



GUIDEBOOK |

Preparing a Financial Statement

PROVINCIAL COURT FAMILY RULES

This guidebook will provide you with legal information and tips for completing the Financial Statement Form 4. 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 20 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](#) and [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.

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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, staff at a Justice Access Centre or Family Justice Centre, and the
Provincial Court cannot provide legal advice.***



1 | Understanding the law

Financial disclosure

A court order about support is based in part on the financial information of the parties. Without financial information, it is impossible to decide a fair and proper amount for child or spousal support.

If a party's income or other financial information is necessary, they must provide information to the court. The Financial Statement Form 4 is usually used to provide financial disclosure to the court. This includes information about your income, expenses, assets and debts.



The [Federal Child Support Guidelines](#) are rules for calculating the amount of child support one parent must pay to the other parent to help support their child or children. The Guidelines set out the information a person must provide to the court and to the other parent when applying for, or responding to, a child support application. The definition of income under the Child Support Guidelines is also used as the starting point for the determination of income under the [Spousal Support Advisory Guidelines](#).



A person must not use or disclose any information of any other parties contained in their financial statement except to the extent necessary to resolve a case under the Provincial Court Family Rules.

When to file the financial statement

The Financial Statement Form 4 must be filed with an application for child support or spousal support, or if you are replying to an application about child support or spousal support. There are exceptions where a party applying for child support doesn't have to provide financial disclosure. These exceptions are set out in Application About a Family Law Matter.

By filing your financial disclosure with your application or reply, the matter is ready to proceed to the court for decision.

The Financial Statement Form 4 may be used at any time to update financial information for the court or the other party. The payor has a continuing obligation to provide current information [[s. 25 Child Support Guidelines](#)].



What if I can't complete the financial statement in time to file it?

The rules allow you to apply to the court using the [Application About a Case Management Order Without Notice or Attendance Form 11](#) to ask to waive or modify any requirement under the rules. You can apply to the court for more time to file a financial statement, or to be allowed to file a partially complete financial statement, if you must file it by a specific date.



2 | Getting started

Information you'll need to complete the form

Everyone who is required to prepare a financial statement **must attach a copy** of their:

- **tax return** and related schedules for each of the **three** most recent taxation **years**
- **notice of assessment** and reassessment for each of the **three** most recent taxation **years**
- **proof of income** from each source of income you currently have

? How do I get a copy of these documents?

If you don't have a copy of your income tax return or your notice of assessment or notice of reassessment (if applicable) issued by the Canada Revenue Agency (CRA), you can contact the CRA to get a copy:

- Online using CRA's [My Account](#)
- By telephone to CRA's individual income tax inquiries line at 1-800-959-8281

? What if I'm not up to date on filing my taxes?

You may want to talk to a lawyer or accountant about your options. Remember, you can apply to the court to allow more time to file all of your financial information.

To complete the form, you might also need:

- records of expenses and debts
- records of assets
- the amount for applicable expenses for each child
- income information about other adults living in your household



3 | Filling out the Financial Statement Form 4

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, court file number, and last names of the parties

These fields are used to help match your financial statement to the correct court file.

Copy the registry location and court file number from the top right corner of any filed document.

Registry location:

Court file number:

Last name of parties:

Party 1/ Party 2

Document number:

For registry use only

If you are filing this with a document that will start a court file, the court registry will assign a court file number at the time of filing.

Information about the person completing the financial statement

The financial statement is an affidavit. It is written evidence of the facts of your financial situation. You must swear under oath (usually on a Bible or other religious book) or affirm (non-religious promise) it to be true.

An affidavit must be in the first person (from the writer's point of view, using "I") and include the name, occupation and address of the person who is making the affidavit.

TIP: The address does not have to be the address where you live but should be clear if that is the case. If you are a party to the case, you can use your address for service. If, for example, you are a child's teacher making the affidavit, you may choose to use the school address instead of your home address. If you do not live at the address for service, you can add 'care of' or 'c/o' to show it is not your personal address.

Everything in your affidavit must be true to the best of your knowledge.

If a party does not give their complete, true, and up-to-date income information when needed, the court can:

- order that the income information be provided
- assume the party's income is a certain amount for support purposes and make an order based on it
- require a party to give security
- require a party to pay the other party's expenses, an amount to the other party up to \$5,000, or a fine up to \$5,000
- make any other order the court considers appropriate

Paragraph 2 | Complete disclosure

The form has six parts. The parts you must complete depend on which situation applies to you as set out in the chart below. You only need to complete each part once, even if it applies to multiple situations.

