Form 3 | Guidebook

GUIDEBOOK | PREPARING AN APPLICATION ABOUT A FAMILY LAW MATTER

PROVINCIAL COURT FAMILY RULES

1 May 2026

This guidebook will provide you with legal information and tips for completing the Application About a Family Law Matter Form 3. It provides information in addition to what's in the form instructions and content.

It contains helpful information and links to other resources and information. We recommend using the online version available at www.gov.bc.ca/court-forms or scan the QR code to access it.

If you prefer to have a physical copy of this guidebook, you can print it out. You may choose to print only specific pages. The printed guidebook is 57 pages total.

Tips for completing court forms

A court form is a tool for you to communicate your information to the court and the other party. The forms help you provide the information the court will need to make an informed decision.

1. **Take your time to read each question and instruction.** Don't rush. Make sure you understand what is asked before answering.
2. **Write your answers in clear and simple language.** You don't need to use special wording or legal terms.
3. **Stick to the facts. Present them in a logical order.** Avoid unnecessary details or explanations unrelated to your case.
4. **Provide complete answers to each question.** If a question has multiple parts, answer each part.
5. **Be accurate.** Especially names and dates. You should follow the date format in the instructions, usually dd/mmm/yyyy, for example 12/MAY/2024.
6. **Ask for help.** If you're unsure how to answer a question or fill out a section, ask for help.
7. **Review the form before filing.** Once you've completed the form, review it to make sure you haven't missed anything or made any errors. It's a good idea to ask a trusted friend, family member, or other person to review it. They may catch any mistakes you missed.

Help navigating the court forms

If you're unsure about how to answer a question or fill out a section of the form, ask for help.

- Court registry, Justice Access Centre or Family Justice Centre staff can help answer questions about the forms. They can't help filling out your forms or give advice about legal problems.
- Justice Access Centres and Family Justice Centre staff can support you in navigating and completing court forms. For more information about their services, including how to reach them, visit www.gov.bc.ca/family-justice-services-division.
- Only lawyers can fill out a court form for you, tell you what to write, or give you advice about legal problems. If you need help filling in the forms and do not have a lawyer, ask court registry staff, Justice Access Centre or Family Justice Centre staff to refer you to someone who can help. There are some lawyers who might be able to help you for free.

Safety planning

People can be most at risk of family violence when they first separate or at the start of a legal process.

Call 9-1-1 if you or your children are in immediate danger.

Even if you feel safe now, it is a good idea to have a personal safety plan. VictimLinkBC can help.

VictimLinkBC is a confidential, multilingual support program for victims of crime and trauma, available 24 hours a day, 7 days a week.

Victim service workers can provide crisis support, information and referrals to supports including safety planning, victim services, transition houses and counselling services.

Call or text: 1-800-563-0808 | Email: 211-VICTIMLINKBC@UWBC.CA

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This guidebook provides general information only and is not provided as legal advice. If you have a legal issue, you should contact a lawyer for legal advice about your own situation. Registry staff, Justice Access Centre or Family Justice Centre staff, and the Provincial Court cannot provide legal advice.

1 | Getting started

Resolving your case without going to court

Going to court is not the only way to resolve a family issue. B.C. laws encourage people to try to resolve their family law disputes out of court through agreement and family dispute resolution processes.

There are formal dispute resolution processes such as mediation, parenting coordination and collaborative family law to help people reach agreement on family law issues.

Agreement can also be reached on your own or through informal dispute resolution, such as negotiation between lawyers.

The Association of Family and Conciliation Courts' Professional British Columbia Chapter (AFCC-BC) provides a Parenting Plan Guide to help develop parenting plans. Find the guide at www.afccbc.ca/resources.

Justice Access Centre or Family Justice Centre staff can provide you with more information about the court process and other ways to resolve a family law dispute.
For more information about Family Justice Services Division, go to www.gov.bc.ca/family-justice-services-division.

A lawyer can help you determine the best process for a particular issue.

Provincial Court Family Rules

The Provincial Court Family Rules set out the steps that you must take and the forms you must complete in a family law case. These rules apply to cases in Provincial Court about matters under the Family Law Act and the Family Maintenance Enforcement Act.

You can find the Rules and Acts on the BC Laws website at www.bclaws.gov.bc.ca.

Resolving a family law matter

Family law matters are defined under Rule 2 as:

- Parenting arrangements, including parental responsibilities and parenting time
- Child support
- Contact with a child
- Guardianship of a child
- Spousal support
- Property division in respect of a companion animal (family pet)

The Application About a Family Law Matter Form 3 can be used if:

- you have never had an agreement or court order about the family law matter
- you have an existing agreement or final court order about a family law matter that you need changed or cancelled

NOTE: You will not have to fill out every page of the Application About a Family Law Matter Form 3. Depending on the order about a family law matter that you need, you must complete a minimum of 5 pages and a maximum of 15 pages.

Changing or cancelling an order or written agreement

If things change in your life, you can apply to change or cancel an order or repeal and replace a written agreement at any time after it's been made.

TIP: You must use the same court registry where the order was made or the agreement was filed. If the order or agreement you want to change or cancel is filed in Supreme Court, you must apply under the Supreme Court Family Rules in Supreme Court.

You can't apply to change an order or agreement just because you don't like it, or without a change in needs or circumstances.

Changing an order isn't the same as appealing an order. If you think the judge has made a mistake about the facts or the law, you can appeal the final order. You have 40 days, beginning on the day after the order of the Provincial Court is made to start your appeal to the Supreme Court. Go to section 233 of the Family Law Act for the laws about appeals from Provincial Court orders.

Initial requirements

If you have a family law matter that you want help from the Provincial Court to resolve, there are two **types of court registries** you might file at:

1) Early resolution registry – Abbotsford, Ahousaht, Bella Bella, Bella Coola, Campbell River, Castlegar, Chilliwack, Clearwater, Courtenay, Cranbrook, Creston, Duncan, Fernie, Golden, Gold River, Grand Forks, Invermere, Kamloops, Kelowna, Klemtu, Lillooet, Merritt, Nakusp, Nanaimo, Nelson, New Westminster, North Vancouver, Pemberton, Penticton, Port Alberni, Port Coquitlam, Port Hardy, Powell River, Princeton, Revelstoke, Richmond, Rossland, Salmon Arm, Sechelt, Surrey, Tofino, Ucluelet, Vancouver (Robson Square), Vernon, Victoria, Western Communities
2) Parenting education program registry – all other registries

Each registry type has its own requirements that must be met before filing an application about a family law matter or before scheduling a first court appearance for a family law matter.

About early resolution registries

In Abbotsford, Ahousaht, Bella Bella, Bella Coola, Campbell River, Castlegar, Chilliwack, Clearwater, Courtenay, Cranbrook, Creston, Duncan, Fernie, Golden, Gold River, Grand Forks, Invermere, Kamloops, Kelowna, Klemtu, Lillooet, Merritt, Nakusp, Nanaimo, Nelson, New Westminster, North Vancouver, Pemberton, Penticton, Port Alberni, Port Coquitlam, Port Hardy, Powell River, Princeton, Revelstoke, Richmond, Rossland, Salmon Arm, Sechelt, Surrey, Tofino, Ucluelet, Vancouver (Robson Square), Vernon, Victoria, Western

Communities, the Provincial Family Court is an early resolution registry.

In these registries, the early resolution process applies to family law matters. The process aims to build knowledge, support problem solving and help parties prepare for next steps. Before filing an application about a family law matter in an early resolution registry, you must:

- file a Notice to Resolve a Family Law Matter Form 1,
- provide a copy of the notice to resolve to each other party,
- participate in a needs assessment under Rule 16,
- complete a parenting education program under Rule 17, and
- participate in at least one consensual dispute resolution session under Rule 18, if appropriate.

About parenting education program registries

Unless you're in an early resolution registry, your registry is a parenting education program registry.

In these registries, parties with a family law matter about children under 19 must complete a free online parenting course under Rule 100.

You have to show you've completed the course, or that it doesn't apply to you, before you can schedule a court appearance.

How to apply for a court order about other matters

You may have other matters you need help resolving. The Provincial Court Family Rules set out the steps you must take and the forms you must complete in a family law case. The specific forms and processes you must use depend on the issue. Different issues often need to be addressed in different ways. You may need to file more than one application form.

Do you need a protection order from family violence?

If so, you will need to complete an Application About a Protection Order Form 12.

Do you have a priority parenting matter you need to resolve?

If so, you will need to complete an Application About Priority Parenting Matter Form 15.

Do you have an interim (temporary) family law matter order that you need to change or cancel?

If so, you will need to complete a Request for Scheduling Form 39.

Do you want to restart a family law matter that's been paused?

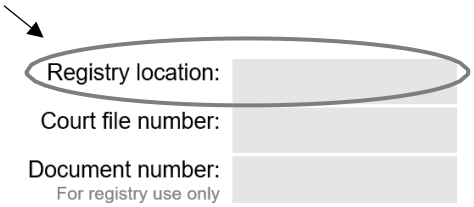
If the last step taken was over 1 year ago, you'll need to complete a Notice of Intention to Proceed Form 2. If it's been less than 1 year, talk to staff at the court registry or Justice Access Centre. They will help you find out what you need to do to move forward with resolving your family law matter.

2 | Filling out the Application About a Family Law Matter Form 3

Here you'll find information to help you complete the form. Each section corresponds to a different part of the form. It includes information and tips to help you navigate the form and court process with confidence.

Registry location

Rule 7 states that you must file at the registry location:



- where the existing Provincial Court case with the same parties is filed
- nearest to where the child lives most of the time, if the family law matter involves a child-related issue, or
- nearest to where you live if the family law matter does not involve a child-related issue

What if the child splits their time between two homes, or is located between two court registries?

You can decide where to file your case. If the other party doesn't agree, they can always ask the court to decide where the case should be.

What if I have an existing case but I've moved?

