

# TO APPLY TO OBTAIN AN ORDER FAMILY LAW ACT

## RULE 2(1)

### Step 1

**Complete** the application. Separate the 2 pages of the form before beginning. Print clearly and firmly. If you accessed this form from the Government of BC website, you may also complete it using a computer and then print all 4 copies. You may also need to complete a financial statement. To find out, see the instructions on the front of the financial statement form.

**Make 3 photocopies** of the financial statement (if any) and any other documents that you will file with the application.

**Forms can be found on the Government of BC website:**  
[www.gov.bc.ca/court-forms](http://www.gov.bc.ca/court-forms)



### Step 2

**File** the application (and the financial statement, if any) by taking or mailing it and any attached documents to the court registry. Make sure you file 3 copies of each document, as well as the originals. The staff will apply the registry stamp to each document and assign a file number. They will return the copies you need for your records and to serve the other party. There is no filing fee in provincial family court.

#### Interim orders

If your application can not be heard by the court for some time and your circumstances require an order to be made sooner (for example if you have evidence that the respondent intends to take the children out of the province), you can ask for an interim (temporary) order. Ask registry staff about this when you file your application. You must be prepared to give the judge evidence that the circumstances require it.



### Step 3

**Make arrangements to serve** the other party with a copy of the application, your financial statement (if any) and any accompanying documents. The purpose of service is to be sure the other party knows what you are asking for.

These documents must be served on the other party in person, by any person at least 19 years of age other than yourself. The court registry will give you a blank copy of a reply form, and if your claim is to obtain a support order, a blank copy of a financial statement. These must be attached to the copy of the application when it is served on the respondent, as they are for the respondent to complete. Ask the registry if you need more information about serving the documents.

### Step 4

**Wait at least 30 days** after the respondent has been served with your documents, **then ask the registry** whether the respondent has filed a reply. If the reply has been filed, the registry will set a date and time for a first appearance hearing. They will send you a copy of the reply within 21 days of receiving it, and a notice of hearing advising you of the date and time of the hearing, once the hearing is scheduled. You will probably receive the reply before you receive the notice of hearing.

If the respondent does not file a reply within 30 days, the first appearance hearing will be scheduled after you file an affidavit of personal service (which you may obtain from the court registry), and after you request the registry to schedule the hearing.



### Step 5

**Conferences and trial** In some cases, the trial will be scheduled next, but in most cases (other than those that only involve claims for support) the judge may order a family case conference and/or a trial preparation conference to be held first. These are informal proceedings held before a judge, who may make many of the same types of orders as can be made at a trial.

**A family case conference** attempts to narrow and clarify the issues to be tried, and to explore whether options such as mediation are appropriate for the case. In some cases, the parties may agree to a consent order, so the case never goes to trial.

**A trial preparation conference** ensures that the parties are ready to present their cases at trial, and identifies how long the trial will take and how many witnesses will be called.

**A trial** is a formal and structured hearing where a judge makes decisions about any issues that the parties still do not agree upon. It is held in a courtroom, and the parties must make their arguments and present their evidence in a certain order. You may wish to attend another family court trial as a spectator, to get an idea of what happens in the courtroom, before your case goes to trial.

**Court file no.** \_\_\_\_\_

Registry staff will record the court file number and location.



**Case name:** \_\_\_\_\_

Record your name after "in the case between" and the other party's name after "and".



**Filed by:** \_\_\_\_\_

You must be sure that the address you give is correct because this is where notices or information will be sent to you. If your address changes at any time, you must file a **notice of change of address** form with the registry and serve a copy on the other party. **Important note:** If you do not want the other party to know your residential address, advise the court registry in writing and provide another address at which you can receive notices and information. Failure to accept service at the address provided on this form could result in a final order being made in your absence.



**Notice to:** \_\_\_\_\_

Provide the name, address and telephone number of the other party. You may also include the fax number, if you know it.

