

Client Gateway – Client Documents

Uploading a client's documents on a Gateway form helps us gather the necessary information and avoids delays in processing the application.

The following documents should be submitted with a Gateway application when available for each area of law.

Child Welfare:

- Notice and Application for a Supervision Order
- Notice and Application for a Temporary Guardianship Order
- Notice and Application for a Permanent Guardianship Order

Criminal

- No documents required

Family

- Claim or Application that has been filed/stamped by the courts
- Statements or Affidavits that have been filed by the client or by the opposing person(s)
- Any court documents the client has been served with
- For a Variation Application, any filed copies of court orders that have been granted to date
- For addressing arrears for court ordered support payments, an up-to-date Maintenance Enforcement Program (MEP) debtor or creditor statement
- Examples of typical family documents:
 - Family Law Act Claim
 - Statement of Claim for Divorce
 - Statement of Defense/Counterclaim for Divorce
 - Parenting/Child Support/Guardianship Court Orders
 - Divorce Certificate
 - Emergency Protection Order or Restraining Order

Independent Counsel for a Child

- Order to Appoint Counsel for a Child filed/stamped by the courts

Immigration:

- Basis of Claim and Record of Submission
- Refugee Protection Claimant Document (RPCD) or Refugee Protection Identity Document (RPID)



Legal Aid Alberta

- Notice to Appear for Hearing (if applicable)
- Order of Detention and Notice to Appear
- Referral for an Admissibility Hearing