TIP: You may choose to complete any additional part of this form. The court may require additional disclosure of financial information that it considers necessary for the purposes of the determination of an amount of a support order. Providing the information in advance can save time later, especially if you think it may be needed.

Situation	Complete the part(s) identified below					
	Part 1	Part 2	Part 3	Part 4	Part 5	Part 6
<input type="checkbox"/> There is an application for spousal support	✓	✓	✓			
<input type="checkbox"/> I am being asked to pay or am paying child support	✓					
<input type="checkbox"/> Parenting time is split or shared	✓	✓	✓			
<input type="checkbox"/> There is a child at or over 19 years old	✓	✓	✓			
<input type="checkbox"/> A party has been acting as a parent to a child of the other party	✓	✓	✓			
<input type="checkbox"/> The paying parent earns more than \$150,000 per year	✓	✓	✓			
<input type="checkbox"/> I am applying for an order about payment of arrears	✓	✓	✓			
<input type="checkbox"/> I am applying for special or extraordinary expenses	✓	✓	✓	✓		
<input type="checkbox"/> The other party is applying for special or extraordinary expenses	✓	✓	✓			
<input type="checkbox"/> I am claiming undue hardship	✓	✓	✓		✓	✓
<input type="checkbox"/> The other party is claiming undue hardship	✓	✓	✓		✓	

Swearing or affirming the financial statement

The financial statement is used as evidence by the court. The court uses it when they are deciding what order to make about child support or spousal support. It must be signed only with a commissioner for taking affidavits.



Do not sign the affidavit until you are with a commissioner for taking affidavits and they tell you to sign it.

Make sure that you bring any documents you are attaching to your affidavit as exhibits with you. The commissioner will need to date and sign the exhibits.

Go to the section of this guidebook on [Swearing or affirming your financial statement](#) for more information on how meet with a commissioner for taking affidavits.

Part 1 | Income

It can be hard to calculate the income used to decide the amount of child support or spousal support. This is especially true if you are self-employed, your income isn't stable, or you have many sources of income. You can ask a lawyer or an accountant for help.

Tax documents

Remember, you must attach a copy of your:

- **tax return and related schedules** for each of the **three** most recent taxation years
- any **notice of assessment and reassessment** issued by the CRA for each of the **three** most recent taxation years

Sources and amounts of income

To calculate income for support, you must identify the amounts related to the sources of income used to calculate your "Total income" of the T1 General Form issued by the [Canada Revenue Agency](#).

In this part, you will provide details about all your sources of income and deductions from your income found on your T1 Federal Tax Return if you have filed your taxes.

The form records a **monthly** amount. Remember to use **gross amounts** (before taxes and deductions).

TIP: If you have filed your income taxes, these annual income amounts can be found under Total income on your T1. If your most recent federal income tax return sets out what you expect your income to be for this year, you can use those amounts. Otherwise, record what your current income is from each source of income that applies to you. Remember to divide the annual amount by 12 to get the monthly amount for the form.

Proof of income

For each of the sources of income you indicated, you will need to show the court proof of the amount you are earning.

Select each source of income that applies to you and attach the statement or proof of income as described.

- ☐ **If you are an employee**, your most recent pay stub or statement of earnings that shows your total earnings this year, or a letter from your employer that says how much you have made this year and what your expected salary
- ☐ **If you are collecting Employment Insurance (EI) benefits, Workers' Compensation or Income Assistance**, a copy of your benefit statement and record of employment (EI only)
- ☐ **If you have investment income**, a copy of the interest and investment statement
- ☐ **If you are collecting a pension**, a copy of the pension income statement

- ☐ **If you are self-employed**, a copy, for the three most recent taxation years, of the financial statements and breakdown of salaries, wages, management fees or other payments or benefits paid to, or on behalf of, persons or corporations with whom you do not deal at arm's length
- ☐ **If you are a partner in a partnership**, confirmation of your income and draw from, and capital in, the partnership for its three most recent taxation years
- ☐ **If you control a corporation**, a copy, for the three most recent taxation years, of the financial statement of the corporation and its subsidiaries, and a breakdown of all salaries, wages, management fees or other payments or benefits paid to, or on behalf of, persons or corporations with whom the corporation and every related corporation does not deal at arm's length
- ☐ **If you are a beneficiary under a trust**, a copy of the trust settlement agreement and the three most recent financial statements of the trust
- ☐ **If you have any other source of income**, you will need to include it in the list and include proof of your annual earnings from that income source

Changes to income

The income you record includes the monthly amount you are currently receiving. You are required to keep the court and the other party informed of changes to your income. This is to ensure that you are paying or receiving the right amount of support based on accurate income information.