If you are aware that an order has been made under the *Child, Family and Community Service Act (CFCSA)* also provide notice to the Director, CFCSA. This may be done by leaving a copy with, or fax transmission to, either:

- the director's lawyer of record, or
- the district office of the Ministry of Children and Family Development that has conduct of the case.



**I am applying for:** \_\_\_\_\_

You can use this form to apply for more than one order. For example, you may be asking for an order regarding parenting arrangements and support for your children and support for yourself. Or you may be asking for an order only for parenting time with your children.

See the Legal Services Society Family Law website at <http://www.familylaw.lss.bc.ca> for information on orders prohibiting interference with a child in your care and on protection orders.



**Orders and Agreements** \_\_\_\_\_

An example is an order cancelling registration of support order made outside British Columbia. **Attach** copies of any orders or written agreements.

**Children** \_\_\_\_\_

Fill in the required information for any child(ren) to whom the application applies. Describe the guardianship, contact or parenting arrangements you are requesting, if applicable.



# APPLICATION TO OBTAIN AN ORDER

In the Provincial Court of British Columbia

COURT FILE NO.:
COURT LOCATION:
FMEP NO.:

APPLICATION TO OBTAIN AN ORDER

## Case name

Your name.

Name of other party.

Your current mailing address for service.

Other party's address for service.

## What are you asking for in this application?

Check the appropriate box(es) and fill in any required information.

Attach copies of any orders or written agreements.

Fill in the required information for any child(ren) to whom the application applies.

### In the case between:

NAME

**And:**

NAME

### Filed by:

APPLICANT

NAME DATE OF BIRTH (MMM/DD/YYYY)  
*(Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.)*

ADDRESS FOR SERVICE CITY PROVINCE

POSTAL CODE PHONE E-MAIL FAX

### Notice to:

RESPONDENT

NAME DATE OF BIRTH (MMM/DD/YYYY)

ADDRESS FOR SERVICE CITY PROVINCE

POSTAL CODE PHONE E-MAIL FAX

### IMPORTANT NOTE TO RESPONDENT:

If this application includes a claim for support, you are required to file financial information with your reply. If you do not, the court may attribute income to you and set the amount of support to be paid. The applicant has estimated your gross annual income as set out in item 3 below.

If you fail to file a reply within 30 days after being served with this application, you will not receive notice of any part of the proceeding and the court may make an order against you.

I am applying for:

- |  |  |
|--|--|
| <input type="checkbox"/> guardianship                            | <input type="checkbox"/> spousal support             |
| <input type="checkbox"/> contact with a child                    | <input type="checkbox"/> child support               |
| <input type="checkbox"/> parenting time                          | <input type="checkbox"/> protection order            |
| <input type="checkbox"/> allocation of parental responsibilities | <input type="checkbox"/> other order (specify) _____ |

### 1. Orders and agreements

Are there any court orders or written agreements between the parties concerning separation, guardianship, parenting arrangements, contact with a child or support?

- |  |  |
|--|--|
| <input type="checkbox"/> No orders             | <input type="checkbox"/> I am attaching copies of all orders             |
| <input type="checkbox"/> No written agreements | <input type="checkbox"/> I am attaching copies of all written agreements |

### 2. Children

Name(s) of child(ren) Birthdate(s) (MMM/DD/YYYY)

My relationship to the child(ren) is \_\_\_\_\_

The respondent's relationship to the child(ren) is \_\_\_\_\_

The present arrangements for guardianship, parenting arrangements or contact with the child(ren) are:

*(Complete the following if you are asking for guardianship, parenting arrangements or contact with a child.)*

**I am asking for guardianship, parenting arrangements or contact with a child as follows:**

# APPLICATION TO OBTAIN AN ORDER

In the Provincial Court of British Columbia

COURT FILE NO.:
COURT LOCATION:
FMEP NO.:

Case name

## In the case between:

NAME

**And:**

NAME

Other party's address for service.

