

## Civil Litigation Filing Levy (ALIA) How-To Guide For Lawyers

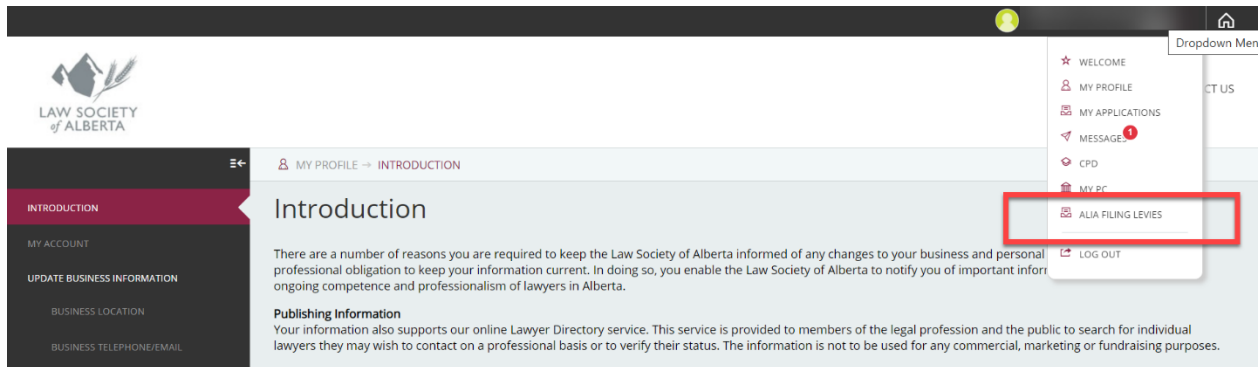
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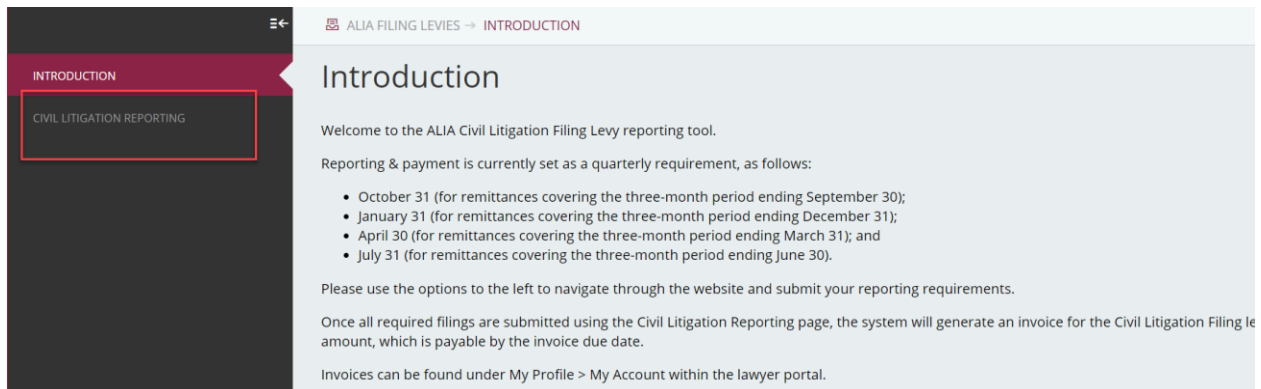
# Civil Litigation Filing – Lawyers

Once logged on to the Lawyer Portal, select the dropdown menu located at the top right-hand side of the page (to the right of your user name).

Select the **ALIA FILING LEVIES** option.



You will be taken to the Civil Litigation Levies **INTRODUCTION** page, where you will want to select the **CIVIL LITIGATION REPORTING** option.



**PLEASE NOTE: Reporting & payment is currently set as a quarterly requirement, as follows:**

- *October 31 (for remittances covering the three-month period ending September 30);*
- *January 31 (for remittances covering the three-month period ending December 31);*
- *April 30 (for remittances covering the three-month period ending March 31); and*
- *July 31 (for remittances covering the three-month period ending June 30).*

Reporting Period

Reporting Period	2021-2022 Q2
Period Dates	
Reporting	Open
Invoice Due Date	Jan-31-2

NEW CIVIL LITIGATION FILING

QB File Number

QB Filing Date

**SAVE**

**The following information MUST be inputed:**

1. Ensure you have the correct Reporting Period
2. QB File Number is a specific sequence
3. QB Filing Date

Period dates are preset and will appear based on the appropriate quarter

The current reporting period should automatically appear. You can change the reporting period that is shown, but edits cannot be made to a closed period.

