

# NOTICE TO ATTEND PAYMENT CONFERENCE

Under the *Family Maintenance Enforcement Act*

Court File Number:

BCFMA Case ID:

Court Location:

## Notice To:

Name:

Address:

Phone:

## In the case between:

Name:

**CREDITOR**

**And:**

Name:

**DEBTOR**

You are requested to attend a payment conference on [dd/mmm/yyyy] at [time a.m./p.m.] at [court location and address]

The purpose of this conference is to review the documents referred to below and to arrange for payment of the arrears. Please contact the undersigned if you cannot attend on the above date.

Please bring with you the documents marked below:

- ☐ a copy, certified by Canada Revenue Agency, of each of the 3 most recent income tax returns filed with Canada Revenue Agency by you and of the assessment notice that relates to each of those returns;
- ☐ a copy of each pay stub or similar statement received during the past 6 months by you or on your behalf from your employer to account for your employee income and deductions;
- ☐ a copy of each statement of income other than employee income received during the past 6 months by you or on your behalf, including employment insurance, disability, pension, superannuation and workers' compensation benefits;
- ☐ a copy of the most recent assessment notice for each property in which you have a beneficial interest;
- ☐ a copy of each credit card statement you have received during the past 12 months.

## TAKE NOTICE

Please note that if you refuse to participate in this review or decline to discuss all or part of the information that is or should be set out in these documents, the Director may report this lack of co-operation to the court and the court may take this lack of co-operation into account in making any order.

This notice is issued pursuant to section 12.1(1) of the *Family Maintenance Enforcement Act*.

Dated

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Delegate of the Director of Maintenance Enforcement