## Filed by:

APPLICANT

NAME DATE OF BIRTH (MMM/DD/YYYY)  
*(Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.)*

ADDRESS FOR SERVICE CITY PROVINCE

POSTAL CODE PHONE E-MAIL FAX

## Notice to:

RESPONDENT

NAME DATE OF BIRTH (MMM/DD/YYYY)

ADDRESS FOR SERVICE CITY PROVINCE

POSTAL CODE PHONE E-MAIL FAX

## IMPORTANT NOTE TO RESPONDENT:

If this application includes a claim for support, you are required to file financial information with your reply. If you do not, the court may attribute income to you and set the amount of support to be paid. The applicant has estimated your gross annual income as set out in item 3 below.

If you fail to file a reply within 30 days after being served with this application, you will not receive notice of any part of the proceeding and the court may make an order against you.

What is the other party asking for in this application?

I am applying for:

- |  |  |
|--|--|
| <input type="checkbox"/> guardianship                            | <input type="checkbox"/> spousal support             |
| <input type="checkbox"/> contact with a child                    | <input type="checkbox"/> child support               |
| <input type="checkbox"/> parenting time                          | <input type="checkbox"/> protection order            |
| <input type="checkbox"/> allocation of parental responsibilities | <input type="checkbox"/> other order (specify) _____ |

## 1. Orders and agreements

Are there any court orders or written agreements between the parties concerning separation, guardianship, parenting arrangements, contact with a child or support?

- |  |  |
|--|--|
| <input type="checkbox"/> No orders             | <input type="checkbox"/> I am attaching copies of all orders             |
| <input type="checkbox"/> No written agreements | <input type="checkbox"/> I am attaching copies of all written agreements |

## 2. Children

Name(s) of child(ren)

Birthdate(s) (MMM/DD/YYYY)

My relationship to the child(ren) is \_\_\_\_\_

The respondent's relationship to the child(ren) is \_\_\_\_\_

The present arrangements for guardianship, parenting arrangements or contact with the child(ren) are:

*(Complete the following if you are asking for guardianship, parenting arrangements or contact with a child.)*

**I am asking for guardianship, parenting arrangements or contact with a child as follows:**

# APPLICATION TO OBTAIN AN ORDER

In the Provincial Court of British Columbia

COURT FILE NO.:
COURT LOCATION:
FMEP NO.:

Case name

## In the case between:

NAME

**And:**

NAME

Other party's address for service.

## Filed by:

APPLICANT

NAME DATE OF BIRTH (MMM/DD/YYYY)  
*(Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.)*

ADDRESS FOR SERVICE CITY PROVINCE

POSTAL CODE PHONE E-MAIL FAX

## Notice to:

RESPONDENT

NAME DATE OF BIRTH (MMM/DD/YYYY)

ADDRESS FOR SERVICE CITY PROVINCE

POSTAL CODE PHONE E-MAIL FAX

## IMPORTANT NOTE TO RESPONDENT:

If this application includes a claim for support, you are required to file financial information with your reply. If you do not, the court may attribute income to you and set the amount of support to be paid. The applicant has estimated your gross annual income as set out in item 3 below.

If you fail to file a reply within 30 days after being served with this application, you will not receive notice of any part of the proceeding and the court may make an order against you.

What is the other party asking for in this application?

I am applying for:

- |  |  |
|--|--|
| <input type="checkbox"/> guardianship                            | <input type="checkbox"/> spousal support             |
| <input type="checkbox"/> contact with a child                    | <input type="checkbox"/> child support               |
| <input type="checkbox"/> parenting time                          | <input type="checkbox"/> protection order            |
| <input type="checkbox"/> allocation of parental responsibilities | <input type="checkbox"/> other order (specify) _____ |

## 1. Orders and agreements

Are there any court orders or written agreements between the parties concerning separation, guardianship, parenting arrangements, contact with a child or support?

