

FAMILY PICKLIST (PUBLIC)

TABLE OF CONTENTS

FAMILY LAW ACT PICKLIST	3
A. RECITALS	3
B. APPLICATION ABOUT A FAMILY LAW MATTER	3
Guardianship (ss. 39 & 51, Rule 51)	3
Parental Responsibilities (ss. 40, 41 & 45(1)(a))	3
Parenting Time (s. 45)	7
Contact (s. 59)	8
Conditions Relating to Parenting Time / Contact (ss. 45 & 59)	9
Child Support and Special and Extraordinary Expenses ss. 149, 152 & 170 and Federal Child Support Guidelines)	10
Spousal Support (ss. 164, 165, 168 & 170)	11
Payment of Support Arrears	12
Child Support Recalculation Service	12
Companion Animals	13
C. APPLICATION ABOUT PRIORITY PARENTING MATTER	13
Medical Treatment	13
Travel and Passport (s. 41)	14
Relocation where there is no agreement or order respecting parenting arrangements (ss. 46)	15
Non-Removal (s. 64)	15
Interjurisdictional Issues s. 74(2)(c)	16
Alleged Wrongful Removal of a Child to BC (s. 77(2))	16
D. APPLICATION FOR CASE MANAGEMENT ORDER	16
Alternative Service (Rules 62(i), 157, 177(f) and 182)	16
Appointment of Counsel for Children (s. 203, Rule 162)	21
Attendance Using Electronic Communication (Rule 164)	22
Conduct Orders (ss. 222 to 227)	23
Conduct Orders: Drug Testing and Abstention	25
Correcting or Amending a filed Document (Rule 62(c))	26
Disclosure: Access to Searchable Information (s. 242 and Rule 62(g) and (g.1) and Family Orders and Agreements Enforcement Assistance Act (FOAEAA)	26
Disclosure: Information to be Disclosed by a Person Who is not a Party (Rule 62(e))	26
Extraprovincial Orders: Recognizing Order (not a Support Order) (s. 75 and Rule 62(h)) ..	28

Financial Statement: Filing and Exchange of Information (Rule 62(d))	29
Financial Statement: Waive or Defer Filing of Completed Financial Statement (Rule 62(j))	30
Guardianship Affidavit: Waive or Defer Filing Required Documents for Application about Guardianship.....	31
Orders: Settling or Correcting Terms of an Order (Rule 62(q))	31
Orders: Modify a Time Limit set by Order or Direction (Rule 62(j))	31
Other Requirements under the Rules: Waiving or Modifying (Rule 157)	31
Parentage Test (s. 33 and Rule 62(f))	32
Parenting Coordinator ss. 14 – 19, FLA Regulations s. 6.....	32
Parties: Adding, removing, and leave to intervene (s. 204(2))	34
Pre-court Requirements: Waive or Defer ERP Requirements for Family Law Matters in Urgent Circumstances - ERP Registries Only.....	34
Pre-court Requirements: Waive or Defer Family Justice Registry Requirements	36
Pre-court Requirements: Waive or Defer Parenting Education Program.....	37
Reply: Shorten or Extend Time to File Reply or Permission to File Late	37
Section 211 Reports and Non-Evaluative Views of the Child Reports.....	38
Subpoena: Cancelling (Rule 62(r) and 118).....	39
Transferring Court File to another Registry (Rule 62(a))	39
Trial Readiness Statement: Dispense with Requirement (Rule 157).....	39
E. ORDERS MADE AT A TRIAL PREPARATION CONFERENCE (Rule 112).....	39
How Views of the Child will be Heard.....	39
Expert Witnesses	39
Filing and Exchange of Documents.....	40
Hearing of Applications before Trial	40
Filing an Agreed Statement of Facts	40
Use of Affidavits	40
Document Disclosure, Witnesses and Will Say Statements	41
F. APPLICATION ABOUT A PROTECTION ORDER.....	41
G. APPLICATION FOR ORDER PROHIBITING THE RELOCATION OF A CHILD	44
H. APPLICATION ABOUT ENFORCEMENT	44
Denial of Parenting Time or Contact (s. 61).....	44
Failure to Exercise Parenting Time (s. 63).....	45
Enforcement of Conduct Orders (s. 228) and Orders Generally (s. 230).....	46
Extraordinary Remedies and Police Enforcement.....	46
Other Orders.....	47
Failure to File Financial Information	47
J. FAMILY MAINTENANCE ENFORCEMENT ACT (“FMEA”) PICKLIST.....	48

K.	INTERJURISDICTIONAL SUPPORT ORDERS ACT PICKLIST	52
L.	INFORMAL FAMILY TRIAL	54

FAMILY LAW ACT PICKLIST

A. RECITALS

A1	Recital – Name and DOB of Child	Upon the court being advised that the name and birth date of each child is as follows:
A2	Recital – Respondent Served but not Present	(And) Upon hearing (<i>name of applicant</i>) and with (<i>name of respondent</i>) not appearing despite having been personally served/substitutionally served pursuant to the order of (<i>date of substitutional service order</i>)/notified:
A3	Recital – Without Notice	(And) Upon hearing (<i>name of applicant</i>) and without notice to (<i>name of respondent</i>):

B. APPLICATION ABOUT A FAMILY LAW MATTER

Guardianship (ss. 39 & 51, Rule 51)

B1	Guardianship Presumed s. 39(1) – Parents Lived Together	The court is satisfied that (<i>name(s)</i>) is/are the guardian(s) of the child(ren) under s. 39(1) of the Family Law Act.
B2	Guardianship Presumed s. 39(3) – Parents Never Lived Together	The court is satisfied that (<i>name(s)</i>) is/are the guardian(s) of the child(ren) under s. 39(3) of the Family Law Act.
B3	Guardian Appointed (If Form 34 has been filed)	Pursuant to s. 51(1)(a) of the Family Law Act (<i>name(s)</i>) is/are appointed guardian(s) of the child(ren).
B4	Interim Guardian Appointed –Rule 51 (where Form 5 has not been filed)	Pursuant to Rule 51, (<i>name(s)</i>) is/are appointed guardian(s) of the child(ren) on an interim basis until (date). (max 90 days unless renewed)
B5	Termination of Guardianship	Pursuant to s. 51(1)(b), (<i>name</i>)’s guardianship of the child(ren) is terminated.

Parental Responsibilities (ss. 40, 41 & 45(1)(a))

B6	Sole Responsibility for All or Some Parental Responsibilities	Pursuant to s. 40(3)(a) of the Family Law Act (<i>name</i>) will solely have all of the parental responsibilities for the child(ren) as set out in s. 41 of the Family Law Act: (a) Making day to day decisions affecting the child(ren) and
-----------	---	---

		<p>having day to day care, control and supervision of the child(ren);</p> <p>(b) Making decisions about where the child(ren) will reside;</p> <p>(c) Making decisions respecting with whom the child(ren) will live and associate;</p> <p>(d) Making decisions respecting the child(ren)'s education and participation in extracurricular activities, including the nature, extent and location;</p> <p>(e) Making decisions respecting the child(ren)'s cultural, linguistic, religious and spiritual upbringing and heritage, including, if the child(ren) is/are an aboriginal child(ren), the child(ren)'s aboriginal identity;</p> <p>(f) Subject to s. 17 of the Infants Act, giving, refusing or withdrawing consent to medical, dental and other health-related treatments for the child(ren);</p> <p>(g) Applying for a passport, licence, permit, benefit, privilege or other thing for the child(ren);</p> <p>(h) Giving, refusing or withdrawing consent for the child(ren), if consent is required;</p> <p>(i) Receiving and responding to any notice that a parent or guardian is entitled or required by law to receive;</p> <p>(j) Requesting and receiving from third parties health, education or other information respecting the child(ren), except in relation to health care provided pursuant to s. 17 of the Infants Act;</p> <p>(k) Subject to any applicable provincial legislation:</p> <p>(i) Starting, defending, compromising or settling any proceeding relating to the child(ren); and</p> <p>(ii) Identifying, advancing and protecting the child(ren)'s legal and financial interests;</p> <p>(l) Exercising any other responsibilities reasonably necessary to nurture the child(ren)'s development.</p>
B7	Equal Responsibility	<p>Pursuant to s. 40(2) of the Family Law Act, (name) and (name) will share equally all parental responsibilities for the child(ren) as set out in s. 41 of the Family Law Act:</p> <p>(a) Making day to day decisions affecting the child(ren) and having day to day care, control and supervision of the child(ren);</p> <p>(b) Making decisions about where the child(ren) will reside;</p>

		<ul style="list-style-type: none"> (c) Making decisions respecting with whom the child(ren) will live and associate; (d) Making decisions respecting the child(ren)'s education and participation in extracurricular activities, including the nature, extent and location; (e) Making decisions respecting the child(ren)'s cultural, linguistic, religious and spiritual upbringing and heritage, including, if the child(ren) is/are an aboriginal child(ren), the child(ren)'s aboriginal identity; (f) Subject to s. 17 of the Infants Act, giving, refusing or withdrawing consent to medical, dental and other health-related treatments for the child(ren); (g) Applying for a passport, licence, permit, benefit, privilege or other thing for the child(ren) (h) Giving, refusing or withdrawing consent for the child(ren), if consent is required; (i) Receiving and responding to any notice that a parent or guardian is entitled or required by law to receive; (j) Requesting and receiving from third parties health, education or other information respecting the child(ren), except in relation to health care provided pursuant to s. 17 of the Infants Act; (k) Subject to any applicable provincial legislation; <ul style="list-style-type: none"> (i) Starting, defending, compromising or settling any proceeding relating to the child(ren); and (ii) Identifying, advancing and protecting the child(ren)'s legal and financial interests; (l) Exercising any other responsibilities reasonably necessary to nurture the child(ren)'s development.
B8	Resolving dispute regarding parenting responsibilities	<p>Parental Responsibilities must be exercised as follows:</p> <ul style="list-style-type: none"> a) (<i>Name</i>) and (<i>name</i>) will have the obligation to advise each other of any matters of a significant nature affecting the child(ren); b) (<i>Name</i>) and (<i>name</i>) will have the obligation to discuss with each other any significant decisions that have to be made concerning the child(ren), including significant decisions about the health (except emergency decisions), education, religious instruction and general welfare;

