

CIVIL LITIGATION FUNDAMENTALS

Chapter listing

Chapter 1: Preliminary Matters

Chapter 2: The Parties to Litigation

Chapter 3: Court Actions and Their Venue

Chapter 5: Disclosure of Information

Chapter 6: Resolving Issues and Preserving Rights

Chapter 7: Resolving Claims Without Full Trial

Chapter 8: Trial

Chapter 11: Service of Documents

User note

As part of our package for lawyers transferring or being reinstated to the Law Society of Alberta, Civil Litigation Fundamentals consists of specific chapters excerpted from the Alberta Civil Practice Manual, part of the Legal Education Society of Alberta's Practice Manual Series. For more information, or to purchase the Practice Manual, please visit our website, www.lesa.org, or contact us at 780.420.1987 or lesa@lesa.org.

CIVIL LITIGATION FUNDAMENTALS

CHAPTER 1

PRELIMINARY MATTERS

1	Introduction.....	1-2
2	Initial client contact and first interview	1-2
	2.1 Initial client contact.....	1-2
	2.2 Client identification obligations.....	1-2
	2.3 First client interview	1-3
3	Legal research on substantive and procedural law.....	1-4
4	Existence of parties	1-5
5	Accrual of a cause of action	1-5
6	Bars to an action.....	1-5
	6.1 Statutory bars.....	1-6
	6.2 Contractual bars.....	1-6
	6.3 <i>Res judicata</i>	1-7
7	Limitations.....	1-8
	7.1 Statutory limitations of actions	1-8
	7.2 Special considerations.....	1-9
	7.3 Expired cause of action	1-9
8	Procedural limitations	1-10
9	Alberta Health – third party liability	1-11
10	Conditions precedent to action.....	1-12
11	Planning the litigation and diarizing.....	1-13

CHAPTER 2

THE PARTIES TO LITIGATION

1	Introduction.....	2-3
2	Litigation representatives.....	2-3
	2.1 Automatic litigation representatives.....	2-4
	2.2 Self-appointed litigation representatives.....	2-5
	2.3 Court-appointed litigation representatives.....	2-5
	2.4 Termination or replacement of a litigation representative.....	2-5
3	Minors.....	2-6
	3.1 Litigation representatives acting for minors.....	2-6
4	Mentally incompetent adult litigants.....	2-7
5	Deceased litigants.....	2-7
	5.1 The <i>Fatal Accidents Act</i>	2-8
	5.2 The <i>Survival of Actions Act</i>	2-8
6	Bankrupt litigants.....	2-9
	6.1 Introduction.....	2-9
	6.2 Bankrupts as plaintiffs.....	2-10
	6.3 Insolvent persons as defendants.....	2-10
7	Bailees and bailors.....	2-11
	7.1 Introduction.....	2-11
	7.2 Bailors as plaintiffs.....	2-11
	7.3 Owners as plaintiffs.....	2-11
	7.4 Insurers as plaintiffs.....	2-12
	7.5 Bailees as plaintiffs.....	2-12
8	Assignees.....	2-12
9	Corporations.....	2-13
	9.1 The corporation as a “real person”.....	2-13
	9.2 The plaintiff corporation.....	2-13
	9.3 The defendant corporation.....	2-14
	9.4 Shareholders as defendants.....	2-15
	9.5 Corporate directors as defendants.....	2-15
10	Partnerships.....	2-16
	10.1 Actions involving partnerships.....	2-16

