

Civil Litigation Filing Levy (ALIA) How-To Guide For Firm Admin

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Civil Litigation Filing – Firm Admin

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 “Welcome, Authorized Contact”).

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).*

ALIA FILING LEVIES → CIVIL LITIGATION REPORTING

Civil Litigation Reporting

Select the name of the lawyer whose filings are to be entered.

The current reporting period should automatically appear. If you need to change to the previous period, you can change the dropdown.

For each filing report, please

1. enter the Court of Queen's Bench File Number
2. enter the date the filing was made with the Court
3. 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 correction, it can be edited by making the correction in the form field itself and then click the "update" icon.

Law Firm Administrators can make corrections by clicking the Lawyer's name to expand the filings. New filings for a Lawyer can also be done by using the "lookup" feature.

Once you have completed your reporting for all filings within a reporting period, select "submit".

Law Firm Administrators may pay the levy invoices generated for each lawyer in the firm by navigating to the Return Sheet menu and then selecting the ALIA Transactional Levies page. Invoices will also show, individually, in each lawyer's My Account page within their lawyer portal.

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

Once on the **CIVIL LITIGATION REPORTING** page, scroll down to the bottom to enter the reporting details.

Reporting Period	2021-2022 Q2	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Ensure that the appropriate reporting period has been selected</p> </div>										
Reporting Period	2021-2022 Q2											
Firm Lawyer Filing Count	0											
	<table border="1"> <thead> <tr> <th>Lawyer</th> <th>Filing Count</th> <th>Invoice</th> <th>Invoice Amount</th> <th>Reporting Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Lawyer	Filing Count	Invoice	Invoice Amount	Reporting Status						
Lawyer	Filing Count	Invoice	Invoice Amount	Reporting Status								
Period Dates		<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Period dates are preset and will appear based on the appropriate quarter</p> </div>										
Reporting	Open											
Invoice Due Date	Jan-31-2022											

NEW CIVIL LITIGATION FILING

Lawyer

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 Lawyer Portal. Once the invoice for a quarter is paid, further entries for that reporting period cannot be added.

	Lawyer	Filing Count	Invoice	Invoice Amount	Reporting Status
Period Dates	[Redacted]				
Reporting	Open				
Invoice Due Date	Jan-31-2022				

NEW CIVIL LITIGATION FILING

Lawyer [Redacted]

Name	Location	Reporting Period Filings	Last Period Filed
[Redacted]	1500, 222 3rd Avenue SW, CALGARY	0	

Showing 1 to 1 of 1 entries

1 Next

Enter the last name of the lawyer in the search field, and select “**LOOKUP**”.

Search results will appear beneath the “**LOOKUP**” section.

NOTE: Please ensure the correct lawyer is selected.

Reporting Period: 2021-2022 Q2

Reporting Period: 2021-2022 Q2

Firm Lawyer Filing Count: 0

Lawyer	Filing Count	Invoice	Invoice Amount	Reporting Status

Period Dates: [Preset]

Reporting: Open

Invoice Due Date: Jan-31-2022

NEW CIVIL LITIGATION FILING

Lawyer: [Search] 2021-2022 Q2 Filings: 0 [LOOKUP]

QB File Number: Enter a File Number

QB Filing Date: Enter a Filing Date [Calendar]

[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

For each filing report,

- enter the Court of Queen’s Bench File Number

Example Format: 5555-55555

- enter the date the filing was made with the Court
- select **“SAVE”**

The report should now appear in the list of filings made under the **Firm Lawyer Filing Count** section for all lawyers that were selected.

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.

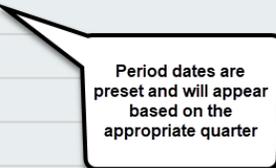
 (1534) Your Civil Litigation Filing has been successfully added.

Reporting Period: 2021-2022 Q2

Successful filing has been added.

Reporting Period	2021-2022 Q2				
Firm Lawyer Filing Count	1				
 Hide Details	Lawyer	Filing Count	Invoice	Invoice Amount	Reporting Status
	1	1		\$0.00	In Progress Jun-21-2021
Period Dates					
Reporting	Open				
Invoice Due Date	Jan-31-2022				
Filing Count	1				
Reporting Status	In Progress Jun-21-2021				

