

Notice to Resolve a Family Law Matter

Registry location:	
Court File Number:	

FORM 1

Provincial Court Family Rules

Rule 12

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

My contact information is:

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

2. I would like help with the following family law matter(s):

Select all options that apply

- parenting arrangements, including parental responsibilities and parenting time
- child support
- contact with a child
- guardianship of a child
- spousal support
3. I understand I need to provide a copy of the notice to resolve to all parents, step-parents and guardians of each child who is the subject of the family law matter, and/or my spouse, if I am asking for spousal support. They are the other party.
4. The other party is *[full name of other party]*. Their date of birth is *[mmm/dd/yyyy]*.

Their contact information, as I know it, is:

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

5. I am filing this form in the court registry:

Select only one of the options below

- closest to where the child lives most of the time, because my case involves a child-related issue
- closest to where I live, because my case does not involve a child-related issue
- where my existing case with the same party/parties is located

NOTE TO THE PARTIES:

This Notice to Resolve a Family Law Matter has been filed with the Provincial Court of British Columbia.

Before proceeding any further with your court case, each party is required to meet the early resolution requirements described in Rule 12 (see next page for details).

If you do not resolve all family law matters during the early resolution requirements, either party can make a claim to the Provincial Court for a court order. If you do not participate in the early resolution requirements, the other party will be allowed to proceed to the Provincial Court to ask for a court order. A party must have met the requirements for early resolution before they will be allowed to file a Family Law Matter Claim or Reply to a Family Law Matter in the case.

WHAT YOU MUST DO

1. **Contact** Family Justice Services Division to **schedule** your individual **needs assessment**.

[FJSD contact information]

If you have already participated in some or all of the early resolution requirements within the last year, Family Justice Services Division will confirm you have met the requirements for early resolution and prepare the required documents for the Court.

Note: You may be contacted by a needs assessor if someone else has filed a Notice to Resolve a Family Law Matter and named you as the other party in that document.

2. **Participate in a needs assessment**

A needs assessment is a one-on-one meeting with a needs assessor who is a neutral person trained to help people understand this process and other ways that are available to resolve their family law matter and other issues. A needs assessor can provide some legal information, make referrals to supports, including legal advice, and help identify the next steps that are right for you.

3. **Complete a parenting education course**, unless your only issue is spousal support.

Your needs assessor will provide you with more information on the parenting education course right for you and how to complete it.

4. **Participate in consensual dispute resolution**, unless your needs assessor determines that it is not appropriate.

Your needs assessor will provide you with more information on what consensual dispute resolution is, whether it is right for you, and the process for participating in it.

NOTE TO THE PARTIES:

If you require a time sensitive order on a family law matter, you may be able to postpone participation in one or more of the early resolution requirements until after you have received your time sensitive order. Please speak to Family Justice Services Division or the court registry if this situation applies to you.

Reminder:

If you do not resolve all family law matters during the early resolution requirements, either party can file a claim in the Provincial Court to request a court order.

If you do not participate in the early resolution requirements, the other party will be allowed to proceed to the Provincial Court to ask for a court order. A party must have met the requirements for early resolution before they will be allowed to file a Family Law Matter Claim or Reply to a Family Law Matter in the case.