

# Notice of Intention to Proceed

## FORM 2

Provincial Court Family Rules

Rule 17

Registry location:	
Court File Number:	

1. My name is *[full name of party]*. My date of birth is *[mmm/dd/yyyy]*.

My contact information and address for service of court documents are:

Lawyer (if applicable):		
Address:		
City:	Province:	Postal code:
Email:	Telephone:	

2. ☐ More than one year has passed since the parties have taken any step in my case

3. The last step completed in my case, by any party, was:

*Select only one of the options below and complete the required information*

- ☐ filing of the Notice to Resolve a Family Law Matter on *[mmm/dd/yyyy]*  
☐ participation in a needs assessment on *[mmm/dd/yyyy]*  
☐ completion of a parenting education program on *[mmm/dd/yyyy]*  
☐ participation in consensual dispute resolution on *[mmm/dd/yyyy]*  
☐ filing of the Family Law Matter Claim on *[mmm/dd/yyyy]*  
☐ other (*specify*):                      on *[mmm/dd/yyyy]*

4. ☐ I understand each other party needs to be given notice of my intention to proceed by being served or provided with a copy of this document.

5. The other party is *[full name of other party]*. Their date of birth is *[mmm/dd/yyyy]*.

Their contact information and/or address for service, as I know it, are:

Lawyer (if applicable):		
Address:		
City:	Province:	Postal code:
Email:	Telephone:	

*Additional party (Complete only if applicable. You may leave this section blank.)*

Full name:	Date of birth: <i>[mmm/dd/yyyy]</i>	
Contact information and/or address for service		
Lawyer (if applicable):		
Address:		
City:	Province:	Postal code:
Email:	Telephone:	

### NOTE TO OTHER PARTY:

**If the above contact information and/or address for service is not correct, you must file a Notice of Address Change in Form 42 and serve a copy of the notice on each other party.**

## **WHAT YOU MUST DO**

**If the last step identified in section 3 was any of the following, you must participate in a needs assessment before you may take any further steps in your family law matter:**

- filing of the Notice to Resolve a Family Law Matter
- participation in a needs assessment
- completion of a parenting education program
- participation in consensual dispute resolution

To complete your individual needs assessment, **contact** Family Justice Services Division to **schedule** your individual **needs assessment**.

[FJSD contact information]

**Note:** You may be contacted by a needs assessor if someone else has filed a Notice of Intention to Proceed and named you as the other party in that document.

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**If the last step identified in section 3 was any of the following, you must attend a family management conference or readiness hearing before you may take any further steps in your family law matter:**

- filing of the Family Law Matter Claim
- any other step

The court registry will provide you information about how to schedule your family management conference or readiness hearing once you have filed the Certificate of Service to prove service of the Notice of Intention to Proceed on each other party.

The Notice of Intention to Proceed must be served on the other party by ordinary service if there is an address for service on the court file for the party to be served, or by personal service if there is no address for service on the court file.

**Note:** To receive notice of the family management conference or readiness hearing, the court registry requires your current contact information and address for service. To update this information, you must file a Notice of Address Change in Form 42 and serve a copy of the notice on each other party.