

Notice of Intention to Proceed

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 and address for delivery of court documents is:

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

2. ☐ It has been one or more years since the last action was completed in my case.

3. The last action completed in my case, by any party, was:

Select only one of the following

- ☐ filing of the Notice to Resolve a Family Law Matter on *[date]*
- ☐ completion of a Needs Assessment on *[date]*
- ☐ completion of a Parenting Education Program on *[date]*
- ☐ completion of Consensual Dispute Resolution on *[date]*
- ☐ filing of the Family Law Matter Claim on *[date]*
- ☐ filing of an Application to Obtain or Notice of Motion on *[date]*

4. ☐ I understand I need to give a copy of this notice to each other party.

5. I will be providing a copy to *[full name of other party/parties]*. Their contact information or address for delivery, as I know it, is:

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

NOTE TO OTHER PARTY:

If the above contact information and/or address for delivery is not correct, you must file a notice of change of address in Form 11 and serve a copy of the notice on the other parties.

WHAT YOU MUST DO

If the last action identified in section 3 was any of the following, you must complete a needs assessment before you may take any further steps in your family law matter:

- filing of the Notice to Resolve a Family Law Matter
- completion of a Needs Assessment
- completion of a Parenting Education Program
- completion of Consensual Dispute Resolution

To complete your individual needs assessment, **contact** Family Justice Services Division to **schedule** your individual **Needs Assessment**.

[FJSD contact information]

Note: You may be contacted by a Needs Assessor if someone else has filed a Notice of Intention to Proceed and named you in that document.

If the last action identified in section 3 was any of the following, you must attend a family management conference before you may take any further steps in your family law matter:

- filing of the Family Law Matter Claim
- filing of an Application to Obtain or Notice of Motion

The court registry will provide you information about how to schedule your family management conference once you have filed the Certificate of Service to prove service of the Notice of Intention to Proceed on the other party.

Note: To receive notice of the family management conference, the court registry requires your current contact information and address for delivery. To update this information, you must file a notice of change of address in Form 11 and serve a copy of the notice on the other parties.