

Family Law Matter Claim

Provincial Court (Family) Rules

Early Resolution and Case Management Registry

Registry location:	
Court File Number:	

This Family Law Matter Claim has been filed in Provincial Court. It provides notice to each party and the court of the family law matters to be resolved with the help of the court. The Family Law Matter Claim may set out

- a claim for a new order to be made by the court,
- a claim to change or cancel an existing order or written agreement, or
- a claim to set aside or replace an existing written agreement.

If you choose to reply, you or your lawyer must:

File a completed reply in Form F within 21 days after the date you were served with the Family Law Matter Claim.

To file your reply, you will be required to have completed any required early resolution process and you may be required to file a financial statement if the claim is about child support and/or spousal support.

If you do not file a reply to the Family Law Matter Claim within the 21 day period referred to above, you will not be entitled to receive notice of any part of the case, including any conference, court appearance, hearing or trial, and orders may be made without your knowledge.

Information about the parties

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. ☐ I understand any and all parents, step-parents, or current 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, need to be given notice of my claim by being served with a copy of this document.

3. ☐ 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:		

Early Resolution Requirements

4. I have met the following early resolution requirements:

The requirements have been met if you attended at, participated in, or if you were granted an exemption from attending or participating. Select all that apply.

- ☐ needs assessment
- ☐ parenting education program
- ☐ consensual dispute resolution

Make a Claim

5. **I am asking for a court order about the following family law matter(s):**

Select all options that apply, complete and attach the required schedule(s)

Parenting

- ☐ parenting arrangements – new *[Complete and attach Schedule 1]*
- ☐ parenting order/written agreement – existing *[Complete and attach Schedule 2]*

Child Support

- ☐ child support – new *[Complete and attach Schedule 3]*
- ☐ child support order/written agreement – existing *[Complete and attach Schedule 4]*

Contact

- ☐ contact with a child – new *[Complete and attach Schedule 5]*
- ☐ contact order/written agreement – existing *[Complete and attach Schedule 6]*

Guardianship

- ☐ become a guardian *[Complete and attach Schedule 7]*
- ☐ cancel guardianship *[Complete and attach Schedule 8]*

Spousal Support

- ☐ spousal support – new *[Complete and attach Schedule 9]*
- ☐ spousal support order/written agreement – existing *[Complete and attach Schedule 10]*

Existing written agreements or court orders

6. *Select only one of the options below*

- ☐ There is no existing written agreement or court order about parenting arrangements, child support, contact with a child, guardianship, and/or spousal support.
- ☐ There are existing written agreements or court orders about parenting arrangements, child support, contact with a child, guardianship, and/or spousal support.

If you have checked this option, attach a copy of the agreement(s) and/or order(s) and list them here:

Relationship between the parties

7. The parties are:

Describe how you and the other party/parties are related for the purposes of this family law claim

8. The parties are or have been spouses (married or lived in a marriage-like relationship for at least 2 years)
☐ Yes ☐ No

If yes, please complete all options below that apply to the parties

Date on which the parties began to live together in a marriage-like relationship: *[Date]*

Date of marriage: *[Date of marriage]*

Date of separation: *[Date of separation]*

Note: Spouses may be separated while continuing to live in the same residence

Identification of child(ren)

9. *Select only one of the options below and complete the required information*

- ☐ My claim does not ask for any order(s) about a child or children.
☐ My claim is asking for an order(s) about the following child or children:

Child's Full Legal Name	Child's Date of Birth	Child's Relationship to me	Child's Relationship to the other party/parties	Child is currently living with

10. ☐ I understand that I must consider the child(ren)'s best interests with respect to each order about the child I am asking the court to make. An agreement or order is not in the best interests of a child unless it protects, to the greatest extent possible, the child's physical, psychological and emotional safety, security and well-being.

SCHEDULE 1 – PARENTING ARRANGEMENTS – NEW

This is Schedule 1 to the Family Law Matter Claim

Complete this schedule only if you are a guardian making a new claim about parenting arrangements for a child or children identified in Section 9 of the claim.

Parenting arrangements include how each guardian will parent their child(ren) together, including each guardians' responsibilities for decision making about a child, and the time each guardian spends with a child.

1. I am:

- ☐ a guardian of the child(ren)

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 their 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, or under a will if the other parent dies.

