail to vacate as ordered/per notice of default.