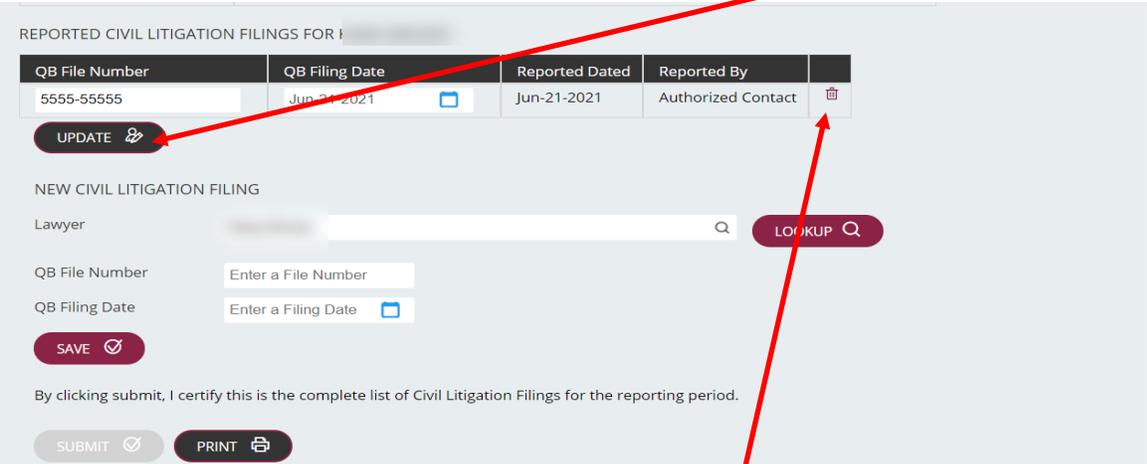
REPORTED CIVIL LITIGATION FILINGS FOR



Edit a Filing Submission

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

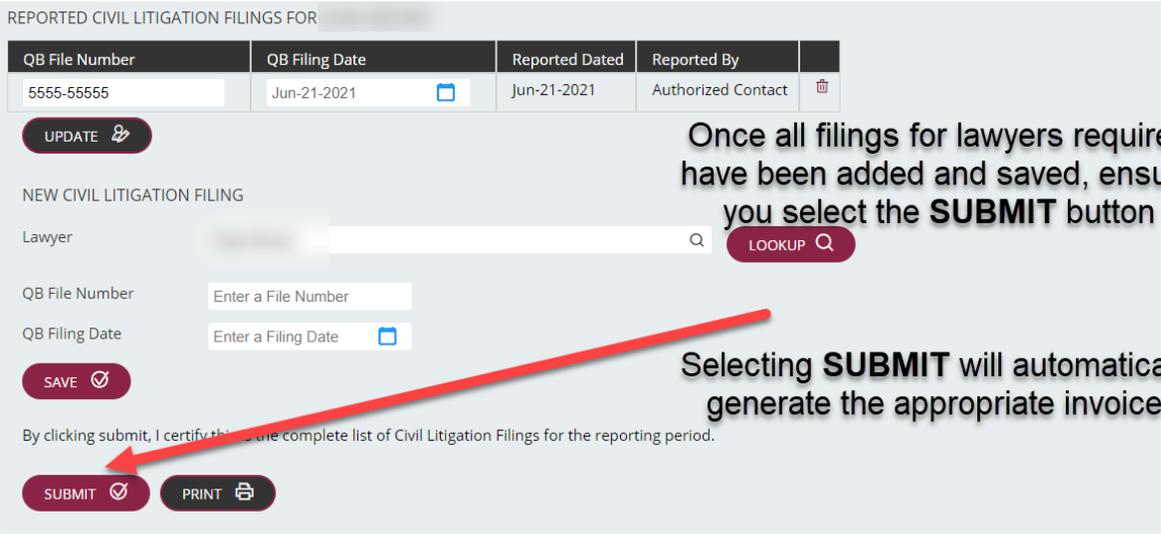
Once the information in the section has been revised, you **MUST** select the **“UPDATE”** button.



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

Once you have completed your reporting for all filings for lawyers in your firm for the appropriate 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 each lawyer in your firm for the Civil Litigation Filing levy amount due and payable by invoice due date.



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

The screenshot shows a reporting interface with a green notification bar at the top. The notification bar contains a checkmark icon and the text: "Your Civil Litigation Report form has been successfully submitted and your Invoice generated." A red arrow points from this notification to a text box that says "Successful filing has been submitted".

Below the notification, the interface displays a reporting summary for the period "2021-2022 Q2". The summary includes the following fields:

- Reporting Period: 2021-2022 Q2
- Firm Lawyer Filing Count: 1
- Reporting: Open
- Invoice Due Date: Jan-31-2022
- Filing Count: 1
- Invoice: 640862
- Invoice Amount: \$78.75
- Reporting Status: Submitted Jun-21-2021

A callout box points to the "Reporting" field with the text: "Period dates are preset and will appear based on the appropriate quarter".