		<p>c) <i>(Name)</i> and <i>(name)</i> will have the obligation to discuss significant decisions with each other and the obligation to try to reach agreement on those decisions;</p> <p>d) In the event that <i>(name)</i> and <i>(name)</i> cannot reach agreement on a significant decision despite their best efforts,</p> <ul style="list-style-type: none"> • <i>(insert name)</i> will be entitled to make those decisions and <i>(insert name)</i> will have the right to apply for directions on any decision considered to be contrary to the best interests of the child(ren), under s. 49 of the Family Law Act. <p>OR</p> <ul style="list-style-type: none"> • All parties will attend mediation through an agreed upon dispute resolution professional or the Family Justice Counsellors before making application to court under s. 49 of the Family Law Act. <p><i>(name)</i> and <i>(name)</i> will each have the right to obtain information concerning the child directly from third parties, including but not limited to teachers, counsellors, medical professionals, and third party caregivers.</p>
B9	Inform Guardians	<i>(Name)</i> and <i>(name)</i> shall have the obligation to advise each other of any matters of a significant nature affecting the child(ren);
B10	Consult Guardians	<i>(Name)</i> and <i>(name)</i> shall consult each other about any important decisions that must be made about the child(ren) and shall try to reach agreement concerning these important issues.
B11	Right to Information	<i>(Name)</i> and <i>(name)</i> will each have the right to obtain information concerning the child directly from third parties, including but not limited to teachers, counsellors, medical professionals, and third party caregivers.
B12	Religious Upbringing	<p><i>(Name)</i> and <i>(name)</i> shall not interfere with the religious observances of each other with the child(ren).</p> <p><i>(and/or)</i></p> <p>Neither <i>(name)</i> nor <i>(name)</i> shall place the child(ren) into formal religious education without the written consent of the other.</p>

Parenting Time (s. 45)

B15	Equal Parenting Time	(Name) and (name) shall share parenting time equally as agreed between them.
B16	All the Parenting Time	(name) shall have all the parenting time with the child(ren)
B17	Reasonable Parenting Time	(name) shall have reasonable parenting time at dates and times as agreed between (name) and (name), and (name) shall have all other parenting time.
B18	Liberal and Generous Parenting Time	(name) shall have liberal and generous parenting time at dates and times as agreed between the guardians, and (name) shall have all other parenting time.
B19	Alternating Weekly Parenting Time	(Name) and (name) shall share parenting time based on an alternating weekly schedule, with (name) having parenting time from (specify the dates and time) starting (start date), and (name) having parenting time the following week from (specify dates and time). (Name) and (name) shall continue this alternating weekly schedule until further order of the court or the written agreement of the guardians.
B20	Parenting Time Every Specified Day	(name) shall have parenting time every (day of week) from (time 1) to (time 2), commencing (start date), and (name) shall have all other parenting time.
B21	Parenting Time Alternate Specified Days	(name) shall have parenting time on every alternate (day of week) from (time 1) to (time 2), commencing (start date), and (name) shall have all other parenting time.
B22	Parenting Time Every Weekend	(name) shall have parenting time every weekend from (day and time 1) until (day and time 2), commencing (start date), and (name) shall have all other parenting time.
B23	Parenting Time Alternate Weekends	(name) shall have parenting time on alternate weekends from (day and time 1) until (day and time 2), commencing (start date), and (name) shall have all other parenting time.
B24	Extended Weekends	If the day preceding or following the weekend is a statutory holiday, a school non-instructional day or a school administrative day, the parenting time shall include that extra day.
B25	Supervised Parenting Time	(name)'s parenting time shall be supervised by (name) or another person as agreed between the guardians.
B26	Parenting Time In Presence	(name)'s parenting time shall take place in the presence of (name) or another person agreed between (name) and (name) .
B27	Suspension of Regular Parenting Time Schedule During Holidays	The regular parenting time schedule is suspended during the following holiday periods: (i.e. winter school holidays, spring school break, summer holidays)

B28	Winter Holidays Parenting Time	(<i>name</i>) shall have the following parenting time during the winter school holidays:
B29	Spring Break Parenting Time	(<i>name</i>) shall have the following parenting time during the spring school break:
B30	Summer Parenting Time	(<i>name</i>) shall have the following parenting time with the child(ren) during the child(ren)'s summer holidays:
B31	Default Summer Parenting Time	(<i>Name</i>) and (<i>name</i>) shall each have parenting time for (<i>period</i>) each summer at dates and times as agreed between them, but if they are unable to agree, then (<i>name</i>) shall have the child(ren) for (<i>specified period</i>).
B32	Notice of Requested Summer Parenting Time	Each party shall advise the other of their requested summer parenting time by May 1 (<i>or such other date</i>) of each year.
B33	Phone/Electronic Communication	(<i>name</i>) shall have reasonable telephone and/or electronic communication with the child(ren).
B34	Specified Phone/Electronic Communication	(<i>name</i>) shall have reasonable telephone and/or electronic communication with the child(ren) between (<i>time 1</i>) and (<i>time 2</i>) on (<i>day(s) of week</i>).

Contact (s. 59)

B35	Reasonable Contact	(<i>name</i>) shall have reasonable contact with the child(ren) at dates and times agreed between (<i>name</i>) and (<i>name</i>).
B36	Liberal and Generous Contact	(<i>name</i>) shall have liberal and generous contact with the child(ren) at dates and times agreed between (<i>name</i>) and (<i>name</i>).
B37	Contact Every Specified Day	(<i>name</i>) shall have contact with the child(ren) every (<i>day of week</i>) from (<i>time 1</i>) to (<i>time 2</i>), commencing (<i>start date</i>).
B38	Contact Alternate Specified Days	(<i>name</i>) shall have contact with the child(ren) on every alternate (<i>day of week</i>) from (<i>time 1</i>) to (<i>time 2</i>), commencing (<i>start date</i>).
B39	Contact Every Weekend	(<i>name</i>) shall have contact with the child(ren) every weekend from (<i>day and time 1</i>) until (<i>day and time 2</i>), commencing (<i>start date</i>).
B40	Contact Alternate Weekends	(<i>name</i>) shall have contact with the child(ren) on alternate weekends from (<i>day / time 1</i>) until (<i>day / time 2</i>), commencing (<i>start date</i>).
B41	Extended Weekends	If the day preceding or following the weekend is a statutory holiday, a school non-instructional day or a school administrative day, the contact time will include that extra day.
B42	Supervised Contact	Pursuant to s. 59(3) of the Family Law Act, (<i>name</i>)'s contact shall be supervised by (<i>name</i>) or another person agreed between (<i>name</i>) and (<i>name</i>).
B43	Contact in	(<i>name</i>)'s contact shall take place in the presence of (<i>name</i>)

	Presence	or another person as agreed upon between <i>(name)</i> and <i>(name)</i> .
B44	Suspension of Regular Contact Time Schedule During Holidays	The regular contact time schedule is suspended during the following holiday periods: (<i>i.e. winter school holidays, spring school break, summer holidays</i>).
B45	Winter Holidays Contact	<i>(name)</i> shall have the following contact with the child(ren) during the school winter holidays.
B46	Spring Break Contact	<i>(name)</i> shall have the following contact with the child(ren) during the school spring break.
B47	Summer Contact	<i>(name)</i> shall have the following contact with the child(ren) during the child(ren)'s summer holidays.
B48	Phone/Electronic Communication	<i>(name)</i> shall have reasonable telephone and/or electronic communication with the child(ren).
B49	Specified Phone and Electronic Communication	<i>(name)</i> shall have reasonable telephone and/or electronic communication with the child(ren) between <i>(time 1)</i> and <i>(time 2)</i> on <i>(day(s) of week)</i> .

Conditions Relating to Parenting Time / Contact (ss. 45 & 59)

B50	Transport	<i>(name 1)</i> shall pick up and <i>(name 2)</i> will drop off the child(ren) at the beginning and end of <i>(name)</i> 's parenting time/contact time.
B51	Exchange	<i>(name)</i> and <i>(name)</i> shall exchange the children at <i>(location)</i> .
B52	One Party Responsible for Transportation of Child	<i>(name)</i> shall be responsible for the transportation of the child(ren) during all exchanges of the child(ren).
B53	Each Party Responsible for Transportation of Child	The party who is exercising time with the child(ren) shall transport the child(ren) to the place of exchange for the other party to exercise time with the child(ren).
B54	COVID-19 Protocols	Pursuant to s. 227 of the Family Law Act, each party must comply with all orders and directions issued in relation to COVID-19 Virus by the Federal and Provincial government, the Public Health offices of Canada and British Columbia, and any health care practitioner caring for the child(ren) and the parties. Each party must also comply with the same directions by the Public Health entities in any foreign jurisdiction in which they are travelling with the child(ren).