- |  |  |
|--|--|
| <input type="checkbox"/> No orders             | <input type="checkbox"/> I am attaching copies of all orders             |
| <input type="checkbox"/> No written agreements | <input type="checkbox"/> I am attaching copies of all written agreements |

## 2. Children

Name(s) of child(ren)

Birthdate(s) (MMM/DD/YYYY)

My relationship to the child(ren) is \_\_\_\_\_

The respondent's relationship to the child(ren) is \_\_\_\_\_

The present arrangements for guardianship, parenting arrangements or contact with the child(ren) are:

*(Complete the following if you are asking for guardianship, parenting arrangements or contact with a child.)*

**I am asking for guardianship, parenting arrangements or contact with a child as follows:**

# APPLICATION TO OBTAIN AN ORDER

In the Provincial Court of British Columbia

COURT FILE NO.:
COURT LOCATION:
FMEP NO.:

APPLICATION TO OBTAIN AN ORDER

## Case name

Your name.

Name of other party.

Your current address for service.

Other party's address for service.

### In the case between:

NAME \_\_\_\_\_

### And:

NAME \_\_\_\_\_

### Filed by:

APPLICANT

NAME \_\_\_\_\_ DATE OF BIRTH (MMM/DD/YYYY) \_\_\_\_\_  
*(Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.)*

ADDRESS FOR SERVICE \_\_\_\_\_ CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_ FAX \_\_\_\_\_

### Notice to:

RESPONDENT

NAME \_\_\_\_\_ DATE OF BIRTH (MMM/DD/YYYY) \_\_\_\_\_

ADDRESS FOR SERVICE \_\_\_\_\_ CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_ FAX \_\_\_\_\_

### IMPORTANT NOTE TO RESPONDENT:

If this application includes a claim for support, you are required to file financial information with your reply. If you do not, the court may attribute income to you and set the amount of support to be paid. The applicant has estimated your gross annual income as set out in item 3 below.

If you fail to file a reply within 30 days after being served with this application, you will not receive notice of any part of the proceeding and the court may make an order against you.

### What are you asking for in this application?

Check the appropriate box(es) and fill in any required information.

I am applying for:

- |  |  |
|--|--|
| <input type="checkbox"/> guardianship                            | <input type="checkbox"/> spousal support             |
| <input type="checkbox"/> contact with a child                    | <input type="checkbox"/> child support               |
| <input type="checkbox"/> parenting time                          | <input type="checkbox"/> protection order            |
| <input type="checkbox"/> allocation of parental responsibilities | <input type="checkbox"/> other order (specify) _____ |

Attach copies of any orders or written agreements.

### 1. Orders and agreements

Are there any court orders or written agreements between the parties concerning separation, guardianship, parenting arrangements, contact with a child or support?

- |  |  |
|--|--|
| <input type="checkbox"/> No orders             | <input type="checkbox"/> I am attaching copies of all orders             |
| <input type="checkbox"/> No written agreements | <input type="checkbox"/> I am attaching copies of all written agreements |

Fill in the required information for any child(ren) to whom the application applies.

### 2. Children

Name(s) of child(ren) \_\_\_\_\_ Birthdate(s) (MMM/DD/YYYY) \_\_\_\_\_

My relationship to the child(ren) is \_\_\_\_\_

The respondent's relationship to the child(ren) is \_\_\_\_\_

The present arrangements for guardianship, parenting arrangements or contact with the child(ren) are: \_\_\_\_\_

*(Complete the following if you are asking for guardianship, parenting arrangements or contact with a child.)*

**I am asking for guardianship, parenting arrangements or contact with a child as follows:**

Complete this affidavit if personal service was successful.

If you served the application on the reverse of this page together with another document(s), you need to complete only one affidavit of personal service, listing all documents served on the person named.

Check box(es) for each document served, and name the document. Make sure you mark each attached document with the correct Exhibit letter.

If you must make a correction, or cross anything out, please initial.

This section must be sworn or affirmed before a Commissioner for Taking Affidavits.