You can apply to transfer your case to a new registry by filing an Application for Case Management Order Form 10 in the registry where your existing case is filed. Until your case has been transferred to the registry nearest to you, you need to keep filing where your existing case is filed.

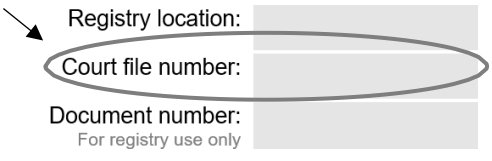
For a list of court registry locations, addresses, and contact information visit: www.gov.bc.ca/courthouselocations

For a map of all B.C. Provincial Court locations visit: www.provincialcourt.bc.ca/court-locations

Court file number

Do you have an existing court file?

If so, copy the file number from the top right corner of any filed document. If you have an existing child protection case, a new court file number will be assigned for this family law case.



Is this the first court document being filed?

If so, registry staff will give your case a file number when you file your document.

Part 1 |Notice of the application

Under the Provincial Court Family Rules, a party is a person named in a case. You are a party if you are starting a case and filing an application. The other party is each other person you identify by name on your application as a party.

It is important that all parties involved are aware of legal proceedings.

You are responsible for making sure the other party receives a copy of the Application About a Family Law Matter after it has been filed. Providing notice is a legal requirement. It is important for fairness and transparency. It gives the other party the opportunity to prepare and participate equally in the legal process.

Additional notice requirements

If your application is about a child or spousal support order or agreement that is filed with the Director of Maintenance Enforcement, you must also give notice to the Director.

Any party can enrol with the BC Family Maintenance Agency (BCFMA) to help collect and track support payments. Once enrolled, your support order or agreement is filed with the Director of Maintenance Enforcement.

The Family Maintenance Enforcement Act (FMEA) provides the authority for the BCFMA to monitor, facilitate and enforce court ordered maintenance orders and agreements, ensuring that families receive the financial support that they are entitled to under provincial and federal law.

If your application is about guardianship of a Nisg̲a'a or Treaty First Nations child, you must also give notice to the Nisg̲a'a Lisims Government or Treaty First Nation to which the child belongs.

Go to the guidebook section Serving the application for more detail on how to serve the other party, the Director of Maintenance Enforcement, and the Nisg̲a'a Lisims Government or the Treaty First Nation to which the child belongs, as applicable.

Part 2 | About the parties

Naming the parties

Copy your full name from the first document filed in your case with the court.

If this is the first document in your case:

- provide your legal names from your birth certificate or through a legal name change
- a maiden name or married name can be used as a legal family name unless the name was legally changed
- use full names, including middle names
- if you or the other party go by another name, such as a name you prefer to be called by, provide it after the full name by including AKA (also known as)

  Example: If your legal name is Robert Paul Smith but you are known as Bob Smith, your name should be given as Robert Paul Smith AKA Bob Smith

- provide your date of birth and the other party's if you know it, you can indicate unknown if you don't

NOTE: There may be more than one other party. If there are more than two other parties involved in your family law matter, you can add a page with their name and date of birth.

If your family law matter is about a child, you must name:

- all parents and current guardians of each child who is the subject of the family law matter,
- each other adult who the family law matter is about, for example, a grandparent, other family member or friend of the family, for an order appointing a guardian or contact with a child, and
- if your application is about guardianship of a child, under section 52 of the Family Law Act you must also give notice to each adult who the child usually lives with and who generally has care of the child.

Do I name an adult child who is the subject of the family law matter as a party?

No. List them under the part of the form for children who the family law matter is about.

If your family law matter is not about a child because you are applying for spousal support or property division in respect of a companion animal, you only need to name your spouse.

Part 3 | Relationship between the parties

It's important for the court to understand the nature of the relationship between the parties.

If the parties are/were spouses or living together in a marriage-like relationship, select the first option and provide the dates requested about the relationship.

TIP: If you don't know the exact date, select the year and month and the 1st of the month.

If the parties were not spouses or living together in a marriage-like relationship, describe the relationship between the parties. You don't have to use any special wording.

Part 4 | Identification of children

If your application is about a child, provide the details required by the table including:

- the child's legal name - usually their name from their birth certificate, unless they have had a legal name change
- the child's date of birth using the format requested of dd/mmm/yyyy, for example, 12 JAN 2011

- the child's relationship to each party, including yourself, using whatever wording best describes it, for example, indicate whether each party is a parent, guardian, step-parent, grandparent, etc. of the child
- who the child is currently living with

Best interests of the child

When parents, guardians and the court make decisions about guardianship, parenting arrangements or contact with a child, section 37 of the Family Law Act says they must consider the best interests of the child only.

Section 37 lists the factors that you or the court must think about when you're deciding what's in the best interests of the child. These factors include:

- the child's health and emotional well-being
- what the child thinks or wants, unless it would not be appropriate to consider them
- the nature and strength of the child's relationships with important people in their life
- the history of the child's care
- the child's need for stability, given their age and stage of development
- the ability of each person who wants guardianship, parenting time, parental responsibilities or contact with a child, to meet those responsibilities
- if there was any family violence, its impact on the child's safety, security or well-being, and how it may impair a person's ability to care for the child and meet their needs
- whether arrangements that need the child's guardians to cooperate are appropriate
- whether there are any other court proceedings that are relevant to the child's safety, security or well-being

An agreement or order is in the best interests of a child if it protects the child's physical, psychological and emotional safety, security and well-being to the greatest extent possible.

⚠ **You will be asked to explain why the order you want is in the best interests of the child. Remember that a judge will only consider the best interests of the child when making an order, not what you think might be best for you.**

Part 5 | About us

There is no requirement to share but sometimes there's information you may choose to share with the court to help them better understand the linguistic, religious, spiritual upbringing and heritage of your family.

Part 6 | Existing orders and agreements

It's important to know what agreements or orders were made in the past or if there are active court proceedings about similar issues. This ensures they do not conflict with any new court order or agreement, and to coordinate the proceedings where appropriate.

A court order may be from the Provincial Court of BC or any other court, including the Supreme Court or another jurisdiction. An order can also be interim (temporary) or final.

A written agreement includes a separation agreement or mediation agreement.

A court order, agreement or plan protecting one of the parties, or the child(ren), from another person usually requires the individual to have no contact, or limited contact, with the protected person or their children and/or family. It may be a criminal order or a child protection order, agreement or plan.

If you have an existing written agreement or court order, you must attach a copy to your application.

TIP: If you don't have a copy, contact the court location where the order was made or, for a child protection matter, the social worker assigned to your case.

Part 7 | What you are asking for in this application

Family law matter is a term that captures different matters specified under Rule 2.

You can apply for a court order about one or more family law matters.

The Application About a Family Law Matter Form 3 can be used if:

- you have never had an agreement or court order about the family law matter
- you have an existing agreement or final court order about a family law matter that you want changed or cancelled

What is a final order?

A **final court order** is a decision by a judge usually after a hearing or trial, or a consent order between the parties, that decides the issue.

An order will often say if it's interim (temporary), final, or a consent order. If there is an order and you aren't sure if it's final, you can ask your lawyer or the registry staff.

How do I apply to change or cancel an interim (temporary) order about a family law matter?

You will need to complete a Request for Scheduling Form 39 to request a court appearance.

Consider what family law matters you need a court order to resolve. This Part of the form is used to identify:

- the family law matter(s) you are applying for a court order about, and
- the additional schedule(s) of the form you must complete to make your application

Remember, you can only ask to change or cancel a final order, or repeal and replace written agreement, if there's been a change in needs or circumstances. The Family Law Act includes guidelines about when changes can be made. This form will help you explain why you need to change or cancel your final order or written agreement.

Select each family law matter you want an order about.

For each family law matter you've selected, identify whether you already have a final order or written agreement. It doesn't matter how old or new it might be. If you have a final order or written agreement, you need to ask the court to change or cancel that order or agreement instead of just asking for a new order. When you ask to change an order, you can:

- add something new
- remove something you don't need or that isn't working
- change the wording of something so it works for you

After you've completed the main application, you'll need to complete each schedule identified in this Part based on your selections. You can make note of them in the table found in the instructions for the form.

If you're applying for an order about guardianship of a child, you are either asking to appoint someone new as a guardian or to cancel someone's guardianship. Whichever guardianship order you need, you must also complete Schedule 7.

TIP: If you're unsure what you need a court order about, talk to a family justice counsellor or lawyer. They can help you identify your legal and non-legal needs and determine what issues the court can help you resolve.

Part 8 | Filing location and initial requirements

Filing location

Rule 7 sets out the requirements for which registry to use. These requirements help make sure there aren't multiple files about the same parties in different registries. It provides a fair and transparent way to determine where to locate a case when parties do not live in the same jurisdiction.

If the parties don't agree on where a case should be filed, the court can make a decision on application by a party using the Application for Case Management Order Form 10.

Initial requirements

If you have a family law matter that you want help from the Provincial Court to resolve, there are two **types of court registries** you might file at:

1) Early resolution registry – Abbotsford, Ahousaht, Bella Bella, Bella Coola, Campbell River, Castlegar, Chilliwack, Clearwater, Courtenay, Cranbrook, Creston, Duncan, Fernie, Golden, Gold River, Grand Forks, Invermere, Kamloops, Kelowna, Klemtu, Lillooet, Merritt, Nakusp, Nanaimo, Nelson, New Westminster, North Vancouver, Pemberton, Penticton, Port Alberni, Port Coquitlam, Port Hardy, Powell River, Princeton, Revelstoke, Richmond, Rossland, Salmon Arm, Sechelt, Surrey, Tofino, Ucluelet, Vancouver (Robson Square), Vernon, Victoria, Western Communities
2) Parenting education program registry – all other registries

Each registry type has its own requirements that must be met before filing an application about a family law matter or before scheduling a first court appearance for a family law

matter.

For more information about the initial requirements in each registry type, go to the Initial requirements section in the introduction for this guidebook.