Child Support and Special and Extraordinary Expenses ss. 149, 152 & 170 and Federal Child Support Guidelines)

B55	Income Finding	(<i>name</i>) is found to be a resident of British Columbia and is found to have a guideline annual income of \$ (<i>amount</i>).
B56	Imputed Income	(<i>name</i>) is found to be a resident of British Columbia and is imputed to have a guideline annual income of \$ (<i>amount</i>).
B57	Cancellation of a Support Order	The order of the Honourable Judge (<i>name</i>) made (<i>date</i>) is cancelled effective (<i>date</i>).
B58	Cancellation of Statutory Fees and Interest	This court further orders that any statutory default fees charged pursuant to the Family Maintenance Enforcement Act are cancelled pursuant to the Family Maintenance Enforcement Act s. 14.4(6) and any statutory interest on support arrears are cancelled pursuant to s. 174(4) of the Family Law Act.
B59	Set Aside or Replace Part of an Agreement Dealing with Child Support	Section (section number) of the agreement dated (<i>date</i>) is set aside and replaced with the following order: (set out terms).
B60	Set Aside or Replace Entire Agreement Dealing with Child Support	The agreement dated (<i>date</i>) is set aside in its entirety and replaced with the following orders: (set out terms).
B61	Child Support Payments - Monthly	(<i>name 1</i>) shall pay to (<i>name 2</i>) the sum of \$ (<i>amount</i>) per month for the support of the child(ren), commencing on (<i>start date</i>) and continuing on the (<i>number</i>) day of each and every month thereafter, for as long as the child(ren) is/are eligible for support under the Family Law Act or until further court order.
B62	Child Support Payments – Twice a Month	(<i>name 1</i>) shall pay to (<i>name 2</i>) child support of \$ (<i>amount</i>) per month payable in two equal instalments on the (<i>1st payment date</i>) and (<i>2nd payment date</i>) day of each month, commencing (<i>start date</i>) and continuing in a like manner each month thereafter for so long as the child(ren) is/are eligible for support under the Family Law Act or until further court order.
B63	Child Support Payments – Every Two Weeks	(<i>name 1</i>) shall pay to (<i>name 2</i>) child support of \$ (<i>amount</i>) per month payable bi-weekly in the sum of \$ (<i>amount</i>) commencing (<i>date</i>) and continuing every second (<i>day of the week</i>), for so long as the child(ren) is/are eligible for support under the Family Law Act or until further court order.
B64	Child Support – Both Parties Paying	(<i>name 1</i>) shall pay to (<i>name 2</i>) child support of \$ (<i>amount</i>) per month and (<i>name 2</i>) shall pay to (<i>name 1</i>) child support of \$ (<i>amount</i>) per month, commencing on (<i>start date</i>) and continuing on the (<i>date</i>) day of each and every month

		thereafter for as long as the child(ren) is/are eligible for support under the Family Law Act or until further court order.
B65	Special or Extraordinary Expenses	(<i>name 1</i>) shall pay to (<i>name 2</i>) his/her proportional share for the child(ren)'s special or extraordinary expenses. The parties' respective proportional shares are (<i>name 1</i>) (<i>share amount</i>)% and (<i>name 2</i>) (<i>share amount</i>)%. The following expenses will be special or extraordinary expenses (<i>insert list</i>) (and such other expenses as agreed to in writing by the parties).
B66	Payment of Expenses	(<i>name 1</i>) shall provide (<i>name 2</i>) with a copy of the receipt or proof of payment for any special or extraordinary expenses, and (<i>name 2</i>) shall pay his/her proportional share of the expense to (<i>name 1</i>) within (<i>time limit</i>).

Spousal Support (ss. 164, 165, 168 & 170)

B67	Income Finding	(<i>name</i>) is found to be a resident of British Columbia and is found to have a guideline annual income of \$ (<i>amount</i>).
B68	Imputed Income	(<i>name</i>) is found to be a resident of British Columbia and is imputed to have a guideline annual income of \$ (<i>amount</i>).
B69	Cancellation of Support Order	The order of the Honourable Judge (<i>name</i>) made (<i>date</i>) is cancelled effective (<i>date</i>).
B70	Cancellation of Statutory Interest and Fees	This court further orders that any statutory default fees charged pursuant to the Family Maintenance Enforcement Act are cancelled pursuant to the Family Maintenance Enforcement Act s. 14.4(6), and any statutory interest on support arrears is cancelled pursuant to s. 174(4) of the Family Law Act.
B71	Set Aside or Replace Part of an Agreement Dealing with Spousal Support	Section (section of agreement) of the agreement dated (<i>date</i>) is set aside and replaced with the following order(s): (<i>set out order terms</i>).
B72	Set Aside or Replace Entire Agreement Dealing with Spousal Support	The agreement dated (<i>date</i>) is set aside in its entirety and replaced with the following order(s): (<i>set out order terms</i>).
B73	Spousal Support Until Termination	(<i>name 1</i>) shall pay to (<i>name 2</i>) as spousal support the sum of \$ (<i>amount</i>) per month, commencing on (<i>start date</i>) and continuing on the (<i>date</i>) day of each and every month thereafter until (<i>end date</i>), at which time spousal support will terminate.

B74	Spousal Support Until Review	<p>(<i>name 1</i>) shall pay to (<i>name 2</i>) as spousal support the sum of \$ (<i>amount</i>) per month, commencing on (<i>start date</i>) and continuing on the (<i>number</i>) day of each and every month thereafter. Either party may apply pursuant to s. 168 to review the spousal support payable after (<i>date</i>), but spousal support will continue to be payable until further order of this court.</p> <p>The review will be permitted on the following grounds: (<i>set out the grounds</i>) and the following matters will be considered for the purposes of a review: (<i>set out the issues</i>).</p>
B75	Spousal Support Payments – Twice a Month	<p>(<i>name 1</i>) shall pay to (<i>name 2</i>) spousal support of \$ (<i>amount</i>) per month payable bi-weekly in the sum of \$ (<i>amount</i>), commencing (<i>date</i>) and continuing every second (<i>day of the week</i>), until (<i>end date</i>) / at which time spousal support will terminate / at which time either party may apply to the court for review of the spousal support payable pursuant to s. 168, but the spousal support will continue to be payable until further order of the court.</p>
B76	Spousal Support Payments – Every Two Weeks	<p>(<i>name 1</i>) shall pay to (<i>name 2</i>) spousal support of \$ (<i>amount</i>) per month payable bi-weekly in the sum of \$ (<i>amount</i>) commencing (<i>date</i>) and continuing every second (<i>day of the week</i>) until (<i>end date</i>) / at which time spousal support will terminate / at which time either party may apply to the court for review of the spousal support payable pursuant to s. 168, but the spousal support will continue to be payable until further order of the court.</p>

Payment of Support Arrears

B77	Fixing Arrears	The arrears of support payable by (<i>name 1</i>) to (<i>name 2</i>) are fixed as of (<i>date</i>), 20(<i>year</i>) in the amount of \$ (<i>amount</i>) inclusive of statutory interest if any.
------------	----------------	---

Child Support Recalculation Service

B78	Mandatory enrollment	Child support will be re-calculated on an annual basis in accordance with s. 155 of the Family Law Act by the Child Support Recalculation Service.
B79	Optional enrollment	Child support may be re-calculated on an annual basis in accordance with s. 155 of the Family Law Act, upon [(<i>name 1</i> / <i>name 2</i>)] <i>[one of the parties]</i> enrolling in the Child Support Recalculation Service.
B80	Do not enroll	Neither party will enroll in the Child Support Recalculation Service.

B81	Special expenses; proportion	The amount of s. 7 special or extraordinary expenses that [name 1] will pay to [name 2] for the child(ren) shall be recalculated based on [name 1]'s proportionate share of the total of the guideline incomes of [name 1] and [name 2], by the Child Support Recalculation Service.
B82	Statement of Recalculation disputed – suspension continued	The Statement of Recalculation regarding the matter between [name 1] and [name 2] issued on [date], is suspended until [further order of the Court][of no force and effect][rescinded] effective [date].
B83	Statement of Recalculation disputed – suspension lifted	The suspension of the Statement of Recalculation regarding the matter between [name 1] and [name 2] issued on [date], is rescinded, and the Statement of Recalculation is effective [immediately][specify effective date].

Companion Animals

B84	Sole Ownership of Companion Animals	Pursuant to s. 97(2)(a), s. 193(2)(b) and s. 193(2.1) of the Family Law Act (<i>name</i>) will have sole ownership of the companion animal (<i>companion animal's name</i>) as of (<i>date</i>).
B85	Delivery of Companion Animal to Party with Sole Ownership	(<i>Name of other party</i>) will deliver the companion animal to (<i>name</i>) at (<i>address</i>) by (<i>time</i>) on (<i>date</i>).

C. APPLICATION ABOUT PRIORITY PARENTING MATTER

Medical Treatment

C1	One Guardian Has All Authority Over Medical Treatment	Pursuant to s. 41(f) of the Family Law Act, and subject to s. 17 of the Infant's Act, (<i>name</i>) shall have all parental responsibilities for giving, refusing or withdrawing consent to medical, dental and other health-related treatments for the child(ren).
C2	One Guardian Has Authority Over Specific Treatment	Pursuant to s. 41(f) of the <i>Family Law Act</i> , and subject to s. 17 of the <i>Infant's Act</i> , (<i>name</i>) shall have all parental responsibilities for giving, refusing or withdrawing consent for (<i>list specific medical treatment</i>) for the child(ren).
C3	One Guardian to Inform Other of Scheduled Treatment	(<i>name 1</i>) shall inform (<i>name 2</i>) (<i>in writing by email or text message</i>) about any medical, dental and other health-related treatments for the child(ren) at least 7 days before any scheduled treatment date, or where that is not possible because of an emergency, then as soon as possible.