# AFFIDAVIT OF PERSONAL SERVICE (FORM 5)

In the Provincial Court of British Columbia

I swear or affirm that I \_\_\_\_\_ NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_  
of \_\_\_\_\_ ADDRESS \_\_\_\_\_ personally served \_\_\_\_\_ NAME OF PERSON SERVED \_\_\_\_\_

on \_\_\_\_\_ DATE \_\_\_\_\_ at \_\_\_\_\_ ADDRESS \_\_\_\_\_

with a copy of the following documents:

- the application to obtain an order on the reverse of this page
- EXHIBIT " \_\_\_\_\_ "
- EXHIBIT " \_\_\_\_\_ "
- EXHIBIT " \_\_\_\_\_ "
- EXHIBIT " \_\_\_\_\_ "
- blank reply form
- blank financial statement form

The party was identified to me in this manner:

- I know the person
- He/she admitted to being this person.
- Other (specify) \_\_\_\_\_

Sworn or affirmed before me

at \_\_\_\_\_ British Columbia

DATE

on \_\_\_\_\_

\_\_\_\_\_

A Commissioner for Taking Affidavits for British Columbia

\_\_\_\_\_

Signature

Complete this application if you served the application by mail, by fax, e-Mail or by substituted service.

You may use one of these methods only if a judge has granted permission to do so.

If you served the application on the reverse of this page together with another document(s), you need to complete only one affidavit of service, listing all documents served on the person named.

Check appropriate box(es) for each document served and name the document. Make sure you mark each attached document with the correct Exhibit letter.

If you must make a correction, or cross anything out, please initial.

This section must be sworn or affirmed before a Commissioner for Taking Affidavits.

# AFFIDAVIT OF SERVICE (FORM 13)

In the Provincial Court of British Columbia

I swear or affirm that I \_\_\_\_\_ NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_  
of \_\_\_\_\_ ADDRESS \_\_\_\_\_ served \_\_\_\_\_ NAME OF PERSON SERVED \_\_\_\_\_

on \_\_\_\_\_ DATE \_\_\_\_\_ at \_\_\_\_\_ ADDRESS \_\_\_\_\_

with a copy of the following documents:

- | <input type="checkbox"/> | Name of document   |
|--------------------------|--|
| <input type="checkbox"/> | the application to obtain an order on the reverse of this page |
| <input type="checkbox"/> | EXHIBIT " _____ "  |
| <input type="checkbox"/> | EXHIBIT " _____ "  |
| <input type="checkbox"/> | EXHIBIT " _____ "  |
| <input type="checkbox"/> | EXHIBIT " _____ "  |
| <input type="checkbox"/> | blank reply form   |
| <input type="checkbox"/> | blank financial statement form                                 |

The party was served in this manner:

- Fax (attach a copy of Form 10)
- E-Mail
- Mail
- By substituted service as ordered by the court.

Sworn or affirmed before me

at \_\_\_\_\_ British Columbia

DATE

on \_\_\_\_\_

\_\_\_\_\_

A Commissioner for Taking Affidavits for British Columbia

\_\_\_\_\_

Signature

What child or spousal support arrangements are you requesting? Check the appropriate box(es) and fill in any required information.

CASE NAME:
COURT FILE NO.:

3. Support (Complete if you are asking for child or spousal support)

The current support arrangements are:

I believe that the respondent's gross annual income is \$ because:

I am asking for: (Complete only if you are asking for child support)

- support in the amount set out in the Child Support Guidelines for children
special or extraordinary expenses, as follows:

I am asking for: (Complete only if you are asking for retroactive child support or retroactive spousal support.)