CIVIL LITIGATION FUNDAMENTALS

10.2 The firm as a defendant 2-17

10.3 General partners as defendants 2-17

10.4 Limited partners as plaintiffs 2-18

10.5 Limited partners as defendants 2-18

11 Sole proprietorships 2-19

11.1 Actions involving sole proprietorships 2-19

11.2 Sole proprietorships as plaintiffs 2-19

11.3 Sole proprietorships as plaintiffs 2-19

12 Representative suits (“class actions”) 2-20

13 Unincorporated associations 2-21

14 Societies 2-22

15 Trade unions 2-22

15.1 Registered trade unions 2-22

15.2 Unregistered trade unions 2-22

16 Appendix list 2-23

CHAPTER 3

COURT ACTIONS AND THEIR VENUE

1	Pleadings generally.....	3-3
1.1	Non-conforming pleadings	3-3
1.2	The technical rules.....	3-5
1.3	Alternative pleas and other contents.....	3-6
1.4	Pleading particulars	3-7
2	Prescribed content and filing of pleadings	3-7
2.1	Requirements for filed documents	3-7
2.2	Endorsements on pleadings.....	3-8
2.3	Deviations from or changes to prescribed forms.....	3-8
2.4	Venue.....	3-9
2.5	Service outside Alberta.....	3-10
2.6	Transfer of an action.....	3-10
2.7	Statement as to residence or location.....	3-10
3	Commencement documents.....	3-11
3.1	Originating applications	3-11
3.2	Statement of claim.....	3-13
4	Defendant's options	3-15
4.1	Demand for notice	3-15
4.2	Statement of defence	3-16
5	Third party claims and claims against co-defendants.....	3-17
5.1	Introduction	3-17
5.2	Third party claims.....	3-17
5.3	Claims against co-defendants.....	3-19
6	Judgment and enforcement.....	3-19
6.1	Default procedure	3-19
6.2	Default procedure in a foreclosure action.....	3-19
6.3	Default procedure for a liquidated claim.....	3-20
6.4	Default procedure for an unliquidated claim	3-21
6.5	Default procedure involving a third party	3-21
7	Counterclaims	3-22
7.1	Set-off	3-22

CIVIL LITIGATION FUNDAMENTALS

8 Particulars 3-23

8.1 Requesting particulars..... 3-23

8.2 Court application for particulars 3-23

8.3 Responding to a request for particulars 3-24

9 Amending pleadings with or without leave 3-24

9.1 Amendment without court involvement..... 3-25

9.2 Court permission to amend..... 3-25

9.3 The amended pleading..... 3-26

9.4 Adding, removing, or substituting parties or correcting party names..... 3-27

10 Reply and close of pleadings 3-27

11 Joinder, severance, and consolidation of actions 3-28

11.1 Policy against multiple proceedings 3-28

11.2 Joinder 3-28

11.3 Severance..... 3-29

11.4 Consolidation of actions 3-30

12 Appendix list..... 3-33

CHAPTER 5

DISCLOSURE OF INFORMATION

1	Introduction.....	5-2
2	Affidavits of records.....	5-2
	2.1 Definition of “record”	5-2
	2.2 Time for filing and serving an affidavit of records.....	5-2
	2.3 Disclosing “relevant and material” records.....	5-3
	2.4 Record description	5-4
	2.5 Privileged records.....	5-6
	2.6 Subsequent or additional disclosure	5-10
	2.7 Consequences of failing to disclose records.....	5-11
	2.8 Obtaining records in the control of non-parties	5-11
	2.9 Document inspection.....	5-12
	2.10 Deemed admissions	5-12
	2.11 Confidentiality of disclosed information	5-13
3	Notices to admit.....	5-14
	3.1 Costs consequences	5-15
	3.2 Amending or withdrawing an admission.....	5-15
4	The questioning process	5-16
	4.1 Who can be questioned	5-16
	4.2 The mechanics of questioning	5-19
	4.3 Preparing for questioning.....	5-21
	4.4 Questioning an opposing party.....	5-23
	4.5 Questioning of one’s client.....	5-28
	4.6 Undertakings	5-30
	4.7 Use of the questioning evidence at trial or in other proceedings	5-31
5	Experts.....	5-35
	5.1 Experts’ reports	5-35
	5.2 Medical examinations.....	5-35
6	Appendix list.....	5-36

CHAPTER 6

RESOLVING ISSUES AND PRESERVING RIGHTS

1	Introduction.....	6-2
2	Interlocutory applications.....	6-2
3	Jurisdiction of a master and judge in chambers	6-3
4	Procedural orders	6-6
5	Bringing an application.....	6-7
	5.1 Notice of an application.....	6-8
	5.2 Proceedings in chambers	6-10
	5.3 Costs	6-15
6	Affidavits.....	6-16
	6.1 Basis of knowledge	6-17
	6.2 Technical rules	6-17
	6.3 Exhibits	6-18
	6.4 Special needs deponents	6-19
	6.5 Irregularities	6-19
	6.6 Questioning on affidavits.....	6-20
7	Court experts.....	6-23
8	Appeals of a master’s order.....	6-24
	8.1 Procedure	6-24
	8.2 Standard of review	6-25
9	Extraordinary remedies – preservation of rights pending litigation	6-25
	9.1 Interlocutory injunctions	6-25
	9.2 Preserving evidence and obtaining evidence outside Alberta	6-32
	9.3 Preservation, protection, and inspection of property	6-33
	9.4 Mareva injunctions.....	6-34
	9.5 Receivers	6-35
	9.6 Replevin	6-36
	9.7 Interpleader	6-37
	9.8 Restricting access to court proceedings.....	6-38
10	Appendix list.....	6-40