C4	One Guardian to Inform Other of Treatment Results	(<i>name 1</i>) shall inform (<i>name 2</i>) (<i>in writing, by email or text message</i>) of the results of any medical, dental or other health-related treatment within (<i>set out time</i>) after the treatment date if (<i>name 2</i>) was not present at the treatment.
-----------	---	---

Travel and Passport (s. 41)

C5	Travel	(<i>name</i>) may travel with the child(ren) to (<i>location</i>) from (<i>start date</i>) to (<i>end date</i>) without the written consent of (<i>name</i>).
C6	Consent for Passports	Neither (<i>name</i>) nor (<i>name</i>) will apply for a passport, NEXUS pass, visa, and any renewals of a passport, NEXUS pass or visa for the child(ren) without the written consent of the other.
C7	Passport without Consent	(<i>name</i>) may apply for a passport, NEXUS pass, visa, and any renewals of a passport, NEXUS pass or visa for the child(ren) without the consent of (<i>name</i>).
C8	Travel Cooperation	(<i>Name</i>) and (<i>name</i>) shall cooperate with each other in the provision of passports, consents to travel, visas, and other necessary documents as may be required to allow the child(ren) to travel.
C9	Travel Outside BC (<i>possible terms</i>)	<p>(<i>Name</i>) or (<i>name</i>) is at liberty to travel with the child(ren) overnight outside British Columbia on the following terms:</p> <ol style="list-style-type: none"> A party wishing to travel must deliver written notice of the proposed travel to the other party at least 30 days prior to the intended departure, including a detailed itinerary, flight arrangements, accommodations, contact details for each day of the proposed trip and the plan for scheduling contact with the other party; The other party must respond in writing to the notice of proposed travel within 14 days by giving their consent or by providing reasons for withholding consent, which consent shall not be unreasonably withheld. If consent is withheld the party proposing travel may apply to the court on notice for an order seeking permission for the child(ren) to travel; The parties must not discuss any proposed travel with the child(ren) until consent or permission to travel has been finalized; If requested, the travelling party must provide the other party with a copy of the child(ren)'s travel tickets for departure and return flights;

		e. The parties agree that Canada and British Columbia are the exclusive jurisdiction for any application under the Hague Convention on Civil Aspects for International Child Abduction, and that British Columbia is the child(ren)'s place of habitual residence.
C10	Security Funds	Pursuant to s. 227(a) of the Family Law Act, <i>(name)</i> shall pay into the court registry the sum of \$ <i>(amount)</i> on or before <i>(date)</i> , which will be held as security by the court <i>(set out purpose of the security)</i> (or) <i>(to ensure that the order permitting travel by (name of party who is travelling) with the child(ren) is complied with.)</i>
C11	Provide Proof of Payment	If security funds are paid into court as ordered, then <i>(name of party paying the funds)</i> shall forthwith provide a copy of the proof of payment to <i>(name of other party)</i> .
C12	If funds are not paid	If the security funds are not paid to the court by the required date, then the order <i>(describe order)</i> (or) <i>(permitting travel by (name of party who is travelling) with the child(ren))</i> is cancelled.
C13	Release of security funds	If security funds are paid into court, those funds shall only be released on terms as ordered by the court, <i>(which may include the payment of the security funds to the other party if (name of travelling party) does not comply with the order permitting travel with the child(ren)).</i>

Relocation where there is no agreement or order respecting parenting arrangements (ss. 46)

C14	Change in Location of Child's Residence if No Agreement or Order	Pursuant to s. 46(2) of the <i>Family Law Act</i> , <i>(name)</i> may relocate the residence of the child(ren) to <i>(location)</i> / upon the following terms: <i>(specify any terms for the relocation)</i> .
------------	--	---

Non-Removal (s. 64)

C15	Non-Removal	Pursuant to s. 64(1) of the <i>Family Law Act</i> , <i>(name)</i> must not remove the child(ren) from <i>(area)</i> without the written consent of <i>(name)</i> or further court order.
C16	Not Change Residence	Pursuant to s. 64(1) of the <i>Family Law Act</i> , <i>(name)</i> shall not change the residence of the child(ren) from <i>(location)</i> without first obtaining the written consent of <i>(name)</i> or further court order.

Interjurisdictional Issues s. 74(2)(c)

C17	Court Takes Jurisdiction to Make Order	This court is satisfied that the conditions under s. 74(2) have been met and makes the following orders: <i>(parenting arrangements, contact or guardianship orders)</i>
C18	Court Declines Jurisdiction to Make Order	Pursuant to s. 74(3) of the Family Law Act, this court declines to make an order with respect to the child(ren).

Alleged Wrongful Removal of a Child to BC (s. 77(2))

(where child is wrongfully removed to or kept in BC)

C19	Child Wrongfully Removed to or Wrongfully Kept In BC	Pursuant to s. 77(2) of the <i>Family Law Act</i> , this court is satisfied that the child(ren) has/have been wrongfully removed to or has/have been wrongfully retained in British Columbia by <i>(name 1)</i> .
C20	Orders	Pursuant to s. 77(2) of the <i>Family Law Act</i> , this court orders as follows: <i>(Options are as follows:</i> <i>(a) make any interim order that the court is satisfied is in the best interests of the child;</i> <i>(b) stay an application to the court for an order, subject to</i> <i>(i) the condition that a party to the application promptly start a similar proceeding before an extraprovincial tribunal, or</i> <i>(ii) any other conditions the court considers appropriate;</i> <i>(c) order a party to return the child to a place the court considers appropriate and, in the discretion of the court, order a party to pay all or part of the expenses reasonably and necessarily incurred for travel and other expenses of the child and of any parties to or witnesses in the proceeding.)</i>

D. APPLICATION FOR CASE MANAGEMENT ORDER

Alternative Service (Rules 62(i), 157, 177(f) and 182)

D1	Personal Service	<i>(Name 1)</i> will have another adult serve <i>(Name 2)</i> personally with: a) Application for a Case Management Order without Notice or Appearance (doc #) b) Application about a Family Law Matter (doc. #)
-----------	------------------	--

		<p>c) Instructions for Filing a Reply/Counter Application</p> <p>d) Entered copy of this Order</p> <p>e) Financial Statement of (name)</p> <p>f) Affidavit of (name) (doc. #) and any other supporting documents</p> <p>and file a certificate of service with the registry by <u>(date)</u>.</p>
D2	Service by Peace Officer	<p>Pursuant to Rule 182(1)(a), (name) is to be served by a (peace officer / or / Sheriff / or / member of the Royal Canadian Mounted Police) by (date) with (the documents the person needs to serve), a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and (other supporting documents).</p> <p>The (peace officer / or / Sheriff / or / member of the Royal Canadian Mounted Police) will provide proof of service to the Provincial Court Registry in (location), British Columbia by (date).</p>
D3	Address for Service	<p>The address for service of (name 1) shall be (location) or such other address as may be set out in a Form 46 Notice of Address Change filed with this court and sent to (name 2).</p>
D4	Alternative Service by Email	<p>Pursuant to Rule 182(1)(b), (name) is to be served by (name, which may include the applicant) with (the documents the person needs to serve), a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and (other supporting documents) by attaching them to an email sent to (email address).</p> <p>The required proof of service will be a certificate of service stating that the required documents were sent or delivered in the required manner, and attaching a copy of the required documents for service and a copy of the email sending the required documents.</p> <p>Service of each of the above document(s) will be effective the day of transmission of that document by email.</p>
D5	Alternative Service by Registered Mail	<p>Pursuant to Rule 182(1)(b), (name) is to be served by (name, which may include the applicant) with (the documents the person needs to serve), a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and (other supporting documents) by way of registered mail that</p>

		<p>requires the respondent to sign to acknowledge delivery, sent to (<i>address</i>).</p> <p>The required proof of service will be a certificate of service stating that the required documents were sent in the required manner, attaching a copy of the required documents for service and a copy of the acknowledgement of receipt of the required documents signed by (<i>name</i>).</p> <p>Service of each of the above document(s) will be effective the day (<i>name</i>) signs the acknowledgement of receipt.</p>
D6	Posting to Door	<p>Pursuant to Rule 182(1)(b), (<i>name</i>) is to be served by (<i>name, which may include the applicant</i>) with (<i>the documents the person needs to serve</i>), a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and (other supporting documents) by posting the required documents in a sealed envelope addressed to (<i>name</i>) to the door at (<i>address</i>).</p> <p>The required proof of service will be a certificate of service stating that the required documents were sent or delivered in the required manner, attaching a copy of the required documents for service and a photograph showing the required documents posted to the door as required.</p> <p>Service of each of the above document(s) will be effective the day they are posted to the door.</p>
D7	Alternative Service by Text Message	<p>Pursuant to Rule 182(1)(b), (<i>name</i>) is to be served by (<i>name, which may include the applicant</i>) with (<i>the documents the person needs to serve</i>), a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and (other supporting documents) by attaching them to a text message sent to (<i>cell number</i>). The documents must be legible.</p> <p>The required proof of service will be a certificate of service stating that the required documents were sent or delivered in the required manner, attaching a copy of the required documents for service and a screen shot of the text message sending the required documents</p> <p>Service of each of the above document(s) will be effective the day of transmission of that document by text.</p>
D8	Alternative Service by Social Media Platform	<p>Pursuant to Rule 182(1)(b), (<i>name</i>) is to be served by (<i>name, which may include the applicant</i>) with (<i>the documents the person needs to serve</i>), a copy of the Application for a Case Management Order without Notice or</p>