You may be aware of changes that will affect your total income this year. This can include a change in employment or benefits. If you do expect your income to change, record what you expect it to be and why.

Annual income summary

To determine the total income used to calculate child support, special or extraordinary expenses and spousal support, you may need to adjust your annual income based on the Schedule III adjustments under the [Federal Child Support Guidelines](#).

TIP: You may want to refer to income tax terms in the [General Income Tax and Benefit Guide](#) used by the [Canada Revenue Agency](#) and to specific lines found in your T1 Income Tax and Benefits Return (which is referred to as "return" in these worksheets) or your notice of assessment or notice of reassessment to complete this part.

The amounts you provide in your income summary will be subtracted from (deductions) or added to (additions) your income for the purposes of determining child support, the portion owing for special or extraordinary expenses, or spousal support. **Remember to record all of these as yearly (annual) amounts.**

TIP: For help calculating your income, you can visit the [Department of Justice website on child support](#) which includes detailed information including the Federal Child Support Guidelines: Step-by-Step Worksheet 1. You can also talk with a child support officer, family justice counsellor or a lawyer.

To complete the table on the form, refer to the referenced lines on your tax return or use the expected amount for this year. You'll need a calculator to do some math for the totals.

Total income

1 | Annual income: Use line 15000 of your tax return or the expected amount for this year

Adjustments to total income

Deductions (use annual amounts)

- 2 | Spousal support received: Use the portion for spousal support from line 12800 of tax return
- 3 | Split-pension amount: Eligible pension income that your spouse or common-law partner transferred to you from line 11600 of tax return
- 4 | Employment expenses including union dues and other professional dues: Use line 21200 and 22900 of tax return
- 5 | Social assistance received for other members of your household: Portion of line 14500 of tax return that applies to other family members. If you are not sure how much that is, you can contact the social assistance office or refer to social assistance rate tables if available online.
- 6 | Excess portion of dividends from taxable Canadian corporations: Use line 12000 of tax return minus total amount of dividends received on T5
- 7 | Actual business investment losses: Use line 21699 of tax return
- 8 | Carrying charges: Use line 22100 of tax return
- 9 | Partnership or sole proprietorship income required to use for capital in the partnership/proprietorship: If you earned income through a partnership or a sole proprietorship, deduct any amount included in your income that is required by the partnership or sole proprietorship for capitalization purposes. Enter the result on this line.

Additions (use annual amounts)

- 11 | Offset of capital gains and capital losses: Use line 19700 of "Schedule 3 – Capital Gains (or Losses) minus line 12700 of tax return
- 12 | Payments made from self-employment income including wages to non-arm's length parties except for the portion that is necessary to earn self-employment income: Include on this line any income amount for salaries, benefits, wages, management fees or other payments paid to, or on behalf of, the other person. You don't need to

include the amount if it is reasonable, and it was necessary for you to have paid the amount to earn the self-employment income.

13 | Capital cost allowance for property: If your return includes a deduction for capital cost allowance for real property (e.g. buildings), you will need to enter that amount on this line.

14 | Value of exercised employee stock options with Canadian-controlled private corporation: Enter an amount on this line if you have exercised a stock option to purchase shares of a Canadian-controlled private corporation (or a publicly traded corporation that is subject to the same tax treatment regarding stock options as a Canadian-controlled private corporation).

You need to put "0" on this line if you sold the shares in the same year you exercised the stock options to obtain the shares. Otherwise, to calculate the employee stock option benefit to be included:

- first, find the total value of shares acquired by stock option (you can multiply the number of shares by the market value of one of them)
- subtract from that amount the total amount that you paid for the stock options and the shares

The result is the stock option benefit. Enter the amount on this line.

TIP: You must calculate the annual income for child support purposes even if you are only asking for spousal support.

Are you applying for special or extraordinary expenses?

If so, you must complete Lines 17 through 20 to calculate your annual income for special or extraordinary expenses.

Are you applying for spousal support?

If so, you must complete lines 21 through 24 to calculate your annual income for spousal support. The annual income for child support purposes on line 16 is used as the starting point.

Part 2 | Personal expenses and debts

Support is intended to help with the living expenses of the child (child support) or spouse (spousal support). This includes things like housing, food, transportation, clothing, personal care items and basic activities and medical needs.

Accurately identifying your expenses and debts helps a judge decide on child and spousal support. There may be unusual circumstances they need to pay attention to.

Expenses

An expense is the amount of money **you** spend on something. The court needs to know how much you pay **monthly** and **yearly** for the expenses listed in the table.

