

# TO COMPLETE A CONSENT

(RULES 4(3) AND 14(1.1)(b))

If the parties agree to certain terms that have been applied for, these terms can be stated on a CONSENT, signed by all parties and witnessed.



## Step 1

**COMPLETE** a CONSENT and a REQUEST. **COMPLETE** an APPLICATION TO OBTAIN AN ORDER or an APPLICATION RESPECTING EXISTING ORDERS OR AGREEMENTS, unless an application has already been filed. You may use a typewriter or print clearly and firmly. If you accessed this form from the Ministry of Justice website, you may also complete it at the computer and then print it.

**PREPARE** a draft consent order containing the particulars of the order you seek.



## Step 2

**FILE** the consent and other documents by taking or mailing them to the court registry. If you have any AFFIDAVITS in support of the consent order, file the affidavits as well. The staff will apply the registry stamp and return a copy of each document to you for your records.



## Step 3

After reviewing the filed documents, a judge may either:

- approve and sign the consent order without the parties having to attend, if the judge is satisfied that consent is given and that it is appropriate that the order be made,
- OR
- direct that the parties attend before a judge to explain why the order should be made. If a court appearance is required, registry staff will send each party a notice of the hearing date.

**Court File Number:**

Court file number, FMEP number (if any) and court location (where file is located).

**Case Name:**

The name of the case as it appears on the application and/or any court order that exists.



**We agree as follows:**

Indicate the facts that both parties agree with, that are related to the order you seek (for example, annual income if support is sought). If an order or agreement is being changed or cancelled, indicate the date of that order or agreement.



**We consent to an order as follows:**

Please be specific about what parties are consenting to. It is important to note that if the consent relates to support, you **MUST**:

- state the date the support will start to be paid
- OR
- state the date the amount of the support payments will change
- OR
- state the date the support will stop
- AND
- state the day of the month that the support payments will be paid (for example – on the 1st of each and every month or every two weeks)



**Signatures:**

All parties, as stated in the case name, **MUST**:  
- sign and date this consent in agreement with the terms as stated for it to be valid.  
- each signature must be witnessed and dated.  
*For multiple parties, please use an additional consent form.*