		<p>Attendance (document #), an entered copy of this order, and (other supporting documents) by way of a private message sent to <i>(name)</i> by way of <i>(Facebook or other specified social media platform)</i> attaching the required documents.</p> <p>The required proof of service will be a certificate of service stating that the required documents were sent or delivered in the required manner, attaching a copy of the required documents for service and a screen shot of the private message sending the required documents.</p> <p>Service of each of the above document(s) will be effective the day of transmission of that document by way of <i>(Facebook or other specified social media platform)</i>.</p>
D9	Alternative Service by Personally Serving an Adult at an Address	<p>Pursuant to Rule 182(1)(b), <i>(name)</i> is to be served by a person other than the applicant who is 19 years or older with <i>(the documents the person needs to serve)</i>, a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and (other supporting documents) by leaving the required documents in a sealed envelope addressed to <i>(name)</i> with any person who appears to be aged 19 years or over at <i>(address)</i>.</p> <p>The required proof of service will be a certificate of service stating that the required documents were sent or delivered in the required manner, and attaching a copy of the required documents for service.</p> <p>Service of each of the above document(s) will be effective the day the documents are left with the person at the address.</p>
D10	Alternative Service by Serving a Different Person	<p>Pursuant to Rule 182(1)(b), <i>(name)</i> is to be served by a person other than the applicant who is 19 years or older with <i>(the documents the person needs to serve)</i>, a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and (other supporting documents) by leaving the required documents in a sealed envelope addressed to <i>(name)</i> with <i>(name of specific person)</i>.</p> <p>The required proof of service will be a certificate of service stating that the required documents were delivered in the required manner and attaching a copy of the required documents for service.</p> <p>Service of each of the above document(s) will be effective the day they are left with <i>(name)</i>.</p>

D11	Alternative Service by Advertisement	<p>Pursuant to Rule 182(1)(b), <i>(name)</i> is to be served by <i>(name, which may include the applicant)</i> with <i>(the documents the person needs to serve)</i>, a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and <i>(other supporting documents)</i> by posting a notice in Form 47 in <i>(number of editions)</i> of a newspaper with regular circulation in <i>(specify area)</i>.</p> <p>The required proof of service will be a certificate of service stating that the required documents were sent or delivered in the required manner, and attaching a copy of the required documents for service and a copy of the newspaper advertisement.</p> <p>Service of each of the above document(s) will be effective the day of publication.</p>
D12	Alternative Service by Fax	<p>Pursuant to Rule 182(1)(b), <i>(name)</i> is to be served by <i>(name which may include the applicant)</i> with <i>(the documents the person needs to serve)</i>, a copy of the Application for a Case Management Order without Notice or Attendance (document #), an entered copy of this order, and <i>(other supporting documents)</i> by fax sent to <i>(fax number)</i>.</p> <p>The required proof of service will be a certificate of service stating that the required documents were sent or delivered in the required manner, and attaching a copy of the required documents for service and a copy of the cover page and the fax transmission confirmation.</p> <p>Service of each of the above document(s) will be effective the day of transmission of that document by fax.</p>
D13	File Proof of Service	The applicant shall ensure that proof of service of the required documents is filed with the Court Registry, along with confirmation of the date of service no later than 7 days after completion of service.
D14	Deemed to Have Been Served	The respondent will be deemed to have been served with the required documents <i>(insert number)</i> days after the date of service.
D15	Time for Respondent to File a Reply to an Application About a Family Law Matter	Pursuant to Rule 62(j), the time for the respondent to file a Form 6 Reply to an Application About a Family Law Matter is <i>(number)</i> days.

Appointment of Counsel for Children (s. 203, Rule 162)

D16	Appointment of Counsel or SCYBC Counsel for a Child	<p>The parties shall use their best efforts to retain legal counsel for <i>(child(ren)'s name)</i>, <i>(date of birth)</i> for which a referral will be made to the Society for Children and Youth of B.C.</p> <p>Pursuant to s. 203(1) of the Family Law Act, the child(ren), <i>(name, date of birth)</i> may be represented by counsel appointed by the Child and Youth Legal Center <i>/(lawyer's name)</i>.</p> <p>Counsel for the child(ren) shall have full power to act for the child(ren) as though they are a party to these proceedings and, without limiting the generality of the foregoing, counsel for the child(ren) is/are authorized to:</p> <ul style="list-style-type: none"> a) Receive copies of correspondence between counsel (or the parties, if unrepresented) in relation to the proceedings, except for <i>(limit scope of disclosure to issues related to the children)</i>; b) Receive copies of all professional reports and all records relating to the child(ren); c) Appear and participate in this proceeding, including the right to examine and cross-examine witnesses; and to call evidence and make submissions to the court, such submissions to include positions advanced on behalf of the child(ren); d) Talk to and meet with the child(ren) alone and confidentially or with others at any location without prior notice to the parents, including but not limited to the child(ren)'s school; e) Talk to and meet with the child(ren) alone and confidentially, with reasonable prior notice to the parents, at the residence of either parent; f) Communicate directly with the parents of the child(ren) for the purpose of scheduling any matters relating to the child(ren); g) Apply to be removed as the legal representative of the child(ren), if counsel for the child(ren) believes that such involvement is no longer in the child(ren)'s best interest or as instructed to do so by the child(ren); and h) Take other steps as authorized by the court.
-----	---	--

		<p>All third parties involved with the child(ren) and their guardians, including but not limited to the child(ren)'s teachers and school authorities, family and child counsellors and assessors, mediators, church representatives, visit supervisors, health care providers, psychologists, social workers and child welfare authorities are hereby authorized to release any and all information about the child(ren) to counsel for the child(ren) without the consent of the parents and/or guardians.</p> <p>The parties may communicate with counsel for the child(ren) via email or written correspondence. All communications between the parties and counsel for the child(ren) are not confidential and may be disclosed to the other party. Counsel for the child(ren) shall be permitted to provide a summary to this Court of the information acquired in the course of performing his or her duties and by doing so counsel for the child(ren) shall not be deemed to be a witness in these proceedings.</p> <p>The registry shall provide the Society for Children and Youth with a copy of this order as soon as it is entered / all information required by the Society to enable counsel to act for the child(ren); and a copy of the completed "INFORMATION FORM FOR APPOINTMENT OF LAWYER FOR CHILD."</p>
D17	Appointment of Counsel for a Child under s. 202 for purposes of hearing a child's evidence only (see <i>Goldsmith v Holden</i> , 2020 BCSC 1501)	<p>Pursuant to s. 202 of the Family Law Act, counsel for the children will be appointed to advise the children on any court applications which may affect their interests and to communicate the children's views on such applications to the court, only.</p> <p>With respect to the specific terms of the appointment, counsel for the children is at liberty to apply to clarify the terms, if they are prepared to accept this appointment.</p>

Attendance Using Electronic Communication (Rule 164)

D23	Order to permit Attendance Using Electronic Communication	Pursuant to Rule 164, (<i>name</i>) may attend the court appearance set for (<i>date</i>) by means of: (<i>set out method</i>)
D23A	Appear Remotely (short form)	Pursuant to Rule 164, (<i>name</i>) may attend the court appearance set for (<i>date</i>) by means of (<i>video conference</i>)(<i>audio conference</i>) subject to the discretion of

		the trial judge who may decide that personal attendance is required.
D23B	Appear Remotely (long form)	Pursuant to Rule 164, (name) may attend the court appearance set for (date) by means of (<i>video conference</i>) (<i>audio conference</i>), subject to the discretion of the trial judge who may decide that personal attendance is required. (party 1) shall forthwith provide a copy of this order to (party 2) or their counsel.
D24	Provide Documents prior to Court if not Attending in Person	(<i>Choose number of days</i>) days prior to the court appearance, (name) shall provide to the other party and to the court with (a) a legible copy of all documents that (name) intends to rely upon at the court appearance (b) (<i>list any other documents to be provided, such as Financial Statement</i>).

Conduct Orders (ss. 222 to 227)

D25	Party Communication Restriction	Pursuant to s. 225 of the Family Law Act, (name 1) will have no communication with (name 2) except (<i>describe means and / or circumstances of permitted communication</i>).
D26	Mutual Communication Restriction	Pursuant to s. 225 of the Family Law Act, the parties shall communicate with each other only (<i>describe means and / or circumstances of permitted communication</i>).
D27	Children's' Interests and Conduct	The parties shall: <ul style="list-style-type: none"> a) put the best interests of the child(ren) before their own interests; b) encourage the child(ren) to have a good relationship with the other parent and speak to the child(ren) about the other parent and that parent's partner in a positive and respectful manner; and c) make a real effort to maintain polite, respectful communications with each other, refraining from any negative or hostile criticism, communication or argument in front of the child(ren). <p>Or</p> <p>The parties shall make a real effort to be polite and respectful when communicating with each other, and shall not argue, or say or do anything negative or hostile, if the child(ren) can see or hear them.</p>
D28	Speech to Children Conduct	The parties shall not: <ul style="list-style-type: none"> a) question the child(ren) about the other parent or time spent with the other parent beyond simple

