

Action No. \_\_\_\_\_

**Provincial Court of Alberta  
(Civil)**

For office use only

Received at \_\_\_\_\_ a.m.  
p.m.

**Plaintiff**

and

**Defendant**

**Dispute Note  
on behalf of the following parties:**

1. I dispute the Plaintiff's Civil Claim for the following reasons:

2. I Counterclaim or Claim a set-off for \$ \_\_\_\_\_, for the following reasons:

I will be calling \_\_\_\_\_ witnesses.

I abandon that part of my Counterclaim that exceeds the financial jurisdiction of this Court.  
I understand and agree that I cannot recover in this Court or in any other Court the part of my Counterclaim that is abandoned.

3. My address for service is:

City	Province	Postal Code	Res. Phone	Bus. Phone
_____	_____	_____	_____	_____

Dated \_\_\_\_\_

at \_\_\_\_\_, Alberta.

\_\_\_\_\_  
Signature of Defendant / Agent / Solicitor

\_\_\_\_\_  
Print Name

## Things to Know to Dispute this Civil Claim

*If you do not have a legitimate reason for disputing a claim, filing a Dispute Note may result in increased costs to you.*

1. In paragraph 1, state clearly the nature or the grounds for your dispute of the Civil Claim. If you dispute only part of the Civil Claim, set out which part is disputed.
2. In paragraph 2, if you are claiming an amount from the Plaintiff, clearly set out the details of your claim against the Plaintiff or set off against the Civil Claim.
3. Set out an address at which documents may be served on you.
4. Deliver the completed Dispute Note in person, or by fax machine or by mail to the Court address shown on the front of the Civil Claim, *within the time limit set out on the Notice to the Defendant, on the back of your copy of the Civil Claim*. Call the Court office if you need help to count the number of days.

After you have delivered the Dispute Note, you will be notified in writing by the Court of the time, date and place of the appearance.

**Please do not send any additional material with the Dispute Note (i.e. books, papers, etc.).**

**It is your responsibility to notify the Court office of any change in your address.**