TIP: You may not know the exact amount you pay for everything listed. That's okay. You can give the court an estimate. Remember, it is important to be honest. Don't exaggerate your expenses and debts or underestimate your income. The court may ask you to explain how you are paying for everything. If you've been truthful, it will be easy to prove to the court what money is coming in and how it is being spent.

You don't have to show proof of your expenses now, but you should be prepared. The court may ask for proof of daily living expenses. This may include:

- bill payments and bank statements
- mortgage statements or rent payment receipts
- credit card statements
- car payment or other loan statements
- student loan statement or line of credit

To complete the table, estimate your monthly and yearly spending for each expense category.

For housing, food and household supplies, and transportation, you must provide more details. Include a detailed break down of the expenses and then add up each category to get a subtotal. The subtotal can then be moved over to the monthly and yearly columns to calculate the total for all your expenses.

If you don't have any expenses for a category, put "0" in the total column.

Debts

A debt is an amount of money you owe someone that you must pay. This may include a mortgage, car loan, student loan, credit card, line of credit or court judgment. It also includes a loan from a friend or family member that you are expected to pay back.

In this section, **you'll include the total balance owing you still must pay on the debt.** The **balance owing** is the amount of money you would need to pay if you were paying off all of what you owe right now. Include monthly and yearly debt payments in the expenses section. Not in the debts section.

TIP: A creditor is a person or company you owe money to. It could be a bank, company, school, or a person such as a friend or family member.

Assets

An asset is something of value that you own or that belongs to you. Your assets may be located in BC or somewhere else. You must list all your assets.

You may be the only owner of an asset, or you may be a joint owner. For assets you jointly own, you must only put the value for the percentage you own.

For the current value of the asset, provide the estimated market value (how much you could sell it for today), not the cost of replacement. You may be asked how you determined the value of the asset. Be prepared to explain it to the court.

TIP: The value of an asset (amount it is worth) can sometimes be hard to determine. You can ask a professional, including an accountant, lawyer, real estate agent or appraiser to help determine the value. You can also check your area to see how much a similar asset is listed for sale for. Resale websites, realtor listings and consignment shops are a good place to start.

What kind of assets do you have?

- **Real estate** is real property including land and/or buildings.
To describe your real estate, provide the:
 - property address
 - registered owner(s) name
 - Parcel Identifier (PID), and
 - legal description
- **Cars, boats or vehicles** may include any car, boat, motorcycle, RV, snowmobile, ATV or other vehicle you own or jointly own.
To describe your car, boat or vehicle include the make, model and year.
- **Cash assets** include cash you have and any bank accounts with a balance (even if it is small)
To describe your cash asset, include the type of cash asset for example, cash, savings account, chequing account. For bank accounts, include the name of the banking institution.
- **Investments** can include:
 - Tax Free Savings Accounts (TFSA)
 - Registered Retirement Savings Plans (RRSP)
 - Guaranteed Investment Certificates (GIC)
 - Stocks and bonds
 - Pensions
 - Cryptocurrency

To describe the investment, include the type of investment and any additional descriptor that may be helpful.

- **Loans and credits** are money owing to you.
To describe the loans and credits, include the name of the borrower.
- **Other assets** may include:
 - precious metals, for example gold
 - art
 - jewellery, or
 - any other items of high value

Disposition of assets

Disposition is the act of selling or otherwise “disposing” of an asset including giving an asset away.

Indicate if you have sold or disposed of an asset(s) in the last two years. If you have, tell the court about the asset including a description and how much money you made from the sale or disposal.

Part 4 | 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 can be applied for on top of the guideline table amount for child support.



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

Some expenses are considered reasonable and necessary. This may include childcare, medical and dental premiums or health related expenses. School and extracurricular activity expenses must be “extraordinary” to be considered on top of child support.

If you have included special or extraordinary expenses in your claim for child support, you must complete this part. Provide the net amount for each expense. Be prepared to provide proof of the expense to the court if they ask.

TIP: Some expenses are tax deductible for a parent. This includes daycare, medical expenses and post-secondary tuition expenses are tax deductible for a parent. To calculate the net amount of the expense, subtract from the total amount any tax credits, subsidies, deductions, and credits and contributions from the child. Then input the amount into the table.

For medical and dental, you may have:

- the cost of insurance (premiums) for the child, and
- medical and dental expenses that are not covered by the insurance (the balance remaining after the insurance pays)

The cost of medical/dental premiums and health related expenses that exceed insurance are two separate special expenses.

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

Part 5 | Income of other persons in household

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](#)].

If you or the other party applied for undue hardship in your claim for child support, you must complete this part. Provide information about the income of other persons in your household.