Until the self-report for a quarter is completed and the invoice for it is paid, additional filings may be added to the self-report in the Law Society’s Lawyer Portal. Once the invoice for a quarter is paid, further entries for that reporting period cannot be added.

For each filing report,

- enter the Court of Queen’s Bench File Number  
**Example Format: 5555-5555**
- enter the date the filing was made with the Court
- select **“SAVE”**

The report should now appear in the list of filings made during the reporting period.

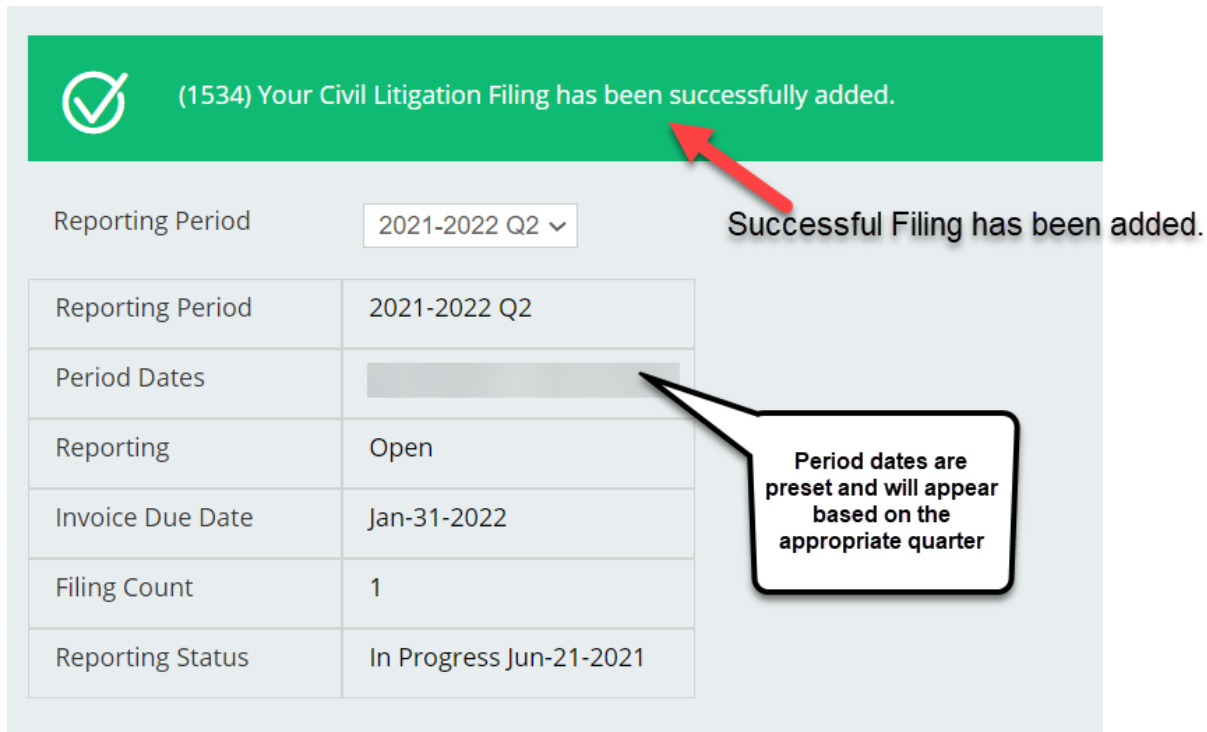
Should a reporting period remain open, a reported filing can be deleted using the trash can icon next to the report.

Should a reported filing require a change, it must be deleted and re-entered, or edits can be made if there is a typo.

Upon payment of the invoice for the reporting period, the reporting period will be closed, and you must contact the Law Society at 403-229-4700 or 1-800-661-9003 to make any changes to a filing.