Part 9 | Lawyer's statement

If you aren't a lawyer completing this form on behalf of a client, you can skip this Part.

Section 8 of the Family Law Act requires a family dispute resolution professional consulted by a party to:

- assess whether family violence may be present
- discuss the advisability of using different family dispute resolution options for resolving a family matter
- inform the party of facilities and other resources that may be available to assist in resolving the dispute
- advise the parties that agreements and orders respecting guardianship, parenting arrangements and contact with a child must be made in the best interests of the child only

If you're a lawyer completing this form on behalf of a client, you must acknowledge that you have complied with the requirements of section 8 of the Family Law Act regarding the duties of dispute resolution professionals.

Part 10 | Address for service

Each party must provide an address for service where they can receive notice or service of documents. You are also responsible for ensuring your address information is kept up-to-date.

⚠ **The other party and the court will have access to the address for service and contact information. You do NOT need to provide your home address.**

Rule 175 sets out the requirements for an address for service.

Address: The court requires an address where you can get mail but it doesn't need to be your home address.

If you do not have a stable mailing address, or you're worried about your safety, you can give the address of your lawyer, a friend or family member, or somewhere that mail can be collected for you.

Email Address: The quickest way for the court and the other party to contact you is by email. If you give an email address, the court and the other party can send documents or communicate with you by email instead of using mail.

If your address for service is outside British Columbia, you must include an email address.

TIP: Remember, if you agree to use email to receive court documents, you will get copies of court documents much faster than by mail. Make sure to check your junk box if you are expecting something from the court. Sometimes email filters will prevent you from receiving an important document.

Telephone number: It is also important for the court to have a telephone number where they can reach you. Make sure the telephone number is somewhere you can be reached during the day.

TIP: If your address for service changes, you must file a Notice of Address Change Form 46 and serve a copy on each other party as soon as possible.

Schedule 1 | Parenting Arrangements

No existing final order or written agreement

Complete this schedule only if you need a court order about parenting arrangements, including parental responsibilities and parenting time, and you do not have an existing final court order or written agreement about parenting arrangements.

Parental responsibilities and parenting time together are known as **parenting arrangements**. Parenting arrangements are how each guardian will parent their child. The only thing you can consider in making your parenting arrangements is what is in the best interests of the child.

Part 1 | Guardian of the child

You can apply for parenting arrangements only if you are a guardian of a child or are applying to be a guardian of a child. Only a guardian can have parental responsibilities and parenting time.

Who is a guardian of a child?

A child's parents are most often the child's guardians, but other people can be guardians too.

A parent who has never lived with a child is a guardian if:

- they have regularly taken care of the child,
- there is an agreement or court order that says they are a guardian of the child, or
- under a will if the other parent dies.

A person who is not a parent can become a guardian of a child by court order or under a will.

If you're not sure if you're a guardian of the child, talk to lawyer.

What if my application is about more than one child and I am the guardian of one and applying to be the guardian of the other?

If this situation applies to you, select both options on the form. Your application must also include a completed Schedule 7.

How do I apply for time with a child if I'm not their guardian?

If you aren't the child's guardian, you can apply for contact with a child. Contact with a child is the time a child spends with someone who is not their guardian, including a parent who is not a guardian, a grandparent, aunt or uncle, or another family member or friend.

Part 2 | Order about parenting arrangements

The court can make orders under Division 2 *[Parenting arrangements]* of Part 4 *[Care of and time with children]* of the Family Law Act.

Guardians make decisions about their child, including:

- daily care and supervision,
- education,
- medical treatment,
- receiving information about the child from others, and
- protecting the child's legal and financial interests.

These are examples of parental responsibilities. **Guardians share parental responsibilities unless they have a court order or agreement that says otherwise.**

Parenting time is the time each guardian spends with a child. Guardians can arrange parenting time in any way that is in the best interests of the child.

A judge makes decisions about parenting arrangements based only on the best interests of the child. This means that when the judge is deciding on parenting arrangements, they have to consider what is best for the child, not the child's parents or guardians.

Go to section 37 of the Family Law Act for a list of factors used to determine what is in the best interests of a child.

Order about parental responsibilities

Parental responsibilities may be shared with the **guardians cooperating** to make decisions jointly, exercised by **only one guardian**, or divided between **more than one guardian** with each having parental responsibility over different decisions. You must carefully consider what is best for the child.

If there is more than one guardian for a child, an agreement or court order can help to make it clear who has certain parenting responsibilities and when.

You don't need to use any special wording. Try to be clear about how you want each guardian involved in decision making about the child and which decisions you want each guardian to be able to make. If there is more than one child, be clear if there are differences in how parental responsibilities apply to each child.

Talk to a lawyer if you need help figuring out how parental responsibilities should be set up for your family.

Go to section 41 of the Family Law Act for a list of parental responsibilities.

TIP: If you get a court order that gives you all parental responsibilities for a child, it means that you get to make all decisions about the child and have full responsibility for the child. The child may have another guardian but the other guardian will not have parental responsibility for the child.

Order about parenting time

Parenting time includes the time a child is in the care of a parent. It includes time when the parent is not present, for example when the child is at daycare or school. During parenting time, a guardian may exercise the parental responsibility of making day-to-day decisions affecting the child and having day-to-day care, control and supervision of the child.

Parenting time can be shared equally, or one guardian can have the child more of the time.

An order about parenting time can have as much detail as you need, including:

- which days or times a child will spend with each parent, including holidays, vacations, and other significant days
- where parenting time takes place,
- changes to and communication about a parenting time schedule,
- a child's participation in extra-curricular activities, religious or cultural events during parenting time.

Talk to a lawyer if you need help figuring out what details you need to include.

Other orders about parenting arrangements

The court can also make orders about:

- the implementation of an order about parenting arrangements, and
- the means for resolving disputes between guardians about an order about parenting arrangements

This may include the use of family dispute resolution processes such as parenting coordination or mediation.

Consider how you might want to try to resolve any disagreements about what is in the best interests of the child for the decisions you'll need to make together with the other guardian. What would be helpful if there is a conflict?

Directions from the court

Guardians can apply to court for directions about issues affecting a child so that the court can help ensure that decisions made by a guardian are in the best interests of the child.

If there is a decision affecting the child that you and another guardian of the child can't agree on, you can apply for the court to help.

Part 3 | Best interests of the child

You must always think about the best interests of the child when you are asking the court for decisions about them.

Every family situation is unique. In this Part, you must explain why you believe the order you are asking for is best for the child.

Remember that a judge must only consider the best interests of the child when making an order about parenting arrangements.

Go to section 37 of the Family Law Act for the list of factors that you or the court must think about when you're deciding what's in the best interest of the child.

You can also return to the Information about children section of this guidebook for a summary of the factors.

List the reasons the order is in the best interests of the child. You don't need to use any special wording.

Schedule 2 | Parenting Arrangements — Existing final order or written agreement

Complete this schedule only if you have an existing final order or written agreement about parenting arrangements, including parental responsibilities and parenting time, and you need a new court order made to change, suspend or cancel the final order, or to set aside or replace the written agreement.

Family dynamics change and children grow up. A parenting order or written agreement that was made in the past may not make sense anymore.

You can apply to change or cancel an order or repeal and replace a written agreement at any time after it's been made.

Part 1 | Final order or written agreement

Schedule 2 is only completed if you have a final court order or written agreement about parenting arrangements for the child, even if it is not about you as the guardian.

Select if you have a final order or written agreement and provide the date it was made. Follow the directions in the form to determine which Part you need to complete next. You must complete either Part 2 **or** Part 3, not both.

TIP: For a court order, the date should be referenced in the preamble on the order. For example, "Before the Honourable Judge Jones on May 1, 2016". The date on the court stamp doesn't always match the date the order was made. **For a written agreement**, provide the date the written agreement was signed.

Remember to attach a copy of the document to your application. The court needs to have a copy of the order or written agreement so they can consider how any order that is made might impact the other parts of the existing order or written agreement.

What if I don't have a copy of the order?

You can get a copy of the final court order from the court registry where the order was made. Contact them directly to find out how.

Part 2 | Final order

If you have an existing order, you must complete this Part.

The court can only change or cancel an order if there has been a change in the needs or circumstances of the child since the original court order was made, including a change in the circumstances of another person such as a parent.

Explain to the court what has changed that makes the existing order no longer appropriate.

You can apply to:

- **change** the existing order if you still need an order about parenting arrangements, but you want something different,

- **suspend** the existing order if it needs to be paused, usually while waiting for another decision to be made or for a party to do something, or
- **cancel** the existing order, if it isn't needed anymore.

Select the option that fits your situation. Follow the instructions in the form to determine which Part you need to complete next.

Part 3 | Agreement

If you have an existing written agreement, you must complete this Part.

The court can only set aside or replace an agreement if it is not in the best interests of the child.

Explain to the court why you believe the agreement is not in the best interests of the child.

You can apply to:

- set aside (cancel) all or part of the existing agreement if you believe that it is not in the best interests of the child, or
- replace (change) all or part of the existing agreement if you believe something different would be in the best interests of the child.

Select the option that fits your situation. Follow the instructions in the form to determine which Part you need to complete next.

Part 4 | About the new order

When you ask to change an order or replace a written agreement, you can:

- add something new
- remove something you don't need or that isn't working
- change the wording of something so it works for you

The court can make orders about parenting arrangements under Division 2 *[Parenting arrangements]* of Part 4 *[Care of and time with children]* of the Family Law Act.

You might not need to change all the order terms. When you are answering this question, be very clear about what you need the new order to do or not do, or what order you want the agreement replaced with.

You don't need to use any special wording. But remember, when the judge is making a decision about parenting arrangements, they have to consider what is best for the child, not the child's parents or guardians.

Part 5 | Best interests of the child

You must always think about the best interests of the child when you are asking the court for decisions about them.

Every family situation is unique. In this Part, you must explain why you believe the order you are asking for is best for the child.