- ☐ applying to become a guardian of the child(ren)

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

Parenting time

During parenting time, a guardian has the parental responsibility of making day-to-day decisions affecting the child and having day-to-day care, control, and supervision of the child.

2. *Select all options that apply and complete the required information*

- ☐ I do not need an order for parenting time because I am the only guardian of the following child(ren):

List the name(s) of each child you are the only guardian for

- ☐ I am applying for the allocation of parenting time as follows:

I am asking for the child(ren) to spend time with me as follows:

Complete only if applicable. You may leave this section blank.

I am willing to have the following conditions placed on my time with the child(ren):

I am asking for the child(ren) to spend time with the other guardian(s) as follows:

Complete only if applicable. You may leave this section blank.

I am asking to have the following conditions placed on the other guardian's time with the child(ren):

Parenting responsibilities

Parental responsibilities can be set up so that they can be exercised by one or more guardians only, or by each guardian acting separately, or by all guardians acting together.

3. *Select all options that apply and complete the required information*

- ☐ I am asking for an order that gives me all parenting responsibilities of the child(ren) because I am the only guardian of the following child(ren):

List the name(s) of each child you are the only guardian for

- ☐ I am asking for the parenting responsibilities to be exercised by the guardians as follows:

4. I believe the parenting arrangements I am asking for are in the child(ren)'s best interests because:

SCHEDULE 2 – PARENTING ORDER/WRITTEN AGREEMENT – EXISTING

This is Schedule 2 to the Family Law Matter Claim

Complete this schedule only if you are making a claim to change or cancel all or part of an existing parenting order or filed agreement, or to set aside or replace all or part of a written agreement about the child or children identified in Section 9 of the claim.

1. I am:

- ☐ a guardian of the child(ren)
- ☐ applying to become a guardian of the child(ren)

2. ☐ I am attaching a copy of the existing parenting order or written agreement made on *[date]*.

3. Since the order/written agreement was made, circumstances have changed as follows:

4. I am asking for the existing:

Select all options that apply

- ☐ parenting order or filed agreement to be:
 - ☐ changed *(provide details below)*
 - ☐ cancelled
- ☐ written agreement to be:
 - ☐ set aside
 - ☐ replaced *(provide details below)*

5. *Complete only if applicable. You may leave this section blank.*

- ☐ I am asking for the parenting time schedule to be changed as follows:

6. *Complete only if applicable. You may leave this section blank.*

- ☐ I am asking for the conditions on my parenting time or the other guardian's parenting time to be changed as follows:

7. *Complete only if applicable. You may leave this section blank.*

- ☐ I am asking for the parenting responsibilities (who makes certain decisions about the child(ren)) to be changed as follows:

8. I believe the order I am asking for about the existing parenting order or written agreement is in the child(ren)'s best interests because:

SCHEDULE 3 – CHILD SUPPORT – NEW

This is Schedule 3 to the Family Law Matter Claim

Complete this schedule only if you are making a new claim for child support and/or special and extraordinary expenses for the child or children identified in Section 9 of the claim.

1. I am:

- ☐ a parent or guardian of the child(ren)
- ☐ applying to become a guardian of the child(ren)
- ☐ other (*specify*):

2. The other party is:

- ☐ a parent or guardian of the child(ren)
- ☐ a person standing in the place of a parent to the child(ren) [*for example, a step-parent*]
- ☐ other (*specify*):

3. The child(ren):

- ☐ live with me all the time
- ☐ live with the other party all the time
- ☐ live with me and the other party as follows:

- ☐ other (*specify*):

4. The current support arrangements are as follows:

5. *Select only one of the options below*

- ☐ I do not know the income of the other party.
- ☐ I believe the other party's annual income is \$.

6. I know the following facts about the other party's employment, training, health and ability to work:
If you do not have any information, please leave this section blank.