At the bottom of the interface, there is a section titled "REPORTED CIVIL LITIGATION FILINGS FOR" followed by a table with columns for "Lawyer", "Filing Count", "Invoice", "Invoice Amount", and "Reporting Status". The table contains one row of data:

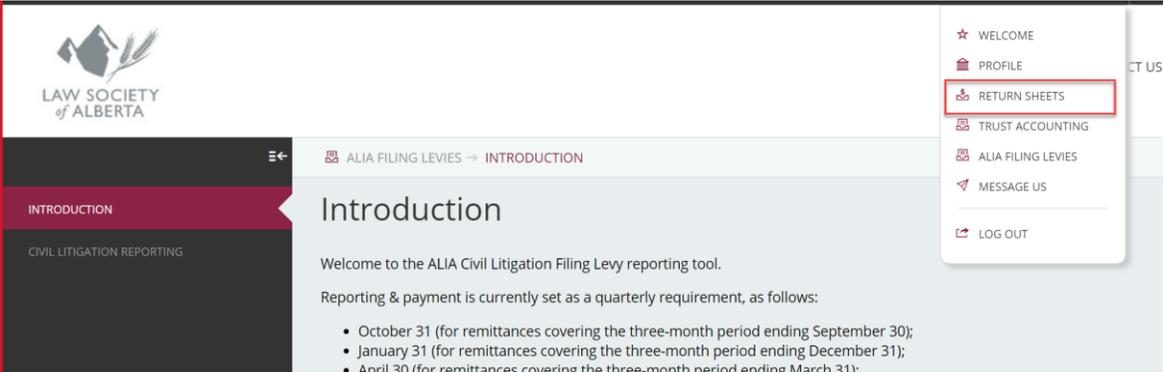
Lawyer	Filing Count	Invoice	Invoice Amount	Reporting Status
[Redacted]	1	640862	\$78.75	Submitted Jun-21-2021

Reviewing Invoices

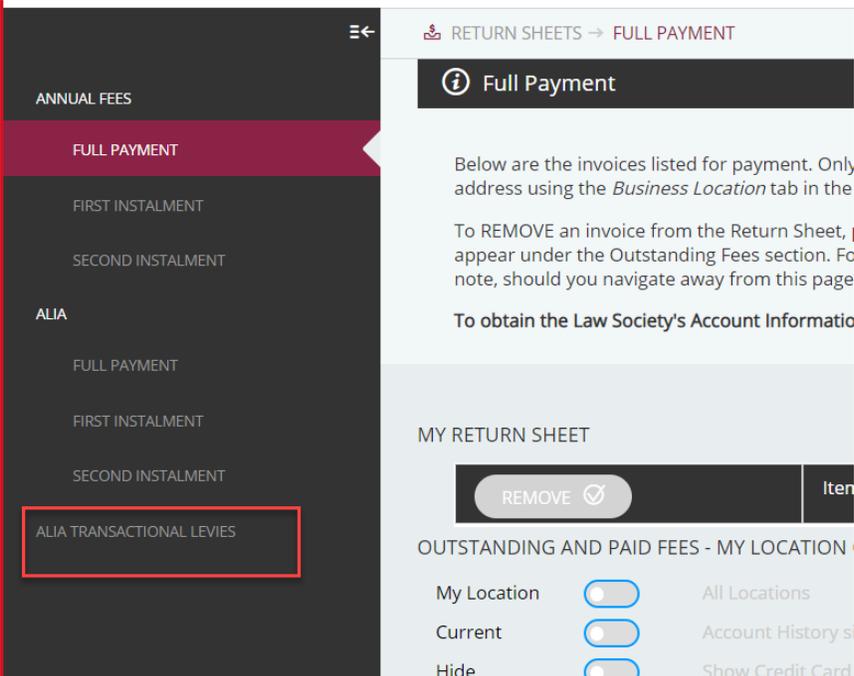
Invoices to be paid can be found under **RETURN SHEETS > ALIA TRANSACTIONAL LEVIES** within the Lawyer Portal.

To access invoices, select the dropdown menu located at the top right-hand side of the page (to the right of "Welcome, Authorized Contact").

Select the **Return Sheets** option.



You will then be taken to the **RETURN SHEETS** page, where you will want to select the **ALIA TRANSACTIONAL LEVIES** option to access the return sheet(s) to be paid.



This will take you to the **MY RETURN SHEET** page, where the invoice(s) to be paid will be listed.

ALIA Transactional Levies

Below are the invoices listed for payment. To **REMOVE** an invoice from the Return Sheet, please check the box(es) next to the lawyer you wish to remove from your payment and click **Remove Selected**; any outstanding invoices will appear under the Outstanding Fees section. Please note, should you navigate away from this page before clicking **Pay Now**, your changes will NOT be saved.

MY RETURN SHEET

<input type="checkbox"/> REMOVE	Item	Location	Date	ID	Name	Invoice	Amount	Due	
<input type="checkbox"/>	1	001	Jun-21-2021	22041		640862	78.75	78.75	
<input type="checkbox"/> REMOVE	(1) Invoices - Return Sheet TOTAL							78.75	

PAY NOW

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