Remember that a judge must only consider the best interests of the child when making an order about parenting arrangements.

Go to section 37 of the Family Law Act for the list of factors that you or the court must think about when you're deciding what's in the best interest of the child.

You can also return to the Information about children section of this guidebook for a summary of the factors.

List the reasons the order is in the best interests of the child. You don't need to use any special wording.

Schedule 3 | Child Support

No existing final order or written agreement

Complete this schedule only if you need a court order about child support and you do not have an existing final court order or written agreement about child support.

Child support is the amount of money a parent or guardian pays to another parent or guardian to help care for the child. Each parent or guardian has a duty to provide support for the child, with some exceptions.

Section 149 of the Family Law Act states that an application for child support may be made by:

- a child's parent or guardian
- the child or a person acting on behalf of the child, or
- if the right to apply for an order assigned to a minister under the *Employment and Assistance Act* or the *Employment and Assistance for Persons with Disabilities Act*, the minister to whom the right is assigned in the name of the government or the name of the person who made the assignment.

For more information about child support and referrals to other child support resources, visit the BC Government website at www.gov.bc.ca.

Part 1 | About the payor

The payor is the person who, under an agreement or order, must pay child support.

Although parents have the primary responsibility to pay child support, other guardians and step-parents may be responsible for paying child support. If you are a step-parent, and you need more information about step-parents and child support, visit Do step-parents pay support? on the BC Government website.

Part 2 | Current circumstances

The questions in this Part will help the court understand a bit more about the care of the children.

For current support arrangements, include how much money you are receiving or paying for the support of the child, how often and when the payments start or stop.

Your type of **parenting arrangement** and the **age of a child** may affect how child support is calculated.

Some common parenting arrangements include:

- children living primarily with one parent
- one or more children living with each parent, this is called **split parenting**
- each parent having almost equal care of the children over the course of the year, this is called **shared parenting**

If the child divides their time between more than one parent or guardian try to describe the amount of time they spend with each parent over a period of one year. If you can estimate a percentage of time, it is helpful for the court. For example, if they live two

days a week with one parent and the rest with the other, they live approximately 30% of the time with the first parent and 70% with the other.

If you have more than one child and the time spent with each child is different, try to be clear about the amount of time each child spends with each parent.

You don't need to use any special wording to describe your parenting time. Just explain as clearly as you can what the current circumstances are.

A child, for the purposes of child support, includes a person who is 19 years of age or older who is unable because of illness, disability or another reason, to obtain the necessaries of life or withdraw from the charge of the person's parents or guardians [section 146 of the Family Law Act].

Part 3 | Order about child support

Your order about child support may include an order for any of the following:

- ongoing support to be paid by the other party or by you
- special or extraordinary expenses
- the amount payable to be different than the guideline amount because it would cause you undue hardship
- start date for support

Ongoing support

If you are applying for child support, select the first option under Question 5. Fill in the name of the paying party and the number of children you are asking to have them pay child support for.

It is helpful for both the court and the other party if you include the amount you expect to be payable for child support based on your circumstances and the other party's income.

Usually the court orders an amount of child support based on the Federal Child Support Guidelines. This amount is called the guideline table amount and is meant to cover regular expenses like clothes, food and housing.

A calculation for child support is based on:

- your income, if applicable
- the other party's income, if applicable
- the number of children who need support
- the parenting arrangements for the children
- other factors such as when a child is 19 or over, when the parent paying support has an income over $150,000, or when there is undue hardship

To calculate how much child support should be paid, you can visit the Department of Justice website on child support which includes detailed information including the Federal Child Support Guidelines: Step-by-Step and a Child Support Table Look-up.

You can also talk with a child support officer, family justice counsellor or a lawyer.

If you don't have all the information to calculate child support, you don't have to provide an estimate at this time. Select the option that applies.

Special or extraordinary expenses

There are expenses, often called "special" or "section 7" expenses, which are not included in the guideline table amount for child support. These are costs of raising a child that go above and beyond what is covered by the guideline table amount for child support.

Section 7 of the Child Support Guidelines say that each parent or guardian must help pay for the expenses. They can be applied for on top of the guideline table amount for child support. Usually, the amount is shared in proportion to the incomes of the parents or guardians. Either parent or guardian can claim special or extraordinary expenses.

Some expenses are considered reasonable and necessary. This includes:

- childcare expenses
- medical and dental premiums
- health related expenses that are not covered by insurance (the balance remaining after the insurance pays)

School and extracurricular activity expenses must be "extraordinary" to be considered on top of child support.

Expenses for primary or secondary school and for extracurricular activities are extraordinary and should be included if:

- it is more than you can reasonably pay based on your income and the amount of child support you receive
- it is not more than you can reasonably pay, but it is extraordinary when you take into account:
    - your income and the amount of child support you receive
    - the nature and number of educational programs and extracurricular activities
    - the overall cost of the educational programs and activities
    - any special needs and talents of the child
    - any other similar factors that are considered relevant

Section 7 of the Child Support Guidelines defines special or extraordinary expenses and explains how the expense is shared.

If you are applying for special or extraordinary expenses, select the second option under Question 5. List the expenses you are claiming for each child.

Undue Hardship

Sometimes the child support amount set by the guidelines creates an undue hardship for a person or their child. The court can set a child support amount different from the guidelines on application for undue hardship from either parent. [Section 10 of the Federal Child Support Guidelines].

It may be that the payor asks to pay less or the recipient asks to be paid more. They may think the guideline amount will cause too much financial hardship because of their situation.

Some examples of undue hardship include:

- a parent who took on debt while the family was together, which is making it difficult to pay child support
- a parent lives far away from the children and must pay the cost of travel for themselves or the children to and from visits which they would not be able to afford if they also pay the full guideline amount
- a person has children in more than one household that they are required to support, and they would not have enough money to pay the full guideline amount for all the children

If you are applying for an order to change the guideline amount payable because of undue hardship, select the last option under Question 5. Identify each reason why you are claiming undue hardship.

Start date for support payments

You need to tell the court when you think the child support payments should start. This could be a date or event in the past, present, or it could be a future date or event.

The court can order payment of retroactive child support (starting from a date in the past) and order ongoing child support.

Part 4 | Income information

The court requires financial information to be able to decide on a fair and proper amount for child support.

Your financial information

To determine if you must complete a Financial Statement Form 4 to disclose your financial information, refer to the list in Question 7 to see if it applies to your application.

If you must file a Financial Statement but cannot complete it yet, you can apply to the court to file your application first using the Application for Case Management Order Without Notice or Attendance Form 11. Use Question 8 to indicate if you will be filing the Financial Statement Form 4 or an Application for Case Management Order Without Notice or Attendance Form 11.

Other party's financial information

The other party will be asked to give their own financial information to the court.

If they do not, the court may decide how much income a person makes or should be making.

The court will look at the information you have provided about the other party's income. It will also look at information you know about things like the type of work they are doing or have done in the past, or any employment qualifications or training they have, to make this decision. Provide only the information you know.

Schedule 4 | Child Support — Existing final order or written agreement

Complete this schedule only if you have an existing final order or written agreement about child support and you need a new court order made to change, suspend or cancel the final order, or to set aside or replace the written agreement.

Family dynamics change and children grow up. A child support order or written agreement that was made in the past may not make sense anymore.

You can apply to change or cancel an order or repeal and replace a written agreement at any time after it's been made.

For more information about child support and referrals to other child support resources, visit the BC Government website at www.gov.bc.ca.

Part 1 | Final order or written agreement

Schedule 4 is only completed if you have a final court order or written agreement about child support.

Select if you have a final order or written agreement and provide the date it was made. Follow the directions in the form to determine which Part you need to complete next. You must complete either Part 2 **or** Part 3, not both.

TIP: For a court order, the date should be referenced in the preamble on the order. For example, "Before the Honourable Judge Jones on May 1, 2016". The date on the court stamp doesn't always match the date the order was made. **For a written agreement**, provide the date the written agreement was signed.

Remember to attach a copy of the document to your application. If you are enrolled with Child Support Recalculation Services and have received a Statement Of Recalculation, the most recent statement should be included with the order or agreement you are attaching.

The court needs to have a copy of the order or written agreement so they can consider how any order that is made might impact the other parts of the existing order or written agreement. A Statement of Recalculation with provide the court with the most recent support amount.

NOTE: If your order or written agreement is filed with the Director of Maintenance Enforcement, you must serve a copy of the application on the director. The Director of Maintenance Enforcement can be served by mailing the documents to the postal address provided by the director. Contact the BC Family Maintenance Agency to find out how best to serve them.

What if I don't have a copy of the order?

You can get a copy of the final court order from the court registry where the order was made. Contact them directly to find out how.

Part 2 | Final order

If you have an existing order, you must complete this Part.

As set out in section 152 of the Family Law Act and section 14 of the Child Support Guidelines, **the court can only change or cancel an order if:**

- there has been a change in circumstances since the original court order was made
- evidence of a substantial nature that was not available during the previous hearing has become available, or
- evidence of a lack of financial disclosure by a party was discovered after the last order was made

Select each option on the form that fits your situation and provide any additional information requested.

You can apply to:

- **change** the existing order if you still need an order about child support, but you want something different,
- **suspend** the existing order if it needs to be paused, usually while waiting for another decision to be made or for a party to do something, or
- **cancel** the existing order, if it isn't needed anymore.

Select the option that fits your situation. Follow the instructions in the form to determine which Part you need to complete next.

Part 3 | Agreement

If you have an existing written agreement, you must complete this Part.

The court can only set aside or replace an agreement if the court would make an order for child support that is different from the agreement on consideration of the matters set out in section 150 of the Family Law Act.