7. ☐ I am asking for support to be paid by [name of paying party] in the amount set out in the child support guidelines table for the following child(ren) identified in Section 9 of this claim:

List the name(s) of each child you are asking for support for

8. *Select only one of the options below*

- ☐ I am attaching calculations showing how much child support I believe should be paid according to the child support guidelines
- ☐ I am not attaching calculations

9. Child support payments in this amount should start on [date] because:

10. *Select only one of the options below*

- ☐ The child(ren) are all under 19 years of age
- ☐ The following child(ren) are 19 years of age or older and need child support because of illness, disability or because they are full-time students:

Full Legal Name of Child	Child's date of birth	Reason for child support (illness, disability, student)

11. *Complete only if applicable. You may leave this section blank.*

- ☐ I am the payor and the guideline amount payable would cause me undue hardship if I try to pay it because:

Note: If this option applies to your situation, you will need to complete the undue hardship portion of the Financial Statement, Part 4 and Part 5, in addition to any other required parts

- ☐ I have an unusual or excessive amount of debt I incurred to support the family prior to separation or to earn a living
- ☐ I have high costs to be able to spend time with the child(ren)
- ☐ I have a legal duty to support another person, such as a former spouse or a new spouse who is too ill or disabled to support themselves
- ☐ I have a legal duty to support a dependent child from another relationship
- ☐ other undue hardship circumstances (specify):

12. *Select only one of the options below*

- ☐ I am not making a claim for special and extraordinary expenses for the child(ren).
☐ I am asking for special and extraordinary expenses in accordance with section 7 of the child support guidelines. The following special or extraordinary expenses are included in my claim for child support:

Name of Child:				
Special and Extraordinary Expense	Annual Amount	Annual Amount	Annual Amount	Annual Amount
Child care expenses	\$	\$	\$	\$
Portion of medical/dental premiums attributable to child	\$	\$	\$	\$
Health related expenses that exceed insurance reimbursement by at least \$100	\$	\$	\$	\$
Extraordinary expenses for primary or secondary school	\$	\$	\$	\$
Post-secondary school expenses	\$	\$	\$	\$
Extraordinary extracurricular activities expenses	\$	\$	\$	\$
Total	\$	\$	\$	\$

13. *Select only one of the options below*

- ☐ I have completed a Financial Statement in Form D because the following situation applies to my claim:
Select all options that apply
- ☐ I am being asked to pay child support
 - ☐ split or shared parenting time
 - ☐ there is a child at or over 19 years old for whom support is claimed
 - ☐ a party has been acting as a parent to a child of the other party
 - ☐ the paying parent earns more than \$150,000 per year
 - ☐ special or extraordinary expenses are being claimed for a child
 - ☐ I am claiming undue hardship
- ☐ I am not required to file a financial statement at this time as none of these situations apply to me
- ☐ I am not able to complete a financial statement at this time and I have completed an Application for Case Management Order Without Notice or Appearance requesting this claim be filed without a complete financial statement

IMPORTANT NOTE TO THE OTHER PARTY:

This family law case includes a claim for support. You must provide your financial information with your reply to this claim by completing and filing a Financial Statement in Form D.

SCHEDULE 4 – CHILD SUPPORT ORDER OR WRITTEN AGREEMENT – EXISTING

This is Schedule 4 to the Family Law Matter Claim

Complete this schedule only if you are making a claim to change or cancel all or part of an existing child support order or filed agreement or to set aside or replace all or part of an existing written agreement about child support for the child or children identified in Section 9 of the claim.

1. The existing order or written agreement requires me to:

Select only one of the options below

- ☐ make payments for child support
☐ receive payments for support of a child
☐ other (*specify*):

2. ☐ I am attaching a copy of the existing child support order or written agreement made on *[date]*

3. Since the child support order or written agreement was made, circumstances have changed as follows:

Select all options that apply and complete the required information

- ☐ my financial situation has changed
☐ I believe the other party's financial situation has changed
☐ the special and extraordinary expenses for the child(ren) have changed as follows:

- ☐ the child(ren)'s living arrangement(s) have changed as follows:

- ☐ other changes (*specify*):

4. As of *[date]*, the amount of unpaid child support arrears was \$

5. *Complete only if there are arrears. Select only one of the options below.*

- ☐ I am not asking to reduce the arrears.
☐ I am asking to reduce the arrears to \$ because:

6. *Complete only if there are arrears.*

I am asking that the remaining arrears should be paid:

- ☐ at a rate of \$ per month
- ☐ in a lump sum
- ☐ other (*specify*):

7. I am asking for the existing

Select the options that apply

- ☐ child support order or filed agreement to be:
 - ☐ changed (*provide details below*)
 - ☐ cancelled
- ☐ written agreement to be:
 - ☐ set aside
 - ☐ replaced (*provide details below*)

Explain the changes you want to the order or filed agreement or what you want the existing written agreement to be replaced with