- child support retroactive to because
spousal support retroactive to because

Information for Applicant and Respondent

You must complete Form 4, following the instructions on that form, if:

- there is a claim for spousal support,
OR
there is a claim for child support and one or more of the following applies:
you are the person being asked to pay;
the claim is for an amount other than the amount set out in the tables of the Child Support Guidelines, including a claim under section 8, 9 or 10 of the Child Support Guidelines;
there is a claim under section 7 [special or extraordinary expenses] of the Child Support Guidelines;
one or more of the children for whom support is claimed is 19 years of age or older;
the person who is being asked to pay is a stepparent, or a guardian who is not a parent, of one or more of the children for whom support is claimed.

You may also provide this financial information before receiving the respondent's reply, in order to avoid delay, if you believe that the income of the respondent from whom child support is claimed is over \$150,000 per year or that the respondent will claim undue hardship, special or extraordinary expenses or make a counterclaim for support.

4. Protection Orders (Complete if you are asking for a protection order)

I am asking for an order in the following terms:

Sign your name and state today's date.

Dated (MMM/DD/YYYY)

Signature

State name of lawyer, if any.

Name of applicant's lawyer

If the applicant in this proceeding is represented by a lawyer, the lawyer must complete the following certificate.

LAWYER'S CERTIFICATE (FAMILY LAW ACT, s. 8 (2))

I, lawyer for Name of party certify that,

in accordance with section 8 (2) of the Family Law Act, I have

- a) discussed with the party the advisability of using various types of family dispute resolution to resolve the matter, and
b) informed the party of the facilities and other resources, known to me, that may be available to assist in resolving the dispute.

Dated (MMM/DD/YYYY)

Signature of lawyer

Type or print name



What child or spousal support arrangements (if any) is the other party requesting?

CASE NAME:
COURT FILE NO.:

3. Support (Complete if you are asking for child or spousal support)

The current support arrangements are:

I believe that the respondent's gross annual income is \$ because:

I am asking for: (Complete only if you are asking for child support)

- support in the amount set out in the Child Support Guidelines for children
special or extraordinary expenses, as follows:

I am asking for: (Complete only if you are asking for retroactive child support or retroactive spousal support.)

- child support retroactive to because
spousal support retroactive to because

Information for Applicant and Respondent

You must complete Form 4, following the instructions on that form, if:

- there is a claim for spousal support,
OR
there is a claim for child support and one or more of the following applies:
you are the person being asked to pay;
the claim is for an amount other than the amount set out in the tables of the Child Support Guidelines;
there is a claim under section 7 [special or extraordinary expenses] of the Child Support Guidelines;
one or more of the children for whom support is claimed is 19 years of age or older;
the person who is being asked to pay is a stepparent, or a guardian who is not a parent, of one or more of the children for whom support is claimed.

You may also provide this financial information before receiving the respondent's reply, in order to avoid delay, if you believe that the income of the respondent from whom child support is claimed is over \$150,000 per year or that the respondent will claim undue hardship, special or extraordinary expenses or make a counterclaim for support.

4. Protection Orders (Complete if you are asking for a protection order)

I am asking for an order in the following terms:

Blank lines for protection order terms.

Dated (MMM/DD/YYYY)

Signature box

Name of applicant's lawyer

If the applicant in this proceeding is represented by a lawyer, the lawyer must complete the following certificate.

LAWYER'S CERTIFICATE (FAMILY LAW ACT, s. 8 (2))

I, lawyer for Name of party certify that,

in accordance with section 8 (2) of the Family Law Act, I have

- a) discussed with the party the advisability of using various types of family dispute resolution to resolve the matter, and
b) informed the party of the facilities and other resources, known to me, that may be available to assist in resolving the dispute.

Dated (MMM/DD/YYYY)

Signature of lawyer box

Type or print name

What child or spousal support arrangements (if any) is the other party requesting?

CASE NAME:
COURT FILE NO.:

3. Support (Complete if you are asking for child or spousal support)

The current support arrangements are:

I believe that the respondent's gross annual income is \$ because:

I am asking for: (Complete only if you are asking for child support)

- support in the amount set out in the Child Support Guidelines for children
special or extraordinary expenses, as follows:

I am asking for: (Complete only if you are asking for retroactive child support or retroactive spousal support.)