Section 150 of the Family Law Act says that a court must consider the Child Support Guidelines when making an order about child support but may consider an amount different from the Child Support Guidelines if satisfied that:

- the agreement about child support establishes reasonable arrangements for support of the child despite the amount being different from the Child Support Guidelines amount, or
- applying the Child Support Guidelines would be inequitable on consideration of:
    - an agreement or order respecting the financial duties of the parents or guardians or the division or transfer of property, other than an agreement about child support, benefits the child directly or indirectly, or
    - special provisions have otherwise been made for the benefit of the child

Explain to the court why you believe the agreement should be set aside or replaced.

You can apply to:

- **set aside (cancel)** all or part of the existing agreement, or
- **replace (change)** all or part of the existing agreement if you need something different

Select the option that fits your situation. Follow the instructions in the form to determine which Part you need to complete next.

Part 4 | About the new order

When you ask to change an order or replace a written agreement, you can:

- **add** something new
- **remove** something you don't need or that isn't working
- **change** the wording of something so it works for you

You might not need to change all the order terms. When you are answering this question, be very clear about what you need the new order to do or not do, or what order you want the agreement replaced with.

You don't need to use any special wording.

It is helpful for both the court and the other party if you include the amount you expect to be payable for child support based on your circumstances and the other party's income.

Usually the court orders an amount of child support based on the Federal Child Support Guidelines. This amount is called the guideline table amount and is meant to cover regular expenses like clothes, food and housing.

A calculation for child support is based on:

- your income, if applicable
- the other party's income, if applicable
- the number of children who need support
- the parenting arrangements for the children
- other factors such as when a child is 19 or over, when the parent paying support has an income over $150,000, or when there is undue hardship

To calculate how much child support should be paid, you can visit the Department of Justice website on child support which includes detailed information including the Federal Child Support Guidelines: Step-by-Step and a Child Support Table Look-up.

You can also talk with a child support officer, family justice counsellor or a lawyer.

If you don't have all the information to calculate child support, you don't have to provide an estimate at this time. Select the option that applies.

Start date for support payments

You need to tell the court when you think the child support payments should start. This could be a date or event in the past, present, or it could be a future date or event.

The court can order payment of retroactive child support (starting from a date in the past) and order ongoing child support.

Part 5 | Unpaid child support

Past child support payments that have not been made are called **arrears**. If you are making an application when there is already an order or agreement about child support, the court needs to know if there is any unpaid amount.

The court can reduce or cancel arrears if there is a good reason to. The court can also make an order about how the arrears will be paid, including setting up a payment schedule.

Fill in the date you are completing the application and any amount of unpaid child support. If the payments are up to date, indicate '0'.

If there is any amount of unpaid child support, you must complete Question 10 and 11. Tell the court if you are asking to have the amount of unpaid support reduced, and if so, what amount you want it reduced to, why, and how the remaining amount should be paid. It will be up to the court to decide if the order should be made.

Part 6| Income information

The court requires financial information to be able to decide on a fair and proper amount for child support.

To determine if you must complete a Financial Statement Form 4 to disclose your financial information, refer to the list in Question 7 to see if it applies to your application.

If you must file a Financial Statement but cannot complete it yet, you can apply to the court to file your application first using the Application for Case Management Order Without Notice or Attendance Form 11. Use Question 8 to indicate if you will be filing the Financial Statement Form 4 or an Application for Case Management Order Without Notice or Attendance Form 11.

Schedule 5 | Contact with a Child

No existing final order or written agreement

Complete this schedule only if you need a court order about contact with a child and you do not have an existing final court order or written agreement about contact with a child.

Contact with a child is the time a child spends with someone who is not their guardian.

NOTE: The person applying for contact with a child must make their own application. If you want someone else to have contact with your child, you can allow them contact without a court order.

Part 1 | Relationship to the child

You are asked to confirm that you are **not a guardian** of the child your application is about and to provide the date your **last contact** with the child occurred.

If you are the guardian, you should apply for parenting time with the child using Schedule 1 or 2, as applicable. Go back to Question 7 on the main application to review the family law matters you can apply for an order about.

Who is a guardian of a child?

A child's parents are most often the child's guardians, but other people can be guardians too.

A parent who has never lived with a child is a guardian if:

- they have regularly taken care of the child,
- there is an agreement or court order that says they are a guardian of the child, or
- under a will if the other parent dies.

A person who is not a parent can become a guardian of a child by court order or under a will.
If you're not sure if you're a guardian of the child, talk to lawyer.

Part 2 | Order about contact with a child

An order about contact with a child usually includes details about how the contact will happen. Contact can happen in person, by telephone or video, using email or text messaging, or using any other method of communication.

Select the applicable option(s) to indicate what contact you'd like with the child.

Think about your relationship with your child and their parents/guardians. Include as much detail as you believe the order should include to help ensure the contact occurs as you'd like it to, such as:

- days and times that regular ongoing contact would be most suitable
- specific dates or events requested, including cultural events, birthdays, or other special occasions

You might need the order to include some additional information about the contact with the child to help ensure everything goes smoothly for you and so the parents/guardians are comfortable. This may include:

- supervised visits
- contact only in a specific location
- how the child is transferred to you and back to the parent/guardian
- things a person must do or not do while they have contact with the child

Use Question 4 to add any additional detail you'd like added as terms of the order. You don't need to use any special wording. Try to be as clear as possible about what you need the order to include.

Part 3 | Best interests of the child

You must always think about the best interests of the child when you are asking the court for decisions about them.

Every family situation is unique. In this Part, you must explain why you believe the order you are asking for is best for the child.

Remember that a judge must only consider the best interests of the child when making an order about contact with a child.

Go to section 37 of the Family Law Act for the list of factors that you or the court must think about when you're deciding what's in the best interest of the child.

You can also return to the Information about children section of this guidebook for a summary of the factors.

List the reasons the order is in the best interests of the child. You don't need to use any special wording.

Schedule 6 | Contact with a Child

Existing final order or written agreement

Complete this schedule only if you have an existing final order or written agreement about contact with a child and you need a new court order made to change, suspend or cancel the final order, or to set aside or replace the written agreement.

Family dynamics change and children grow up. An order or agreement about contact with a child that was made in the past may not make sense anymore.

You can apply to change or cancel an order or repeal and replace a written agreement at any time after it's been made.

Part 1 | Final order or written agreement

Schedule 2 is only completed if you have a final court order or written agreement about contact with a child.

Select if you have a final order or written agreement and provide the date it was made. Follow the directions in the form to determine which Part you need to complete next. You must complete either Part 2 **or** Part 3, not both.

TIP: For a court order, the date should be referenced in the preamble on the order. For example, "Before the Honourable Judge Jones on May 1, 2016". The date on the court stamp doesn't always match the date the order was made. **For a written agreement**, provide the date the written agreement was signed.

Remember to attach a copy of the document to your application. The court needs to have a copy of the order or written agreement so they can consider how any order that is made might impact the other parts of the existing order or written agreement.

What if I don't have a copy of the order?

You can get a copy of the final court order from the court registry where the order was made. Contact them directly to find out how.

Part 2 | Final order

If you have an existing order, you must complete this Part.

The court can only change or cancel an order if there has been a change in the needs or circumstances of the child since the original court order was made, including a change in the circumstances of another person such as a parent.

Explain to the court what has changed that makes the existing order no longer appropriate.

You can apply to:

- **change** the existing order if you still need an order about contact with a child, but you want something different,

- **suspend** the existing order if it needs to be paused, usually while waiting for another decision to be made or for a party to do something, or
- **cancel** the existing order, if it isn't needed anymore.

Select the option that fits your situation. Follow the instructions in the form to determine which Part you need to complete next.

Part 3 | Agreement

If you have an existing written agreement, you must complete this Part.

The court can only set aside or replace an agreement if it is not in the best interests of the child.

Explain to the court why you believe the agreement is not in the best interests of the child.

You can apply to:

- **set aside (cancel)** all or part of the existing agreement if you believe that it is not in the best interests of the child, or
- **replace (change)** all or part of the existing agreement if you believe something different would be in the best interests of the child.

Select the option that fits your situation. Follow the instructions in the form to determine which Part you need to complete next.

Part 4 | About the new order

When you ask to change an order or replace a written agreement, you can:

- **add** something new
- **remove** something you don't need or that isn't working
- **change** the wording of something so it works for you

Select the applicable option(s) to indicate the contact you'd like.

Think about the relationship with your child and the other party. Include as much detail as you believe the order should include to help ensure the contact occurs as you'd like it to, such as:

- days and times that regular ongoing contact would be most suitable
- specific dates or events requested, including cultural events, birthdays, or other special occasions

You might need the order to include some additional information about the contact with the child to help ensure everything goes smoothly for you. This may include:

- supervised visits
- contact only in a specific location
- how the child is transferred to you and back to the parent/guardian
- things a person must do or not do while they have contact with the child

Use Question 7 to add any additional detail you'd like added as terms of the order. You don't need to use any special wording. Try to be as clear as possible about what you need the order to include.

Part 5 | Best interests of the child

You must always think about the best interests of the child when you are asking the court for decisions about them.

Every family situation is unique. In this Part, you must explain why you believe the order you are asking for is best for the child.

Remember that a judge must only consider the best interests of the child when making an order about contact with a child.

Go to section 37 of the Family Law Act for the list of factors that you or the court must think about when you're deciding what's in the best interest of the child.

You can also return to the Information about children section of this guidebook for a summary of the factors.

List the reasons the order is in the best interests of the child. You don't need to use any special wording.

Schedule 7 | Guardianship of a Child

Complete this schedule only if you need a court order to appoint a new guardian for a child or to cancel an existing guardian's guardianship of a child.

A guardian is a person who is responsible for a child's care and upbringing.

Who is a guardian of a child?

A child's parents are most often the child's guardians, but other people can be guardians too.

A parent who has never lived with a child is a guardian if:

- they have regularly taken care of the child,
- there is an agreement or court order that says they are a guardian of the child, or
- under a will if the other parent dies.

A parent can be added or removed as a guardian by agreement or court order. A person who is not a parent can become a guardian of a child by court order or under a will.

Only a guardian may have parental responsibilities and parenting time.