8. *Select only one of the options below*

- ☐ I am attaching calculations showing how much child support I believe should be paid according to the child support guidelines
- ☐ I am not attaching calculations

9. The new order about child support should start on *[date]* because:

10. *Select only one of the options below*

- ☐ I have completed a Financial Statement in Form D because the following situation applies to my claim:
Select all options that apply
 - ☐ I am being asked to pay child support
 - ☐ split or shared parenting time
 - ☐ there is a child at or over 19 years old for whom support is claimed
 - ☐ a party has been acting as a parent to a child of the other party
 - ☐ the paying parent earns more than \$150,000 per year
 - ☐ special or extraordinary expenses are being claimed for a child
 - ☐ I am claiming undue hardship
- ☐ I am not required to file a financial statement at this time as none of these situations apply to me

- ☐ I am not able to complete a financial statement at this time and I have completed an Application for Case Management Order Without Notice or Appearance requesting this claim be filed without a complete financial statement

IMPORTANT NOTE TO THE PARTIES:

If this family law case includes a claim to change an order or written agreement for support, you must provide financial information with your claim or reply to this claim by completing and filing a Financial Statement in Form D.

SCHEDULE 5 – CONTACT WITH A CHILD – NEW

This is Schedule 5 to the Family Law Matter Claim

Complete this schedule only if you are not a guardian of the child or children and you are making a new claim about contact with the child or children identified in Section 9 of the claim.

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

1. ☐ I am not a guardian of the child(ren).
2. I am asking for contact with the following child(ren) identified in Section 9 of this claim:
List the name(s) of each child you want to have contact with

3. I am asking for contact with the child(ren) as follows:
Select all options that apply and complete the required information
☐ visits:
(Provide specific dates requested, or dates and times that would be most suitable)

- ☐ oral communication
- ☐ written communication
- ☐ other method of communication (*specify*):

Complete if applicable. You may leave this section blank.

I am willing to have the following conditions placed on my contact with the child(ren):

4. I last had contact with the child(ren) on or around *[date]*
5. I believe the contact I am applying for is in the child(ren)'s best interests because:

SCHEDULE 6 –CONTACT ORDER OR WRITTEN AGREEMENT – EXISTING

This is Schedule 6 to the Family Law Matter Claim

Complete this schedule only if you are making a claim to change or cancel an existing contact order or filed agreement or to set aside or replace an existing written agreement about a child or children identified in Section 9 of the claim.

1. I am:
- ☐ a person allowed to have contact with the child(ren) according to a court order or written agreement
 - ☐ a guardian of the child(ren)

2. ☐ I am attaching a copy of the existing contact order or written agreement made on *[date]*

3. Since the order/agreement was made, circumstances have changed as follows:

4. I am asking for the existing
Select the options that apply

- ☐ contact order or filed agreement to be:
 - ☐ changed
 - ☐ cancelled
- ☐ written agreement to be:
 - ☐ set aside
 - ☐ replaced (*provide details below*)

5. *Complete if applicable. You may leave this section blank.*

I am asking to change or replace the existing contact order or agreement as follows:

Select all options that apply

- ☐ no contact of any type
- ☐ visits:

(Provide specific dates requested, or dates and times that would be most suitable)

- ☐ oral communication
- ☐ written communication
- ☐ other method of communication (*specify*):

Complete if applicable. You may leave this section blank.

I am asking to have the following conditions placed on the contact with the child(ren):

6. I believe the change(s) to the contact order/agreement I have requested is in the child(ren)'s best interests because:

SCHEDULE 7 – BECOME A GUARDIAN FOR A CHILD OR CHILDREN

This is Schedule 7 to the Family Law Matter Claim

Complete this schedule only if you are making a claim to become a guardian for a child or children identified in Section 9 of the claim.

1. ☐ I am applying to become a guardian for the following child(ren) identified in Section 9 of this claim:
List the name(s) of each child you want to become a guardian of

2. *Select only one of the options below*
 - ☐ I have completed an Affidavit in Form 34 and I am filing it along with this claim.
 - ☐ I am not able to complete an Affidavit in Form 34 at this time and I have completed an Application for Case Management Order Without Notice or Appearance requesting this claim be filed without a complete affidavit.