The court looks at each household's standard of living to determine an amount for child support other than the guideline amount. In comparing standards of living, the court may use the comparison of household standards of living test set out in [Schedule II of the Federal Child Support Guidelines](#).

TIP: If a child or other adult lives with you at least part of the time, you do not live alone. This includes all children living in the home, even if they are not your own, an adult partner or roommate.

The annual income of the other person must include all sources of income just as you have in the income section. This includes employment, benefits, investment and business income.

Part 6 | 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.

The court may agree specific circumstances have caused undue hardship. For the court to adjust the child support amount, you must prove your standard of household living is lower than the other household. You provided this information in Part 5.

If you've applied for undue hardship, you'll provide details about the undue hardship in this part. If the other party applied for undue hardship, you don't need to complete this part.

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

Identify each reason why you are claiming undue hardship and provide the information requested.

TIP: A **dependent child** may include a biological child, adoptive child, or stepchild.



4 | Swearing or affirming your financial statement

The financial statement is used to present evidence to the court. It contains facts that you must swear under oath (usually on a Bible or other religious book) or affirm (non-religious promise) to be true with a commissioner for taking affidavits.



You can't make any changes to your financial statement once it has been sworn or affirmed, so make sure you've reviewed it before you do.

How do I swear or affirm my financial statement?

To swear or affirm the financial statement, you must meet with a commissioner for taking affidavits. Lawyers, notary publics and many court registry staff are commissioners for taking affidavits.

It is free to have your financial statement sworn or affirmed with the court registry staff. You can go in person to any [Provincial Court Registry](#). If you have the document sworn or affirmed at a different court registry, you will still need to file it at the court registry where the existing case is filed.

The commissioner will check your photo ID to make sure you are who you say you are. They will ask you if you understand the contents of your financial statement. Then they will ask you to swear or affirm that the contents are true. The commissioner will then watch you sign the document before signing it themselves.



What if I can't meet with a commissioner for taking affidavits?

[Rule 172](#) allows you to file an unsworn affidavit if you can't meet with a lawyer, notary or someone at the courthouse to swear or affirm it before you file it. To file an unsworn affidavit, the person who made the document must sign it. They must be available to swear or affirm that the contents of the affidavit are true at a future court appearance. The court usually will not consider it as evidence until this has been done.

REMINDER: Remember to bring the financial statement form and all your attachments with you.



5 | Filing the financial statement

You must file the financial statement at the court registry where the case is located. It can be filed:

- electronically online using the [Family Law Act 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](#)

For courthouse locations, addresses, and contact information visit:

www.gov.bc.ca/courthouse-locations

There are no fees for filing Provincial Court family documents.

You must file:

- ☐ the financial statement form with all applicable parts completed
- ☐ a copy of your tax return and related schedules for each of the **three** most recent taxation years
- ☐ a copy of any notice of assessment and reassessment issued by the CRA for each of the **three** most recent taxation years
- ☐ a copy of the proof of income from each of your sources of income identified in Part 1, Question 3

TIP: If you are filing in person, you must make extra copies of the financial statement for filing. **Copy the financial statement AFTER it has been sworn or affirmed by a commissioner for taking affidavits.** 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.



6 | Serving the financial statement

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
- Ordinary service

You must serve each other party with a copy of the filed financial statement.

TIP: If you are serving the financial statement with other court documents, check how the other document needs to be served. It makes sense to serve all the documents together, but the other document may have to be served by personal service.

NOTE: If you are filing the financial statement with your Reply to an Application About a Family Law Matter, the registry will serve the other party on your behalf. You can skip this step.

The financial statement can be served by **ordinary service to the address of service** for each party.

Ordinary service means that a party must be served to their address for service in one of the following ways:

- by leaving the documents at the party's address for service
- by mailing the documents by ordinary mail to the party's address for service
- by mailing the documents by registered mail to the party's address for service
- if the party's address for service includes an email address, by emailing the documents to that email address
- if the party's address for service includes a fax number, by faxing the documents to that fax number

TIP: Remember to take note of any deadline you might have for service. It might make a difference which method of service you choose and when you need to serve the document.



Rule 179 sets out when a document is considered to have been served depending on which method of service is used. For example, a document served after 4:00pm is actually considered to have been served the next day. A document served by ordinary mail is considered served 14 days after it is mailed. Check first!

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.

Some documents must be personally served, like the Application About a Family Law Matter and the Application About a Protection Order.

A party's **address for service** is the address they have provided to the court. A party who does not have an address for service must be served by personal service.

The rules about service are found in Part 12 Division 4 of the Provincial Court Family Rules.

Proof of service

The court may need proof you had the financial statement 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.