Before the court takes away a person's guardianship, they may:

- limit a guardian's parenting time
- order parenting time to be supervised
- limit the types of decisions a guardian can make

TIP: It's a good idea to talk to a lawyer before you make decisions about your future parenting arrangements or guardianship of a child.

Part 1 | Order about guardianship

Indicate if you are applying to be appointed as a guardian and/or for someone to no longer be the guardian of a child.

NOTE: You cannot apply to have someone else appointed as a guardian of a child. They must make their own application.

If you are applying for someone to no longer be a guardian, provide the details required by the table including:

- the full name of the guardian
- since when they have been a guardian, for example the date of a court order or agreement making them a guardian or "since birth"
- the name of the child(ren) if the information does not apply to every child the application is about

Part 2 | Best interests of the child

You must always think about the best interests of the child when you are asking the court for decisions about them.

Every family situation is unique. In this Part, you must explain why you believe the order you are asking for is best for the child.

Remember that a judge must only consider the best interests of the child when making an order about guardianship of a child.

Go to section 37 of the Family Law Act for the list of factors that you or the court must think about when you're deciding what's in the best interest of the child.

You can also return to the Information about children section of this guidebook for a summary of the factors.

List the reasons the order is in the best interests of the child. You don't need to use any special wording.

Part 3 | Indigenous ancestry of child(ren)

This Part helps you to identify any Indigenous ancestry of the child for the court and to identify any further requirements for notice of the application.

If a child is Indigenous, answer Question 4.

For an application about a Nisg̲a'a child or Treaty First Nation child, sections 208 and 209 of the Family Law Act require that:

- the Nisg̲a'a Lisims Government or Treaty First Nation to which the child belongs, be served with notice of the application
- the court must also consider any evidence or representations respecting:
  - Nisg̲a'a laws and customs as provided in paragraph 94 of the Nisg̲a'a Government Chapter of the Nisg̲a'a Final Agreement
  - the laws and customs of the Treaty First Nation

NOTE: If your application is about a Nisg̲a'a child or Treaty First Nation child, go to Appendix A | Serving Nisg̲a'a Lisims Government and Treaty First Nations for more information about how to give notice including contact information.

Part 4 | Guardianship affidavit and supporting documents

There is another form that you must complete when you are applying for guardianship of a child. It is called Guardianship Affidavit Form 5.

Before you can complete the affidavit, you must complete the following background checks referenced in the form:

- a criminal record check
- a Ministry of Children and Family Development record check, and
- a protection order record check from the Protection Order Registry

To get a criminal record check, ask at the police station or RCMP detachment in your community.

To get the Ministry of Children and Family Development and Protection Order Registry record checks, you must fill out:

- a Consent for Child Protection Record Check, and
- a Request for Protection Order Registry Search.

These forms to initiate your record checks must be filed with your application, or you need permission of the court to file your application without them. The record checks take time to complete and filing them with your application helps to reduce any delay in getting your court order.

NOTE: The court can make an interim order for guardianship of a child without the completed affidavit and record checks. The interim order will last up to 90 days. During this time, you must get the background checks and fill out and file the affidavit.

Give the forms to the court registry with your application. The registry will let you know when the results arrive and give you copies to attach to your affidavit.

TIP: You can get a copy of the forms by clicking on the name above if you are using an online version of this guidebook. If you aren't, go to www.gov.bc.ca/court-forms to access a PDF version or go to any Provincial Court registry to request a paper copy.

If you can't complete the consent and request for record check to file with your application, you can apply to the court to file your application first using the Application for Case Management Order Without Notice or Attendance Form 11. Use Question 7 to indicate if you will be filing the required documents or an Application for Case Management Order Without Notice or Attendance Form 11.

Schedule 8 | Spousal Support

No existing final order or written agreement

Complete this schedule only if you need a court order about spousal support and you do not have an existing final court order or written agreement about spousal support.

Spousal support is money that one spouse pays to another spouse for their financial support after separation. It is different from child support.

There are rules under the Family Law Act about what makes you a spouse and when you can ask for an order for spousal support.

You can apply for spousal support if you:

- are a spouse
- can prove entitlement to spousal support based on the objectives of spousal support, and
- you are applying in time

Section 3 of the Family Law Act defines a spouse as a person who:

- is married to another person,
- has lived with another person in a marriage-like relationship for a continuous period of at least two years, or
- has lived with another person in a marriage-like relationship and has a child with the other person

Generally, married spouses must start a court proceeding claiming spousal support within two years of the date of their divorce or an order annulling their marriage. Unmarried spouses must start a court proceeding within two years of the date of their separation.

Go to section 198 of the Family Law Act for the laws about time limits

Talk to a lawyer if you're not sure about the timing of your application.

For more information about spousal support and referrals to other spousal support resources, visit the BC Government website at www.gov.bc.ca.

Part 1 | Entitlement to spousal support

A person is only entitled to spousal support in certain situations. It is not a right in every case.

Entitlement to spousal support is determined in consideration of the objectives under section 161 of the Family Law Act and listed in the form.

Select each option why you believe you or the other party is entitled to have spousal support. Be prepared to provide evidence to help the court determine if a spouse is entitled to spousal support.

Part 2 | Current support

Explain to the court how the spouse you believe is entitled to support is currently being looked after financially. Include:

- how much money you are receiving or paying for the support of the spouse,

- how often payments are/were being made, and
- when the payments began or stopped

Part 3 | Order about spousal support

How much and for how long spousal support is paid is determined by considering many factors.

The decision to pay a regular amount each month over a certain number of months or years, or a lump sum amount may depend on many factors including the ability of a spouse to pay it all at once.

An order about spousal support should be tailored to the specific circumstances of you and your spouse.

Fill in the name of the paying party and complete the information about the payments.

It is helpful for both the court and the other party if you include the amount you expect to be payable for spousal support based on your circumstances and your incomes.

To calculate how much spousal support should be paid, you can use the Spousal Support Advisory Guidelines, or DIVORCEmate's free spousal support calculator at www.mysupportcalculator.ca.

You can also talk with a child support officer (they can also help with spousal support), family justice counsellor or a lawyer.

If you don't have all the information to calculate spousal support, you don't have to provide an estimate at this time. Select the option that applies.

Part 4| Income and earning potential information

The court requires financial information to be able to decide on a fair and proper amount for spousal support.

Each party must complete a Financial Statement Form 4 to support an application about spousal support. The Financial Statement collects information about your income, expenses, assets and debts to help inform the court's decision.

Your financial information

The court will look at the information you provide in your Financial Statement. It will also look at information about your employment situation, training, health and ability to work, to help determine entitlement to spousal support and an amount of spousal support.

If you can't complete the Financial Statement yet, you can apply to the court to file your application first using the Application for Case Management Order Without Notice or Attendance Form 11. Use Question 6 to indicate if you will be filing the Financial Statement Form 4 or an Application for Case Management Order Without Notice or Attendance Form 11.

Other party's financial information

The other party will be asked to give their own financial information to the court.

If they do not, the court may decide how much income a person makes or should be making.

The court will look at the information you have provided about the other party's income. It will also look at information you know about things like the type of work they are doing or have done in the past, or any employment qualifications or training they have, to make this decision. Provide only the information you know.

Schedule 9 | Spousal Support — Existing final order or written agreement

Complete this schedule only if you have an existing final order or written agreement about spousal support and you need a new court order made to change, suspend or cancel the final order, or to set aside or replace the written agreement.

A spousal support order or written agreement that was made in the past may not make sense anymore.

You can apply to change or cancel an order or repeal and replace a written agreement at any time after it's been made.

If you have an agreement or order about **spousal support that includes a term that the spousal support can or will be reviewed** on a specified date, after a specified period of time or after a specified event, or you are applying for a review of spousal support because you or your spouse has started receiving or is eligible to start receiving benefits under a pension, you may instead complete the Request for Scheduling Form 39 to request a court appearance to conduct the review the spousal support.

Under section 168 and 169 of the Family Law Act, at a review of spousal support a court can do one or more of the following:

- confirm that the terms about spousal support in the agreement or order remain appropriate
- set aside (cancel) all or part of the agreement or terminate (cancel) the order
- make a new order for spousal support under section 165 of the Family Law Act.

Asking for a review of spousal support under section 168 and 169 of the Family Law Act is different from asking to change or cancel an existing agreement or order about spousal support.

If you aren't sure how to proceed, we recommend you talk with a child support officer (they can also help with spousal support), family justice counsellor or a lawyer.

For more information about spousal support and referrals to other spousal support resources, visit the BC Government website at www.gov.bc.ca.

Part 1 | Final order or written agreement

Schedule 9 is only completed if you have a final court order or written agreement about parenting arrangements for the child, even if it is not about you as the guardian.

Select if you have a final order or written agreement and provide the date it was made. Follow the directions in the form to determine which Part you need to complete next. You must complete either Part 2 **or** Part 3, not both.

TIP: For a court order, the date should be referenced in the preamble on the order. For example, "Before the Honourable Judge Jones on May 1, 2016". The date on the court stamp doesn't always match the date the order was made. **For a written agreement**, provide the date the written agreement was signed.

Remember to attach a copy of the document to your application. The court needs to have a copy of the order or written agreement so they can consider how any order that is made might impact the other parts of the existing order or written agreement.

NOTE: If your order or written agreement is filed with the Director of Maintenance Enforcement, you must serve a copy of the application on the director. The Director of Maintenance Enforcement can be served by mailing the documents to the postal address provided by the director. Contact the BC Family Maintenance Agency to find out how best to serve them.

? What if I don't have a copy of the order?

You can get a copy of the final court order from the court registry where the order was made. Contact them directly to find out how.

Part 2 | Final order

If you have an existing order, you must complete this Part.

As set out in section 167 of the Family Law Act, **the court can only change or cancel an order if:**

- there has been a change in the condition, means, needs or other circumstances of either spouse since the order about spousal support was made;
- evidence of a substantial nature that was not available during the previous hearing has become available;
- evidence of a lack of financial disclosure by either spouse was discovered after the last order was made.