**Please Note:** See the “Edit a Filing Submission” section below for instructions on how to edit filings, if needed.

A green text box will indicate that a successful filing has been added.



(1534) Your Civil Litigation Filing has been successfully added.

Reporting Period: 2021-2022 Q2

Successful Filing has been added.

Reporting Period	2021-2022 Q2
Period Dates	
Reporting	Open
Invoice Due Date	Jan-31-2022
Filing Count	1
Reporting Status	In Progress Jun-21-2021

Period dates are preset and will appear based on the appropriate quarter

# Edit a Filing Submission

You can edit a QB file number and filing date in the **REPORTED CIVIL LITIGATION FILINGS** section.

Once the information in the section has been revised, you **MUST** select the **“UPDATE”** button.

The screenshot displays a reporting interface. At the top, a table lists various reporting metrics:

Period Dates	May-31-2021 - Sep-30-2021
Reporting	Open
Invoice Due Date	Oct-31-2021
Filing Count	1
Invoice	640735
Invoice Amount	\$78.75
Reporting Status	Submitted Jun-01-2021

Below this is the **REPORTED CIVIL LITIGATION FILINGS** section, which contains a table with the following data:

QB File Number	QB Filing Date	Reported Dated	Reported By	
1111-11111	Jun-01-2021	Jun-01-2021	Tina S. McKay	

Underneath the table is an **UPDATE** button with a refresh icon. Below that is the **NEW CIVIL LITIGATION FILING** section, which includes input fields for **QB File Number** (with placeholder text "Enter a File Number") and **QB Filing Date** (with placeholder text "Enter a Filing Date" and a calendar icon), followed by a **SAVE** button with a checkmark icon. Two red arrows originate from the top right of the screenshot: one points to the **UPDATE** button, and the other points to the trash can icon in the table.

You can also delete a filing if incorrect by selecting the trash can icon.

Once you have completed your reporting for all filings within a reporting period, select **“SUBMIT”**.

Once all required filings completed under **REPORTED CIVIL LITIGATION FILINGS** for a reporting period have been submitted, the system will generate an invoice for the Civil Litigation Filing levy amount due and payable by invoice due date.

REPORTED CIVIL LITIGATION FILINGS

QB File Number	QB Filing Date	Reported Dated	Reported By	
5555-55555	Jun-01-2021	Jun-01-2021		

**UPDATE**

NEW CIVIL LITIGATION FILING

QB File Number

QB Filing Date

**SAVE**

By clicking submit, I certify this is the complete list of Civil Litigation Filings for the reporting period.

**SUBMIT** **PRINT**

Once all filings have been added and saved, ensure you select the **SUBMIT** button

Selecting **SUBMIT** will automatically generate the appropriate invoice

A green text box will indicate that a successful filing has been submitted and an invoice has been generated.

Your Civil Litigation Report form has been successfully submitted and your Invoice generated.

Reporting Period

Reporting Period	2021-2022 Q2
Period Dates	
Reporting	Open
Invoice Due Date	Jan-31-2022
Filing Count	1
Invoice	640859
Invoice Amount	\$78.75
Reporting Status	Submitted Jun-21-2021

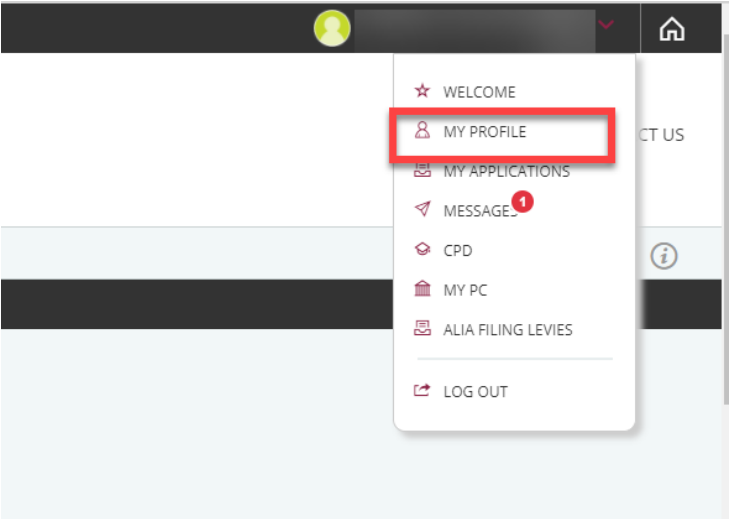
**Period dates are preset and will appear based on the appropriate quarter**