		<p>conversational questions;</p> <p>b) discuss with the child(ren) any inappropriate adult, court or legal matters; or</p> <p>c) blame, criticize or disparage the other parent to the child(ren).</p>
D29	Family Speech Conduct	The parties shall encourage their respective families to refrain from any negative comments about the other parent and his or her extended family, and from discussions in front of the child(ren) concerning family issues or litigation.
D30	Report To	Pursuant to s. 227(b) of the Family Law Act, <i>(name)</i> shall report in person to <i>(the Court, named supervisor or counsellor)</i> no later than <i>(time)</i> on <i>(date)</i> at <i>(location)</i> .
D31	Attend Counselling	Pursuant to s. 224(1)(b) of the Family Law Act, <i>(name)</i> shall enroll in <i>(type)</i> counselling, and provide confirmation of attendance to <i>(person or Court)</i> by <i>(date)</i> .
D32	Complete Counselling	Pursuant to s. 224(1)(b) of the Family Law Act, <i>(name)</i> shall enroll in <i>(type)</i> counselling, and provide confirmation of completion to <i>(person or Court)</i> by <i>(date)</i> .
D33	AA or NA	Pursuant to s. 224(1)(b) of the Family Law Act, <i>(name)</i> shall provide to <i>(person or Court)</i> proof of his or her attendance at no fewer than <i>(number)</i> meetings of Alcoholics Anonymous or Narcotics Anonymous each week during the duration of this order.
D34	Dispute Resolution Participation	Pursuant to s. 224(1)(a) of the Family Law Act, <i>(name)</i> and <i>(name)</i> shall participate in family dispute resolution with the following family dispute resolution professional <i>(family justice counsellor; a parenting coordinator; a mediator; or an arbitrator)</i>
D35	Pay Fees	Pursuant to s. 224(2) of the Family Law Act, <i>(name)</i> shall pay the fees in relation to <i>(family dispute resolution/counselling/specified services or programs)</i> .
D36	Prohibit From Filing	Pursuant to s. 222(c) of the Family Law Act, <i>(name)</i> is prohibited from filing any further applications without leave of the court, save for an application to seek leave of the court to file a further application.
D37	Prohibit Application to Change Parenting Coordinator	Pursuant to s. 223 of the Family Law Act, <i>(name)</i> shall be prohibited from making an application without leave of the court respecting any matter over which a parenting coordinator has authority to act under <i>(specified Order or Agreement)</i> other than an application changing or setting aside a parenting coordinator determination.
D38	Provide Address and Telephone Number	Each party must forthwith provide the other with their current address and telephone number and shall provide to the other party any updates of their address and telephone number within 7 days of any change.

Conduct Orders: Drug Testing and Abstention

D39	Mutual Random Drug Testing upon Demand	<p>In order to carry out qualitative and quantitative tests for alcohol and drugs, either party may, on 72 hours' notice by text or in writing, demand of the other party that both parties attend at a recognized and licensed drug testing facility and supply such samples for testing as the facility requires to carry out the tests.</p> <p>Within 48 hours after receipt of the test results, the party receiving the test results shall send a copy of the test results to the other party.</p>
D40	Drug Testing of One Party Only On Demand	<p><i>(name 1)</i> may, to a maximum of X times each calendar year, give notice by text or in writing to <i>(name 2)</i> that <i>(name 2)</i> must, within 72 hours after notice is received, attend at a recognized and licensed drug testing facility and supply such samples for testing as the facility requires in order to carry out qualitative and quantitative tests for alcohol and drugs.</p> <p>Within 48 hours after receipt of the test results, <i>(name 2)</i> shall send a copy of the test results to <i>(name 1)</i>.</p>
D41	Costs of Drug Tests	<p><i>(name 1)</i> shall initially pay all the costs for the tests subject to any subsequent court order concerning who should be ultimately responsible for the costs.</p> <p>Or</p> <p>Each party will bear the costs of the drug test performed on that party.</p>
D42	Refusal to Take Test	<p>In the event a party / <i>(name 1)</i> refuses to take the tests, the court may draw any adverse inference against that person the court deems appropriate, in addition to enforcing the order for testing.</p>
D43	Supply Copies of Test Results	<p><i>(name 1)</i> shall provide to <i>(name 2)</i> copies of any drug tests <i>(name 1)</i> is required to undergo through their employment/ the Ministry of Child and Family Development/ pursuant to any court order/ within 48 hours after receiving a copy of the test results.</p>
D44	No Alcohol or Drugs	<p><i>(name 1)</i> shall not consume any alcohol, cannabis, or other intoxicating substance during the exercise of any parenting time/contact and during the 24 hours before having any parenting time/contact. The exception is that <i>(name 1)</i> may take</p>

		methadone/suboxone as prescribed by a licensed physician.
--	--	---

Correcting or Amending a filed Document (Rule 62(c))

D45	Amend Style of Cause	The Style of Cause is amended such that (<i>previous name</i>) will now be shown as (<i>new name</i>).
D46	Amend Pleading and Schedule for Trial	(<i>Name</i>) has leave to amend (<i>document name and number</i>) and file and serve it on (<i>name</i>) by (<i>date</i>). The amended (<i>document</i>) will replace the previous (<i>document</i>) for the trial scheduled on (<i>date</i>).
D47	Amend Pleading	The (<i>document name and number</i>) is amended such that

Disclosure: Access to Searchable Information (s. 242 and Rule 62(g) and (g.1) and Family Orders and Agreements Enforcement Assistance Act (FOAEAA)

D48	Authorization – establishment or variation of support provision	<p>Pursuant to section 10 of the <i>Family Orders and Agreements Enforcement Act</i> (“FOAEAA”), a search officer appointed by the Attorney General under section 236 of the <i>Family Law Act</i> and employed in that capacity by Maintenance Enforcement and Locate Services within the Ministry of Attorney General is authorized to make an application under section 12 of FOAEAA for the purpose of</p> <p>(1) (<i>establishing or varying</i>) a (<i>child or spousal</i>) support provision under s. 5(1) of the <i>Release of Information for Family Orders and Agreement Enforcement Assistance Regulations</i> OR</p> <p>(2) enforcing a support provision under s. 5(2) of the <i>Release of Information for Family Orders and Agreement Enforcement Assistance Regulations</i>; OR</p> <p>(3) enforcing (<i>a parenting, a contact, a custody or an access</i>) provision under s. 5(4) of the <i>Release of Information for Family Orders and Agreement Enforcement Assistance Regulations</i></p> <p>to obtain the following information concerning (<i>name</i>), born [<i>date of birth</i>]:</p> <ol style="list-style-type: none"> the address of (<i>name</i>); the name and address of the employer of (<i>name</i>); and
------------	---	--

		c. the information related to (<i>name</i>), other than their Social Insurance Number, that is set out in their Income Tax and Benefit Return (T1), including the schedules for tax years [<i>YEARS</i>].
D48A	Authorization – enforcement of support provision	Pursuant to section 10 of the <i>Family Orders and Agreements Enforcement Act</i> (“FOAEAA”), a search officer appointed by the Attorney General under section 236 of the <i>Family Law Act</i> and employed in that capacity by Maintenance Enforcement and Locate Services within the Ministry of Attorney General is authorized to make an application under section 12 of FOAEAA for the purpose of enforcing the support order of Judge [<i>name</i>] made [<i>date</i>] by obtaining the following information concerning (<i>name</i>), born [<i>date of birth</i>]: <ul style="list-style-type: none"> a. the address of (<i>name</i>); b. the name and address of the employer of (<i>name</i>); and c. for tax year [<i>year</i>] the information related to (<i>name</i>), other than their Social Insurance Number, that is set out in their Income Tax and Benefit Return (T1), including the schedules.
D48B	Authorization – enforcement of other family provision (parenting, contact, custody, access)	Pursuant to section 10 of the <i>Family Orders and Agreements Enforcement Act</i> (“FOAEAA”), a search officer appointed by the Attorney General under section 236 of the <i>Family Law Act</i> and employed in that capacity by Maintenance Enforcement and Locate Services within the Ministry of Attorney General is authorized to make an application under section 12 of FOAEAA for the purpose of enforcing the order of Judge [<i>name</i>] made [<i>date</i>] regarding a family provision for (<i>parenting, contact, custody or access</i>) by obtaining the following information concerning (<i>name</i>), born [<i>date of birth</i>]: <ul style="list-style-type: none"> a. the address of (<i>name</i>); b. the name and address of the employer of (<i>name</i>); c. the name and address of [<i>the child(ren) referred to in clause 9(1)(a)(iii)(B) of FOAEAA</i>]; and d. the name and address of the employer of [<i>the child(ren) referred to in clause 9(1)(a)(iii)(B) of FOAEAA</i>].
D48C	Notice of Search / Information Release	Pursuant to section 11 of FOAEAA, the Minister shall not, under section 12.1 of FOAEAA, send to (<i>name of person in respect of whom information is requested</i>) a copy of this order or a notice informing them that information will be released.

D48D	Service of Order and Materials	Pursuant to <i>Provincial Court Family Rules 62(i) and 157</i> , service on (<i>name of person in respect of whom information is requested</i>) of this order and documents filed in support, is not required under <i>Provincial Court Family Rule 65</i> .
D48E	Pre-emptive release of information	Upon receipt by the Court, the [search results] shall be unsealed and disclosed to [<i>any person, service or body or official of the court that it considers appropriate</i>] on the following terms: a. [<i>terms to protect the confidentiality of the information</i>]
D48F	Resetting application to deal with release of information	To reset their application filed [date] to determine what information, if any, may be disclosed to the [<i>name of applicant</i>], [<i>name of applicant</i>] may file and serve on the other party a <i>Form 10 Application for Case Management Order</i> , specifying that the application being reset relates to the management of a court record, file or document, to seek the release of information obtained pursuant to FOAEAA
D48G	Order to release information after review by the Court	The [<i>all or part of the search results</i>] shall be unsealed and disclosed to [<i>any person, service or body or official of the court that it considers appropriate</i>] on the following terms: a. [<i>terms to protect the confidentiality of the information</i>]

Disclosure: Information to be Disclosed by a Person Who is not a Party (Rule 62(e))

D49	Person to Disclose Information	Pursuant to Rule 62(e), (<i>name of person</i>) shall provide to (<i>name 1 / name 2</i>) with a copy of the following documents on or before (<i>date</i>): (<i>list items</i>)
D50	Costs for Providing Information	<p>(<i>name 1</i>) shall pay to (<i>name of person providing information</i>) any reasonable costs for the copying and delivery of the documents.</p> <p>(<i>name 2</i>) shall reimburse (<i>name 1</i>) for (<i>% amount</i>) of those costs within 30 days after (<i>name 2</i>) receives a copy of proof of payment of those costs.</p> <p>Or</p> <p>(<i>name 1</i>) has liberty to apply to court for an order that (<i>name 2</i>) reimburse (<i>name 1</i>) for all or part of the costs of the information.</p>