Select each option that fits your situation and provide any additional information requested.

You can apply to:

- **change** the existing order if you still need an order about spousal support, but you want something different,
- **suspend** the existing order if it needs to be paused, usually while waiting for another decision to be made or for a party to do something, or
- **cancel** the existing order, if it isn't needed anymore.

Select the option that fits your situation. Follow the instructions in the form to determine which Part you need to complete next.

Part 3 | Agreement

If you have an existing written agreement, you must complete this Part.

The Family Law Act has rules about setting aside or replacing an agreement about spousal support with a new order. The court may set aside an agreement about spousal support or

set aside and replace an agreement about spousal support with an order made under Division 4 of Part 7 of the Family Law Act:

- if the court is satisfied that one or more of the following circumstances [set out in section 164 (3) of the Family Law Act] existed when the parties entered into the agreement:
    - a spouse failed to disclose income, significant property or debts, or other information relevant to the negotiation of the agreement;
    - a spouse took improper advantage of the other spouse's vulnerability, including the other party's ignorance, need or distress;
    - a spouse did not understand the nature or consequences of the agreement;
    - other circumstances that would under the common law cause all or part of a contract to be voidable; and the court would not make a different order on consideration of all the evidence, or;
- if on consideration of the following matters [set out in section 164 (5) the Family Law Act], the court is satisfied that the agreement is significantly unfair:
    - the length of time that has passed since the agreement was made;
    - any changes, since the agreement was made, in the condition, means, needs or other circumstances of a spouse;
    - the intention of the spouses, in making the agreement, to achieve certainty;
    - the degree to which the spouses relied on the terms of the agreement;
    - the degree to which the agreement meets the objectives set out in section 161 [objectives of spousal support].

Explain to the court why you believe the agreement should be set aside or replaced.

You can apply to:

- **set aside (cancel)** all or part of the existing agreement, or
- **replace (change)** all or part of the existing agreement if you need something different

Select the option that fits your situation. Follow the instructions in the form to determine which Part you need to complete next.

Part 4 | About the new order

When you ask to change an order or replace a written agreement, you can:

- **add** something new
- **remove** something you don't need or that isn't working
- **change** the wording of something so it works for you

You might not need to change all the order terms. When you are answering this question, be very clear about what you need the new order to do or not do, or what order you want the agreement replaced with.

You don't need to use any special wording.

It is helpful for both the court and the other party if you include the amount you expect to be payable for spousal support based on your circumstances and your incomes.

To calculate how much spousal support should be paid, you can use the Spousal Support Advisory Guidelines, or DIVORCEmate's free spousal support calculator at www.mysupportcalculator.ca.

You can also talk with a child support officer (they can also help with spousal support), family justice counsellor or a lawyer.

If you don't have all the information to calculate spousal support, you don't have to provide an estimate at this time. Select the option that applies.

Part 5 | Unpaid spousal support

Past spousal support payments that have not been made are called **arrears**. If you are making an application when there is already an order or agreement about spousal support, the court needs to know if there is any unpaid amount.
The court can reduce or cancel arrears if there is a good reason to. The court can also make an order about how the arrears will be paid, including setting up a payment schedule.

Fill in the date you are completing the application and any amount of unpaid spousal support. If the payments are up to date, indicate '0'.

If there is any amount of unpaid spousal support, you must complete Question 9 and 10. Tell the court if you are asking to have the amount of unpaid support reduced, and if so, what amount you want it reduced to, why, and how the remaining amount should be paid. It will be up to the court to decide if the order should be made.

Part 6| Income information

The court requires financial information to be able to decide on a fair and proper amount for spousal support.

Each party must complete a Financial Statement Form 4 to support an application about spousal support. The Financial Statement collects information about your income, expenses, assets and debts to help inform the court's decision.

If you can't complete the Financial Statement yet, you can apply to the court to file your application first using the Application for Case Management Order Without Notice or Attendance Form 11. Use Question 11 to indicate if you will be filing the Financial Statement Form 4 or an Application for Case Management Order Without Notice or Attendance Form 11.

Schedule 10 | Property division in respect of a companion animal — No existing final order or written agreement

Complete this schedule only if you need a court order about property division in respect of a companion animal and you do not have an existing final court order or written agreement about property division in respect of the companion animal.

A **companion animal** is often a family pet. Section 1 of the Family Law Act defines a companion animal as an animal that is kept primarily for the purpose of companionship. Section 3.1 of the Family Law Act states that a companion animal is not:

- a guide dog or service dog within the meaning of the *Guide Dog and Service Dog Act*;
- an animal that is kept as part of a business;
- an animal that is kept for agricultural purposes.

If you're unsure if your animal is a companion animal under the Family Law Act, you should talk to a lawyer.

Property division in respect of a companion animal is about who will have ownership and possession of a companion animal when spouses separate.

The court may only make an order for ownership and possession of a companion animal **by one spouse**. Spouses may agree out of court to share ownership and possession of a companion animal.

What if the other party isn't my spouse?

If you're not a "spouse", you may be able to resolve your dispute about a companion animal by agreement or by going to the Civil Resolution Tribunal.

The Family Law Act can only be used to resolve disputes about property division in respect of a companion animal if the parties were spouses.

You're a "spouse" if:

- you were legally married to your former partner, or
- you were unmarried but lived together in a marriage-like relationship for two or more years with your former partner.

I want to share ownership and possession of our companion animal. How can we reach an agreement?

Section 92 of the Family Law Act provides that spouses may make agreements respecting the division of property, including agreements to jointly own a companion animal, share possession of a companion animal or give exclusive ownership or possession of a companion animal to on of the spouses.

If you and your spouse want to try to reach an agreement about a companion animal, including an agreement to share ownership or possession, you can find more information about how to reach an agreement on the BC Government website at www.gov.bc.ca.

Part 1| Order about property division in respect of a companion animal

Remember the court may only make an order for ownership and possession of a companion animal **by one spouse**. Under section 97 of the Family Law Act, the court cannot declare that the spouses jointly own the companion animal, or require the spouses to share possession of the companion animal.

List each companion animal you want a court order for.

Include the animal's name and type of animal, for example, cat, dog, rabbit, etc.

You must also choose which party you want to have sole ownership and possession of the animal, you or the other party. Select only one option for each animal.

Part 2 | The facts

In determining whether to make an order in respect of a companion animal, the court must consider the factors set out in section 97 (4.1) of the Family Law Act. The factors are listed on in the sidebar of the form, beside Question 2.

List the facts you want the court to consider.

Include any relevant information about the factors set out in section 97 (4.1) of the Family Law Act when you explain why you believe the court should make the order you are asking for. You don't need to use any special wording. The key is to be clear about what you mean and why you are asking the court to make the order.

Schedule 11 | Property division in respect of a companion animal | Existing written agreement

Complete this schedule only if you have an existing written agreement about the companion animal and you need a new court order made to set aside or replace the written agreement.

A **companion animal** is often a family pet. Section 1 of the Family Law Act defines a companion animal as an animal that is kept primarily for the purpose of companionship. Section 3.1 of the Family Law Act states that a companion animal is not:

- a guide dog or service dog within the meaning of the *Guide Dog and Service Dog Act*;
- an animal that is kept as part of a business;
- an animal that is kept for agricultural purposes.

Property division in respect of a companion animal is about who will have ownership and possession of a companion animal when spouses separate.

Section 92 of the Family Law Act provides that spouses may make agreements respecting the division of property, including agreements to jointly own a companion animal, share possession of a companion animal or give exclusive ownership or possession of a companion animal to one of the spouses.

On application by a spouse, under section 93 of the Family Law Act, the court may set aside or replace an agreement about a companion animal.

Part 1 | Written agreement

Schedule 11 is only completed if you have a written agreement about a companion animal.

Provide the date it was made.

TIP: For a written agreement, provide the date the written agreement was signed.

Remember to attach a copy of the written agreement to your application. The court needs to have a copy of the written agreement so they can consider how any order that is made might impact the other parts of the written agreement.

The Family Law Act has rules about setting aside or replacing an agreement about property division with a new order. The court may set aside an agreement about property division in respect of a companion animal or set aside and replace an agreement about property division in respect of a companion animal with an order made under Division 4 of Part 5 of the Family Law Act if:

- the court is satisfied that one or more of the following circumstances [set out in section 93(3) of the Family Law Act] existed at the time the parties entered into the agreement:
    - a spouse failed to disclose significant property or debts, or other information relevant to the negotiation of the agreement;

  - a spouse took improper advantage of the other spouse's vulnerability, including the other party's ignorance, need or distress;
  - a spouse did not understand the nature or consequences of the agreement;
  - other circumstances that would under the common law cause all or part of a contract to be voidable; and the court would not make a different order on consideration of all the evidence, or;
- on consideration of the following matters [set out in in section 93(5) of the Family Law Act], the court is satisfied that the agreement is significantly unfair:
  - the length of time that has passed since the agreement was made;
  - the intention of the spouses, in making the agreement, to achieve certainty;
  - the degree to which the spouses relied on the terms of the agreement.

Explain to the court why you believe the agreement should be set aside or replaced. You do not need to use any special wording. The key is to be clear about your reasons.

You can apply to:

- **set aside (cancel)** all or part of the existing agreement, or
- **replace (change)** all or part of the existing agreement if you need a different property division order respecting a companion animal.

Select the option that fits your situation. Complete Part 4 if you are asking for a new order to replace the agreement.

Part 2| Order about property division in respect of a companion animal

Remember the court may only make an order for ownership and possession of a companion animal **by one spouse**. Under section 97 of the Family Law Act, the court cannot declare that the spouses jointly own the companion animal, or require the spouses to share possession of the companion animal.

You do not need to use any special wording. The key is to be clear about the order you want the court to make. Be sure to include the name of the companion animal and who you want to have ownership and possession of the animal.

