

Notice to Resolve a Family Law Matter

Provincial Court (Family) Rules

Early Resolution and Case Management Registry

Registry location:	
Court File Number:	

1. My name is *[full name of party]*. My contact information is:

Full Name:	Date of Birth:	
Contact Information		
Lawyer (if applicable):		
Address:		
City:	Province:	Postal Code:
Email:	Telephone:	

2. I would like help with the following family law matter(s):

Select all options that apply

- ☐ parenting arrangements
- ☐ child support
- ☐ contact with a child
- ☐ guardianship
- ☐ spousal support

3. ☐ I understand I need to give a copy of this notice to any and all parents, step-parents, or guardians of the child(ren) who are the subject of the family law matter, and/or my spouse, if I am asking for spousal support.

4. I will be providing notice to *[full name of other party/parties]*. Their contact information, as I know it, is:

Full Name:	Date of Birth:	
Contact Information		
Lawyer (if applicable):		
Address:		
City:	Province:	Postal Code:
Email:	Telephone:	

Additional party (Complete only if applicable. You may leave this section blank.)

Full Name:	Date of Birth:	
Contact Information		
Lawyer (if applicable):		
Address:		
City:	Province:	Postal Code:
Email:	Telephone:	

5. I am filing this form in the court registry:

Select only one of the options below

- ☐ closest to where the child(ren), who are subject of the family law matter, live most of the time
- ☐ closest to where I live, because my family law matter does not involve a child related issue
- ☐ where my existing case with the same party/parties is filed

NOTE TO THE PARTIES:

This Notice has been filed with the Provincial Court of British Columbia.

Before proceeding any further with your court action, each party is required to participate in early resolution (see next page for details).

If you do not resolve all issues during early resolution, either party can make a claim to the Provincial Court for a court order.

If you do not participate in the early resolution processes, the other party will be allowed to proceed to the Provincial Court to ask for a court order. A party must have complied with the requirements for early resolution before they will be allowed to file a family law matter claim or reply in the family law case.

WHAT YOU MUST DO

1. ☐ **Contact** Family Justice Services Division to **schedule** your individual **Needs Assessment**.

[FJSD contact information]

If you have already participated in some or all of the early resolution process within the last year, Family Justice Services Division will confirm you have complied with the requirements for early resolution and prepare the required documentation for the Court.

Note: You may be contacted by a Needs Assessor if someone else has filed a Notice to Resolve a Family Law Matter and named you in that document.

2. ☐ **Participate in a Needs Assessment**

A Needs Assessment is a one-on-one meeting with an assessor who is a neutral person trained to help people understand this process and other ways that are available to resolve their issues. The Needs Assessor can provide some legal information, make referrals to supports, including legal advice, and help identify the next steps that are right for you.

3. ☐ **Complete a Parenting Education Course**, unless your only issue is spousal support.

Your Needs Assessor will provide you with more information on the Parenting Education Course right for you and how to complete it.

4. ☐ **Participate in Consensual Dispute Resolution**, unless your Needs Assessor determines that it is not appropriate.

Your Needs Assessor will provide you with more information on what Consensual Dispute Resolution is, whether or not it is right for you, and the process for participating in it.

NOTE TO THE PARTIES:

If you require a time sensitive order on a family law matter, you may be exempt from participating in one or more of the early resolution processes, or you may be able to postpone participation until after you have received your time sensitive order. Please speak to Family Justice Services Division or the Court Registry if this situation applies to you.

Reminder:

If you do not resolve all issues during early dispute resolution, either party can make a claim to the Provincial Court for an order.

If you do not participate in the early resolution process, the other party will be allowed to proceed to the Provincial Court to ask for a court order. A party must have complied with the requirements for early resolution before they will be allowed to file a family law matter claim or reply in the family law case.