Extrajurisdictional Orders: Recognizing Order (not a Support Order) (s. 75 and Rule 62(h))

D51	Recognition of Extrajurisdictional	Pursuant to s. 75 of the Family Law Act, this court recognizes the order of (<i>extrajurisdictional court or tribunal</i>)
------------	------------------------------------	--

	Order Other Than a Support Order	made on <i>(date)</i> at <i>(location)</i> respecting guardianship, parenting arrangements or contact with a child(ren) or orders similar in nature.
--	----------------------------------	--

Financial Statement: Filing and Exchange of Information (Rule 62(d))

D52	Financial Disclosure (Form 4)	<i>(name)</i> shall complete, file with the Registry of this court, and deliver to <i>(name)</i> a sworn Financial Statement in Form 4 of the Provincial Court Family Rules, including all attachments set out on page two of Form 4, by <i>(due date)</i> .
D52A	Updated Financial Disclosure with Current Tax Year Information	<p>On or before <i>(date)</i>, <i>(name)</i> shall complete, file with the Registry of this court, and deliver to the other party:</p> <p><i>(choose one)</i></p> <ul style="list-style-type: none"> a) an updated sworn Financial Statement in Form 4 of the Provincial Court Family Rules, attaching the following: OR b) an executed affidavit attaching the following as exhibits <p><i>Possible documents</i></p> <ul style="list-style-type: none"> 1) A copy of their tax return and related notice of assessment for the tax years (specify the years) 2) A copy of any pay stubs, income statements or records showing income received from January 1 to <i>(date)</i> 3) A copy of any bank statements and credit card statements from January 1 to <i>(date)</i>. 4) A copy of any receipts or invoices for any special expense claims for the period January 1 to <i>(date)</i> 5) Proof of any year-to-date income 6) (Other) <p>The affidavit attaching these documents may exceed 25 pages.</p>
D52B	Disclosure for Incorporated Company	(Name) must provide a copy of the Statement of Income and Expenses including Financial Notes, Statement of Retained Earnings, and Statement of Earnings for <i>(name of company)</i> including all attachments for fiscal tax years <i>(years)</i> .

		(name must provide a complete copy of the tax return for (company name) including all attachments for fiscal tax years (years) and for fiscal year to date.
D53	Annual Financial Disclosure by Both Parties	For as long as the child(ren) is/are eligible to receive child support, the parties shall exchange: (a) copies of their respective income tax returns for the previous year, including all attachments, not later than (<i>date</i>) each year; and (b) copies of any Notice of Assessment or Reassessment provided to them by the Canada Revenue Agency, immediately upon receipt.
D54	Annual Financial Disclosure by Payor Only	For as long as the child(ren) is/are eligible to receive child support, (<i>payor</i>) shall provide to (<i>recipient</i>) (a) copies of his/her income tax return for the previous year, including all attachments, not later than (<i>date</i>) each year; and (b) copies of any Notice of Assessment or Reassessment provided by the Canada Revenue Agency, immediately upon receipt.
D55	Changes to the Order	Pursuant to s. 222 of the Family Law Act, upon exchange of their income tax returns and notices of assessment, the parties shall discuss any material change in circumstances which may warrant a change in the amount or date of support payable. Any agreement to change the support payable will be set out in a consent order and filed with the court as set out in Rule 81. Any changes to support will commence on (<i>date</i>) of the year following the taxation year.
D56	Party to Party Disclosure Prior to Trial	Pursuant to Rule 62(d), on or before (<i>date</i>), each party shall provide the other party with a copy of all documents, photos or other records which that party intends to rely upon at trial and bring to the hearing/trial two additional copies of all documents for the use of the court as well as a third copy for their own use.

Financial Statement: Waive or Defer Filing of Completed Financial Statement (Rule 62(j))

D57	Order to Defer or Waive filing a Financial Statement Required Under Rule 25(1)(b) – Application; Rule 28(1)(b) – Reply; Rule 30(2) – Counter Application; or Rule 34(b) Reply	Pursuant to Rules 62(j) and 157, the requirement to file a financial statement in Form 4 is / deferred until (<i>date</i>) / waived.
------------	---	--

	to Counter Application	
--	------------------------	--

Guardianship Affidavit: Waive or Defer Filing Required Documents for Application about Guardianship

D58	Order to Waive or Defer Filing of Guardianship Affidavit or Documents	Pursuant to Rules 62(j) and 157, the requirement to file (a) the Form 5 Guardianship Affidavit (b) a record check from the Ministry of Children and Family Development (c) a protection order record check from the protection order registry (d) a criminal record check, as required by Rule 26 is deferred until <i>(date)</i> / waived.
------------	---	---

Orders: Settling or Correcting Terms of an Order (Rule 62(q))

D59	Correction of an Order	Pursuant to Rule 62(q), the Order of the Honourable Judge <i>(name)</i> dated <i>(date)</i> is corrected as follows: (a) The following term is deleted: <i>(insert the term to be deleted)</i> (b) The following term is added: <i>(insert the new term)</i>
------------	------------------------	--

Orders: Modify a Time Limit set by Order or Direction (Rule 62(j))

D60	Modify Time Limit	Pursuant to Rule 62(j), the order of the Honourable Judge <i>(name)</i> made on <i>(date)</i> is varied such that the (document) must be filed by <i>(name)</i> no later than <i>(date)</i> .
------------	-------------------	---

Other Requirements under the Rules: Waiving or Modifying (Rule 157)

D61	Waiving a Requirement	Pursuant to Rule 157, this court waives the requirement that <i>(set out specifics)</i> .
D62	Modifying a Requirement	Pursuant to Rule 157, this court modifies the requirement that <i>(set out specifics)</i> as follows: <i>(set out specifics)</i> .
D63	Shortening Notice	Pursuant to Rule 62(i) and Rule 157, the time requirement for notice of <i>(specify type of application or document)</i> is shortened to <i>(number)</i> days. <i>(Name)</i> is to be served with <i>(the application or document to be heard)</i> , a copy of the Application for a Case Management Order without Notice or Attendance <i>(document #)</i> , an entered copy of this order, and <i>(other supporting documents)</i> .
D64	Shortening Notice and Setting Court Date	Pursuant to Rule 62(i) and Rule 157, <i>(name)</i> shall serve <i>(specify type of application or document)</i> on <i>(name)</i> in accordance with the <i>Provincial Court Family Rules</i> on or before <i>(date)</i> and the application for <i>(issue)</i> will be heard on <i>(date)</i> at <i>(time)</i> . <i>(Name)</i> is to be served with <i>(the application or document to be heard)</i> , a copy of the Application for a Case Management Order without Notice or Attendance

		(<i>document #</i>), an entered copy of this order, and (<i>other supporting documents</i>).
--	--	--

Parentage Test(s. 33 and Rule 62(f))

D65	DNA Test	Pursuant to s. 33(2)(b) of the Family Law Act, the parties and the child(ren) shall have tissue and/or blood samples taken by a qualified person for the purpose of conducting parentage tests.
D66	DNA Test Costs	Pursuant to s. 33(3) of the Family Law Act, the costs for conducting parentage tests shall be (a) paid entirely by (<i>name</i>) OR (b) shared by the parties as follows: (state how the costs will be shared) OR (c) paid initially by (<i>name</i>) with the final sharing of the expense to be determined by the court at a later time.

Parenting Coordinator ss. 14 – 19, FLA Regulations s. 6

D67	Retain Parenting Coordinator	Pursuant to s. 15 of the Family Law Act the parties shall forthwith retain (<i>name / a mutually agreed upon parenting coordinator</i>) (the “Parenting Coordinator”), for a minimum term of twenty four (24) months, to resolve any contested issues regarding parenting arrangements (<i>or list any other issues</i>) of the child(ren), [<i>name and DOB</i>].
D68	Choice of Parenting Coordinator	If the parties are unable to agree upon the choice of a Parenting Coordinator, either party may apply to this court to determine the choice of Parenting Coordinator, which application may be made before any judge of this court.
D69	Contract with Parenting Coordinator	Upon the selection of the Parenting Coordinator, the parties shall enter into a separate contract with the Parenting Coordinator within 30 days after the selection of the Parenting Coordinator.
D70	Costs for Parenting Coordinator	The costs of the Parenting Coordinator shall be (<i>shared equally by the parties / paid by the parties with (name 1) paying X% of the costs and (name 2) paying Y% of the costs</i>), with liberty to the Parenting Coordinator to reallocate the costs.
D71	Provide Financial Information to Parenting Coordinator	On or before (<i>date</i>), (<i>name 1</i>) shall provide to (<i>name 2</i>) and to the Parenting Coordinator a sworn Financial Statement in Form 4, a copy of (<i>name 1</i> ’s) tax return for the (<i>tax year</i>) taxation year and any notices of assessment or re-assessment. The Parenting Coordinator may then re-allocate the costs for the Parenting Coordinator’s services, as the Parenting Coordinator deems appropriate.