# Reviewing Invoices

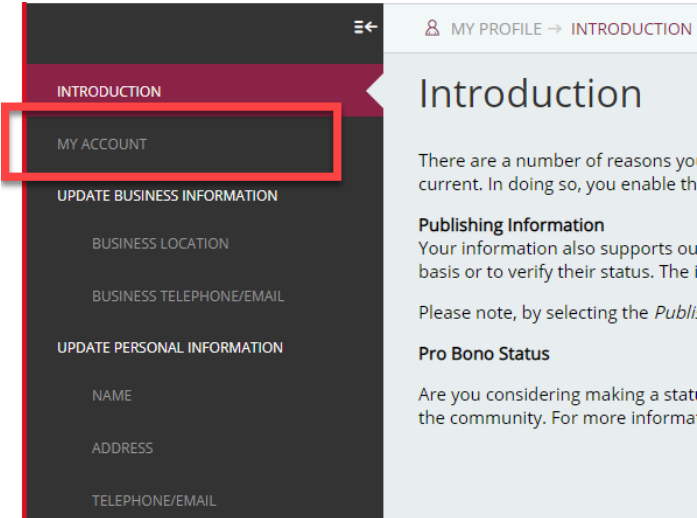
Invoices to be paid can be found under **MY PROFILE > MY ACCOUNT** within the **Lawyer Portal**.

To access invoices, select the dropdown menu located at the top right-hand side of the page (to the right of your user name).

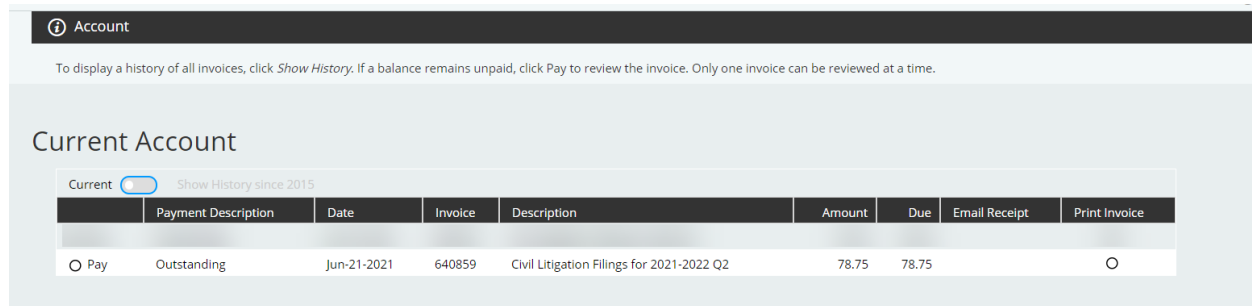
Select the **MY PROFILE** option.



You will then be taken to the **MY PROFILE Introduction** page, where you will want to select the **MY ACCOUNT** option to access the invoice(s) to be paid.



This will take you to the **Current Account** page, where the invoice(s) to be paid will be listed.



The screenshot shows a web interface for a 'Current Account'. At the top, there is a dark header with a question mark icon and the word 'Account'. Below this, a light gray box contains the text: 'To display a history of all invoices, click *Show History*. If a balance remains unpaid, click *Pay* to review the invoice. Only one invoice can be reviewed at a time.' The main content area is titled 'Current Account' and features a toggle switch for 'Current' (which is turned on) and a link for 'Show History since 2015'. Below this is a table with the following data:

	Payment Description	Date	Invoice	Description	Amount	Due	Email Receipt	Print Invoice
<input type="radio"/> Pay	Outstanding	Jun-21-2021	640859	Civil Litigation Filings for 2021-2022 Q2	78.75	78.75		<input type="radio"/>

For information on how to make a payment, see [Making A Payment To ALIA – Law Society of Alberta](#).