3 | Filing the form

You can file the form:

- electronically online using the FLA Online Forms Service
- in person at the court registry
- by mail
- by email, as referenced in Notice to the Profession and Public NP 28 Current Court Operations, or
- by fax filing using the Fax Filing Cover Page Form 52

There are no fees for filing Provincial Court family documents.

For courthouse locations, addresses, and contact information visit: www.gov.bc.ca/courthouse-locations

You must file:

- ❑ the completed application form
  - ❑ including each applicable schedule
- ❑ a copy of any existing order, agreement or plan, if applicable
- ❑ Financial Statement Form 4, if applicable
- ❑ Section 51 – Consent for Child Protection Record Search, if applicable
- ❑ Request to search the Protection Order Registry, if applicable
- ❑ Application for Case Management Order Without Notice or Attendance Form 11, if applicable

Refer to the table in the form instructions or look for the 📎 or 📄 icon in your form to check what you need to include for your specific application.

TIP: If you are filing in person, you must print or make extra copies of the form for filing. One set for you, one set for the court, and one set for each other party. **Be sure to bring all copies of the documents to the registry.**

The registry clerk will review your form to make sure it's complete before filing it. **A document is filed once the court registry applies a court stamp to it.**

You'll be given a copy for your records along with a copy for the other party.

4 | Arranging for service of the application

It is important that each other party is aware of what step is being taken in the case. Service is the act of giving or leaving documents with the required person.

There are two types of service – personal service and ordinary service.

You must serve each other party with a copy of the filed application and any supporting documents.

The application must be served by **personal service,** unless you have a court order that allows you to serve the documents using an alternative method of service.

Personal service means an adult person who is at least 19, **other than you**, must **hand-deliver the documents directly to the person being served**. A party cannot personally serve a document on the other party.

You must arrange to have the other party personally served with the documents. You can hire a professional process server or ask a friend, family member or other adult to serve it for you.

Process servers are experienced in finding and serving people. To find a process server, search the internet for your area.

? What if I don't know where to find the other party or they are avoiding being served?

You can apply to the court for permission to serve the other party using an alternative method of service, including by:

- mail
- email, text message, or direct message
- leaving a copy at their place of residence
- leaving a copy with someone else
- any other method that may

To apply for an order to allow an alternative method of service, you must complete and file an Application for Case Management Order Without Notice or Attendance Form 11. The application can be reviewed by a judge without notice to the other party and without a court appearance.

Is your application about a support order or agreement that is filed with the Director of Maintenance Enforcement?

If so, you must also serve a copy of the documents on the Director of Maintenance Enforcement. Contact the BC Family Maintenance Agency to find out how best to serve them. www.bcfma.ca/contact-us/

Do you have a guardianship application about a Nisga'a or Treaty First Nations child?

If so, under sections 208 and 209 of the Family Law Act, you must serve the Nisga'a Lisims Government or Treaty First Nation with notice of the application. Go to Appendix A | Serving Nisga'a Lisims Government and Treaty First Nations for more information about how to give notice including contact information.

Proof of service

The court may need proof you had the application served. The person serving the documents must complete a Certificate of Service Form 7 so that you can prove service of

the documents. You must attach a copy of the documents to the Certificate of Service. Remember to make a copy before the documents are served.

5 | Completing any additional requirements

Are you filing in a parenting education program registry?

If so, you must complete an online parenting education program (Parenting After Separation).

Before you can schedule your family management conference, you must file your certificate of completion for the program.

To learn more about meeting these requirements, contact the Justice Access Centre in person or by phone.

For more information about their services, including how to reach them, go to www.gov.bc.ca/family-justice-services-division.

Access the Parenting After Separation courses at www.gov.bc.ca/ParentingAfterSeparation

6| Scheduling a Family Management Conference

The other party has 30 days from the date they are served to file their reply unless the court allows something different. If you haven't already completed the additional registry requirements, you can do so during this time.

If the other party files a reply, the court registry will provide you with a copy of the reply. If you have already met any additional requirements for scheduling, they will send you instructions to schedule your family management conference.

If the other party does not file a reply within 30 days of being served, you can take steps to have your case heard by the court without the other party by filing the Certificate of Service and proof that you've met the additional requirements.

The family management conference is usually your first appearance before the court on your family law matter.

You can schedule the family management conference by:

- filing the Certificate of Service (if the other party did not file a reply),
- filing proof you have met any additional requirements described in the previous section, as applicable; and
- following the scheduling instructions provided by the court registry.

7| Attending the Family Management Conference

Family management conferences are being conducted by telephone, audioconference or videoconference. Do not attend the courthouse in person.

What if I can't attend court by telephone, audioconference or videoconference?

You can request the court's permission to attend court using a different method of attendance by filing an Application for Case Management Order without Notice or Attendance Form 11. Be sure to file the form as soon as possible to give the court time to review your application and respond.

At the family management conference, the judge:

- assists the parties to identify the issues to be resolved
- explores options to resolve the issues
- can make case management orders or directions to make sure your case is ready for the next step
- can make interim (temporary) orders about your family law matters
- can make an order by consent of the parties
- can make an order without a party, if a party does not show up or file a reply

Have you talked to a lawyer?

If you do not have a lawyer for your family law matter, you may qualify for free help from family duty counsel or a family advice lawyer to prepare for your court appearance, even if you do not qualify for a legal aid lawyer. For contact information, visit www.legalaid.bc.ca/fdc or call 1-866-577-2525.

It is best to contact them at least 3 weeks before your court appearance.

If you can't afford to pay a lawyer for your whole family law case, you can still get help with parts of it from a lawyer, including coaching for your court appearance. Look for a lawyer that provides unbundled services.

Going to court can be stressful. Here are some things you can do to help yourself get prepared:

- Visit the Provincial Court's resources at the link below to **learn more about going to court**, including protocols, what to expect in court, and tips for preparing: www.provincialcourt.bc.ca/navigating-court-case/information-all-types-cases/courtroom-

- **Organize your documents** before your court date and bring them with you.
- **Talk to a lawyer**.
- **Invite a trusted friend, family member, or advocate** to attend court with you to provide you with support. The Provincial Court has Support Person Guidelines. You can find more information about them at www.provincialcourt.bc.ca/navigating-court-case/family/bringing-support-person-family-court.

Can I get help in another language?

Free spoken-language interpreters for people who do not speak English and visual language interpreters for people who are deaf or hard of hearing are available **for all family law court appearances**.

It's important to let **court registry staff know as soon as possible** that you need an interpreter. If they can't arrange an interpreter in time, the judge may have to re-schedule your case.

The Family Justice Centre and Justice Access Centre staff can arrange a **free** interpreter for meetings with a Family Justice Counsellor or their other services.

For most things that go on outside the courtroom, you'll need to find your own interpreter. Some people ask a friend or family member. Others hire a professional interpreter.

Appendix A: Serving Nisga'a Lisims Government and Treaty First Nations

If you are applying for an order about guardianship of a child and the child is a Nisg̲a’a or Treaty First Nation child, you **must serve** the Nisg̲a'a Lisims Government or the Treaty First Nation to which the child belongs with notice of this application as described in section 208 or 209 of the Family Law Act.

To serve them notice, they must receive a copy of your application.

Contact information is provided below for each nation. Please contact them directly to find out how they would prefer to receive a copy of the application.

Nisg̲a'a Lisims Government

Contact: Office of the Designated Representative for Nisg̲a'a

Email: janet.nisyok@nisganation.ca

Direct phone: (250) 975-5293

Phone: (250) 633-3000 or 1-866-633-0888 [toll free]

Mail address: PO Box 231 2000 Lisism Dr, New Aiyansh, BC V0J 1A0

Tsawwassen First Nation

Contact: Manager of Family Services, Tsawwassen First Nation

Email: https://tsawwassenfirstnation.com/contact-us/

Phone: (604) 943-2112 or 1-888-943-2112

Mail address: 1926 Tsawwassen Drive, Tsawwassen, BC, V4M 4G2

Maa-nulth First Nations

Huu-ay-aht First Nations

Contact: Shannon Zimmerman, Director of Child and Family Wellness

Email: shannon.z@huuayaht.org

Phone: (250) 723-0100

Mailing Address: 4644 Adelaide Street, Port Alberni, BC V9Y 6N4

Fax: (250) 723-4646

Ka:’yu:’k’t’h’/Che:k’tles7et’h’ First Nations

Contact: Colleen Rudderham, Director of Community Services

Email: colleenr@kcfirstnations.com

Phone: (250) 332-5952

Mailing Address: 1250C Ironwood Street, Campbell River, BC V9W 6H5

Toquaht Nation

Contact: Lisa Morgan

Email: lisam@toquaht.ca

Phone: (250) 266-4400 [cell], (250) 726-4230, 1-877-726-2430 [toll free]

Mailing Address: PO Box 759, 1971 Peninsula Road, Ucluelet, BC V0R 3A0

Fax: (250) 726-4403

Uchucklesaht Tribe

Contact: Christina Lucas, Director of Human Services

Email: Christina.Lucas@uchucklesaht.ca

Phone: (250) 724-1832

Mailing Address: 5251 Argyle Street Suite A, Port Alberni, BC V9Y 1V1

Fax: (250) 724-1806

Yuułuʔiłʔatḥ Government

Contact: Gloria Valentine, Community Wellness Worker

Email: Gloria.Valentine@ufn.ca

Phone: (250) 726-7948

Contact: Cynthia Fitton, Director of Health and Social Services

Email: Cynthia.Fitton@ufn.ca

Phone: (778) 942-0579

Mailing Address: PO Box 699, Ucluelet BC, V0R 3A0

Tla'amin Nation

Contact: Manager, Child and Family Services

Email: familyservices@tn-bc.ca

Phone: (604) 413-7053

Mailing Address: 4779 Klahanie Road, Powell River, BC V8A 0C4

Fax: (604) 413-3232