- child support retroactive to because
spousal support retroactive to because

Information for Applicant and Respondent

You must complete Form 4, following the instructions on that form, if:

- there is a claim for spousal support,
OR
there is a claim for child support and one or more of the following applies:
you are the person being asked to pay;
the claim is for an amount other than the amount set out in the tables of the Child Support Guidelines, including a claim under section 8, 9 or 10 of the Child Support Guidelines;
there is a claim under section 7 [special or extraordinary expenses] of the Child Support Guidelines;
one or more of the children for whom support is claimed is 19 years of age or older;
the person who is being asked to pay is a stepparent, or a guardian who is not a parent, of one or more of the children for whom support is claimed.

You may also provide this financial information before receiving the respondent's reply, in order to avoid delay, if you believe that the income of the respondent from whom child support is claimed is over \$150,000 per year or that the respondent will claim undue hardship, special or extraordinary expenses or make a counterclaim for support.

4. Protection Orders (Complete if you are asking for a protection order)

I am asking for an order in the following terms:

Blank lines for protection order terms.

Dated (MMM/DD/YYYY)

Signature box

Signature

Name of applicant's lawyer

If the applicant in this proceeding is represented by a lawyer, the lawyer must complete the following certificate.

LAWYER'S CERTIFICATE (FAMILY LAW ACT, s. 8 (2))

I, lawyer for Name of party certify that,

in accordance with section 8 (2) of the Family Law Act, I have

- a) discussed with the party the advisability of using various types of family dispute resolution to resolve the matter, and
b) informed the party of the facilities and other resources, known to me, that may be available to assist in resolving the dispute.

Dated (MMM/DD/YYYY)

Signature of lawyer box

Signature of lawyer

Type or print name

What child or spousal support arrangements are you requesting? Check the appropriate box(es) and fill in any required information.

CASE NAME:
COURT FILE NO.:

3. Support (Complete if you are asking for child or spousal support)

The current support arrangements are:

I believe that the respondent's gross annual income is \$ because:

I am asking for: (Complete only if you are asking for child support)

- support in the amount set out in the Child Support Guidelines for children
special or extraordinary expenses, as follows:

I am asking for: (Complete only if you are asking for retroactive child support or retroactive spousal support.)

- child support retroactive to because
spousal support retroactive to because

Information for Applicant and Respondent

You must complete Form 4, following the instructions on that form, if:

- there is a claim for spousal support,
OR
there is a claim for child support and one or more of the following applies:
you are the person being asked to pay;
the claim is for an amount other than the amount set out in the tables of the Child Support Guidelines;
there is a claim under section 7 [special or extraordinary expenses] of the Child Support Guidelines;
one or more of the children for whom support is claimed is 19 years of age or older;
the person who is being asked to pay is a stepparent, or a guardian who is not a parent, of one or more of the children for whom support is claimed.

You may also provide this financial information before receiving the respondent's reply, in order to avoid delay, if you believe that the income of the respondent from whom child support is claimed is over \$150,000 per year or that the respondent will claim undue hardship, special or extraordinary expenses or make a counterclaim for support.

4. Protection Orders (Complete if you are asking for a protection order)

I am asking for an order in the following terms:

Sign your name and state today's date.

Dated (MMM/DD/YYYY)

Signature

State name of lawyer, if any.

Name of applicant's lawyer

If the applicant in this proceeding is represented by a lawyer, the lawyer must complete the following certificate.

LAWYER'S CERTIFICATE (FAMILY LAW ACT, s. 8 (2))

I, lawyer for certify that,

in accordance with section 8 (2) of the Family Law Act, I have

- a) discussed with the party the advisability of using various types of family dispute resolution to resolve the matter, and
b) informed the party of the facilities and other resources, known to me, that may be available to assist in resolving the dispute.

Dated (MMM/DD/YYYY)

Signature of lawyer

Type or print name

APPLICANT'S COPY