CHAPTER 7

RESOLVING CLAIMS WITHOUT FULL TRIAL

1	Introduction.....	7-2
2	Trial of a particular question or issue.....	7-2
3	Summary judgment.....	7-4
	3.1 <i>Hryniak v Mauldin</i>	7-5
	3.2 Affidavit evidence.....	7-6
4	Summary trial.....	7-7
	4.2 Respondent’s options.....	7-9
5	Appendix list.....	7-10

CHAPTER 8

TRIAL

1	Introduction.....	8-3
2	Settlement.....	8-3
	2.1 Settlement generally.....	8-3
	2.2 Settlement using court process.....	8-4
3	Defence of tender.....	8-7
4	Entry for trial.....	8-8
	4.1 Application to the clerk for a trial date.....	8-8
	4.2 Court application for a trial date.....	8-9
	4.3 Confirming the trial date.....	8-9
	4.4 Adjourning or abandoning a trial date.....	8-9
5	Trial preparation.....	8-10
	5.1 Pre-trial preparation checklist.....	8-10
	5.2 Fee arrangements and retainers.....	8-10
	5.3 Review pleadings.....	8-10
	5.4 Summary of questioning evidence.....	8-10
	5.5 Witnesses.....	8-11
	5.6 Expert witnesses.....	8-11
	5.7 Documents and records.....	8-12
	5.8 Notices to admit and admissions of opinion.....	8-13
	5.9 Formal offers to settle.....	8-13
	5.10 Demonstrative evidence.....	8-13
	5.11 Damages.....	8-13
	5.12 Compile facts.....	8-14
	5.13 Summarize the law.....	8-14
	5.14 Settlement discussions.....	8-14
6	Trial brief.....	8-15
	6.1 Transcripts.....	8-15
	6.2 Records.....	8-16
	6.3 Trial outline.....	8-16
7	Witness preparation.....	8-17
	7.1 Define the scope of evidence.....	8-18

CIVIL LITIGATION FUNDAMENTALS

7.2	Review relevant material	8-18
7.3	Briefing.....	8-18
7.4	Cross-examination	8-19
7.5	Demeanour.....	8-19
8	Agreed statement of facts.....	8-19
9	Witnesses outside the jurisdiction.....	8-20
9.1	Letters of request.....	8-20
10	Jury trials	8-21
10.1	Right to a civil jury.....	8-21
10.2	Rules relating to jury trials.....	8-22
10.3	Issues to consider	8-23
11	Conduct of a trial	8-23
11.1	Outline of the trial sequence	8-23
11.2	Trial judge's entrance	8-24
11.3	Opening motions and other preliminary matters.....	8-24
11.4	Opening the case	8-25
11.5	Presentation of evidence.....	8-26
11.6	Use of questioning transcripts at trial.....	8-33
11.7	Applications for dismissal (non-suit).....	8-38
12	Appendix list.....	8-38

CHAPTER 11

SERVICE OF DOCUMENTS

1	Introduction.....	11-2
2	Service of commencement documents in Alberta.....	11-2
	2.1 Individuals	11-2
	2.2 Corporations	11-3
	2.3 Partnerships and trade names	11-3
	2.4 Other entities (municipalities, societies, and the Crown).....	11-4
	2.5 Other situations.....	11-5
	2.6 Contracts	11-6
3	Service of non-commencement documents in Alberta	11-6
4	Foreclosure actions	11-7
5	Service of documents outside Alberta	11-8
6	Validating service.....	11-9
7	Substitutional service.....	11-10
8	Dispensing with service.....	11-11
9	Proving service.....	11-11
10	Setting aside service	11-12
11	Service of foreign process.....	11-13
12	Appendix list.....	11-13