SCHEDULE 8 – CANCEL GUARDIANSHIP OF A CHILD OR CHILDREN

This is Schedule 8 to the Family Law Matter Claim

Complete this schedule only if you are making a claim to cancel the guardianship of a child or children identified in Section 9 of the claim.

1. ☐ I am applying for the following person(s) to no longer be the guardian(s) of the child or children:

Full Legal Name of Guardian	Name of child(ren)	They have been a guardian of the child(ren) since:

2. I am:

- ☐ a guardian of the child(ren)
☐ applying to become a guardian of the child(ren)

3. I believe it is in the child(ren)'s best interests to cancel the guardianship of the person(s) listed in paragraph 1 because:

SCHEDULE 9 – SPOUSAL SUPPORT – NEW

This is Schedule 9 to the Family Law Matter Claim

Complete this schedule only if you are making a new claim about spousal support.

1. I believe myself or the other party is entitled to spousal support for the following reason(s):

Select all options that apply

- ☐ there are economic advantages or disadvantages to the spouses arising from the relationship or breakdown of the relationship
- ☐ to share the financial consequences to caring for the children during the relationship, beyond the duty to provide support for the child
- ☐ to relieve economic hardship of the spouses arising from the breakdown of the relationship
- ☐ to help each spouse become financially independent within a reasonable period of time

2. The current support arrangements are as follows:

3. My current employment situation, training, health and ability to work are as follows:

4. *Select only one of the options below*

- ☐ I do not know the income of the other party
- ☐ I believe the other party's annual income is \$

5. I know the following facts about the other party's employment, training, health and ability to work:

If you do not have any information, please leave this section blank

6. I am asking for spousal support to be paid by *[name of paying party]* as follows:

Select all that apply and complete the required information

- ☐ in the amount of \$ per month to commence on *[date]* until *[date]*
- ☐ in a lump sum of \$
- ☐ other (*specify*):

7. *Select only one of the options below*

- ☐ I am attaching calculations showing how much spousal support I believe should be paid
- ☐ I am not attaching calculations

8. *Select only one of the options below*

- ☐ I have completed a Financial Statement in Form D
- ☐ I am not able to complete a financial statement at this time and I have completed an Application for Case Management Order Without Notice or Appearance requesting this claim be filed without a completed financial statement

IMPORTANT NOTE TO THE PARTIES:

This family law case includes a claim for support. You must provide your financial information with your claim or reply to this claim by completing and filing a Financial Statement in Form D.

SCHEDULE 10 – SPOUSAL SUPPORT – EXISTING

This is Schedule 10 to the Family Law Matter Claim

Complete this schedule only if you are making a claim to change or cancel an existing spousal support order or filed agreement or to set aside or replace an existing agreement about spousal support.

1. ☐ I am attaching a copy of the existing spousal support order or agreement made on [date]
2. Since the spousal support order or agreement was made, circumstances have changed as follows:
Select all options that apply and complete the required information
 - ☐ my financial situation has changed
 - ☐ I believe the other party's financial situation has changed
 - ☐ my employment, training, health and/or ability to work has changed as follows:

 - ☐ I believe the other party's employment, training, health and/or ability to work has changed as follows:

 - ☐ my household expenses have changed as follows:

 - ☐ other changes (specify):

3. As of [date], the amount of unpaid spousal support arrears was \$ _____.
4. *Complete only if there are arrears. Select only one of the options below.*
 - ☐ I am not asking to reduce the arrears.
 - ☐ I am asking to reduce the arrears to \$ _____ because:

5. *Complete only if there are arrears*
I suggest the remaining arrears should be paid:
 - ☐ at a rate of \$ _____ per month
 - ☐ in a lump sum
 - ☐ other (specify): _____

6. I am asking for the existing

Select the options that apply

- ☐ spousal support order to be:
 - ☐ changed (*provide details below*)
 - ☐ cancelled
- ☐ agreement to be:
 - ☐ set aside
 - ☐ replaced (*provide details below*)

Explain the changes you want to the order or filed agreement or what you want the existing written agreement to be replaced with

7. *Select only one of the options below*

- ☐ I am attaching calculations showing how much spousal support I believe should be paid
- ☐ I am not attaching calculations

8. *Select only one of the options below*

- ☐ I have completed a Financial Statement in Form D
- ☐ I am not able to complete a financial statement at this time and I have completed an Application for Case Management Order Without Notice or Appearance requesting this claim be filed without a completed financial statement

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