D72	Updated Financial information	The Parenting Coordinator may require the parties to provide updated financial information from time to time in order to determine how costs will be allocated.
D73	Provide Documents	The parties shall provide the Parenting Coordinator with the following documents: (1) Reasons for Judgment issued (<i>date</i>), (2) a copy of the s. 211 report prepared by (<i>name</i>) dated (<i>date</i>) and (3) a copy of this order.
D74	Assistance from Parenting Coordinator	<p>The Parenting Coordinator may assist the parties in the following manner:</p> <p>a) by building consensus between the parties, including, but not limited to, by:</p> <ul style="list-style-type: none"> i. developing and instituting guidelines for the implementation of the parenting terms of this order; ii. developing and instituting guidelines for communications between the parties; iii. identifying, creating and implementing strategies for resolving conflicts between the parties; and iv. providing information respecting resources available to the parties for the improvement of their communication or parenting skills. <p>b) subject to the specific provisions of this order, pursuant to s. 18 of the Family Law Act, and in the event the parties cannot agree on any matter respecting their parenting responsibilities as defined in s. 41 of the Family Law Act, by making a determination on such matters subject to s. 19 of the Family Law Act; or</p> <p>c) by issuing recommendations and/or proposed protocols that the Parenting Coordinator believes would be in the best interest of the child(ren).</p>
D75	Refer Dispute to Parenting Coordinator	Subject to s. 6(4)(b) of the <i>Family Law Regulation</i> , B.C. Reg. 347/2102 and any applicable order of the court, if the guardians are unable to agree on any decision affecting the parenting responsibilities or parenting arrangements for the Child(ren), including the health, education or general welfare of the Child(ren), they shall refer the dispute to the Parenting Coordinator for resolution. The guardians shall not initiate or renew court proceedings on matters which are within the scope of the Parenting Coordinator's services.
D76	Application to court if failure to comply	Either party is at liberty to apply to the court if either party fails to comply with the determinations of the Parenting Coordinator.

D77	Review of Parenting Coordinator Determination	Either party may ask the court under s. 19 of Family Law Act to review a determination of the Parenting Coordinator at his or her own expense.
------------	---	--

Parties: Adding, removing, and leave to intervene (s. 204(2))

D78	Adding a Party	Pursuant to Rule 62(o), (<i>name 3</i>) is added as a party to these proceedings / and shall file the following documents and serve a copy on the other parties on or before (<i>date</i>): (<i>list required documents</i>)
D79	Granting Leave to Intervene	Pursuant to s. 204(2)(3) and Rule 62(o), (<i>name 3</i>) is granted leave to intervene and be added as a party to these proceedings. (<i>name 3</i>) shall file the following documents and serve a copy on the other parties on or before (<i>date</i>): (<i>list required documents</i>)

Pre-court Requirements: Waive or Defer ERP Requirements for Family Law Matters in Urgent Circumstances - ERP Registries Only

D80	Urgent Family Law Matters in ERP registries	<p>Pursuant to Rules 157 and 16, the requirement for all parties to file a Notice to Resolve, attend a Needs Assessment, complete a Parenting Education Program, and participate in Consensual Dispute Resolution (the “Early Resolution Requirements”) prior to filing an Application about a Family Law Matter or Reply is deferred. (Name’s Application about a Family Law Matter/Reply may be filed forthwith.</p> <p>Pursuant to Rules 157 and 16, the requirement for (name) to file a Financial Statement is deferred until (date). [<i>if the Application about a Family Law Matter includes and application for spousal support or s. 7 expenses</i>]</p> <p>The Application about a Family Law Matter will be heard on (<i>date and time</i>) at (<i>Court location</i>) for the purposes of (<i>issue</i>) only, provided (name) is served as set out in this order by (<i>date and time</i>) All other Family Law Matters will be remitted back to the Justice Access Centre/Family Justice Centre for the parties to complete the early resolution requirements.</p> <p>(Name 1) will have another adult serve (name 2) personally with:</p> <ol style="list-style-type: none"> 1) Application for Case Management Order without Notice or Appearance (doc #) 2) Application about a Family Law Matter/Reply 3) Instructions for Filing a Reply
------------	---	---

		<p>4) Entered copy of this Order</p> <p>5) Financial Statement of (name)</p> <p>6) Affidavit and any other supporting documents</p> <p>And file a certificate of service with the registry by (date).</p> <p>(Name) must file a Reply to the Application about a Family Law Matter no later than 30 days after being served with the Application about a Family Law Matter. [Optional]</p>
D81	Defer Needs Assessment, Parenting Education Program and Participation in Consensual Dispute Resolution in ERP Registries	<p>Pursuant to Rules 157 and 16, the requirement for all parties to file a Notice to Resolve, attend a Needs Assessment, complete a Parenting Education Program, and participate in Consensual Dispute Resolution (the “Early Resolution Requirements”) prior to filing an Application about a Family Law Matter/Reply with Counter Application is deferred until (date).</p> <p>(Name 1’s) Application about a Family Law Matter may be filed forthwith.</p> <p>Pursuant to Rules 157 and 16, the requirement for (name 1) to file a Financial Statement is deferred until (date). <i>[If the Application about a Family Law Matter includes an application for spousal support or s. 7 expenses]</i></p> <p>(Name 1) will have another adult serve (name 2) personally with:</p> <ol style="list-style-type: none"> 1) Application for Case Management Order without Notice or Appearance (doc #) 2) Application about a Family Law Matter/Reply 3) Instructions for Filing a Reply 4) Entered copy of this Order 5) Financial Statement of (name) 6) Affidavit and any other supporting documents <p>And file a certificate of service with the registry by (date).</p> <p>Once service has been effected, (name 2) shall have (number) days to file a Reply to an Application about a Family Law Matter.</p> <p>After (name 2) files a Reply to an Application about a Family Law Matter, or the Reply period has passed, the matter may be scheduled for a Family Management Conference for the sole issue of (issues).</p>

	No further court appearances may be scheduled without order of a Judge until all of the Early Resolution Requirements are completed.
--	--

Pre-court Requirements: Waive or Defer Family Justice Registry Requirements

D82	Waive or Defer Needs Assessment	Pursuant to Rule 157, the requirement for (<i>name</i>) to participate in a needs assessment and a parenting education program is waived/deferred until (<i>date</i>).
D82A	Urgent Family Law Matters in Robson Square, Kelowna and Nanaimo	<p>Pursuant to Rules 157, the requirement for (<i>name 1</i>) to attend a Needs Assessment and complete a Parenting Education Program (the “Family Justice Registry Requirements”) is waived/deferred until (<i>date</i>).</p> <p>Pursuant to Rules 157, the requirement for (<i>name 1</i>) to file a Financial Statement is deferred until (<i>date</i>). <i>[If the Application about a Family Law Matter includes an application for spousal support or s. 7 expenses]</i></p> <p>(Name 1) will have another adult serve (<i>name 2</i>) personally with:</p> <ol style="list-style-type: none"> 1) Application for Case Management Order without Notice or Appearance (doc #) 2) Application about a Family Law Matter/Reply 3) Instructions for Filing a Reply 4) Entered copy of this Order 5) Financial Statement of (<i>name</i>) 6) Affidavit and any other supporting documents <p>And file a certificate of service with the registry by (<i>date</i>).</p> <p>Once service has been effected, (<i>name 2</i>) shall have (<i>number</i>) days to file a Reply to an Application about a Family Law Matter.</p> <p>After (<i>name 2</i>) files a Reply to an Application about a Family Law Matter, or the Reply period has passed, the matter may be scheduled for a (<i>type of court appearance</i>) for the sole issue of (<i>issues</i>)</p> <p>No further court appearances may be scheduled until all of the Family Justice Registry Requirements are completed.</p>

Pre-court Requirements: Waive or Defer Parenting Education Program

D83	Waive or Defer Parenting Education Program	Pursuant to Rule 157, the requirement for <i>(name)</i> to complete a parenting education program is waived/deferred until <i>(date)</i> .
D83A	Urgent Family Law Matters in Parenting Education Program Registries	<p>Pursuant to Rule 157, the requirement for <i>(name)</i> to file a complete a Parenting Education Program is deferred until <i>(date)</i>.</p> <p>Pursuant to Rule 157, the requirement for <i>(name 1)</i> to file a Financial Statement is deferred until <i>(date)</i>. <i>[If the Application about a Family Law Matter includes an application for spousal support or s. 7 expenses]</i></p> <p><i>(Name 1)</i> will have another adult serve <i>(name 2)</i> personally with:</p> <ol style="list-style-type: none"> 1) Application for Case Management Order without Notice or Appearance (doc #) 2) Application about a Family Law Matter/Reply 3) Instructions for Filing a Reply 4) Entered copy of this Order 5) Financial Statement of <i>(name)</i> 6) Affidavit and any other supporting documents <p>And file a certificate of service with the registry by <i>(date)</i>.</p> <p>Once service has been effected, <i>(name 2)</i> shall have <i>(number)</i> days to file a Reply to an Application about a Family Law Matter.</p> <p>After <i>(name 2)</i> files a Reply to an Application about a Family Law Matter, or the Reply period has passed, the matter may be scheduled for a <i>(type of court appearance)</i> for the sole issue of <i>(issues)</i>.</p> <p>No further court appearances may be scheduled until the Parenting Education Program has been completed.</p>

Reply: Shorten or Extend Time to File Reply or Permission to File Late

D84	Shorten Time to File Reply	<p><i>(Name)</i> may be served by <i>(method)</i> with the following documents:</p> <p><i>(list documents which must include a copy of the order)</i></p>
------------	----------------------------	---

		<p>Once service has been effected, (<i>name 2</i>) shall have (<i>number</i>) days to file a Reply to an Application about a Family Law Matter.</p> <p>After (<i>name 2</i>) files a Reply to an Application about a Family Law Matter, or the Reply period has passed, the matter may be scheduled for a (<i>type of court appearance</i>) for the sole issue of (<i>issue</i>).</p>
D85	Modify Time to File a Reply	Pursuant to Rule 62(j), the time for (<i>name 1</i>) to file a Reply to the Application of (<i>name 2</i>) filed (<i>date</i>) is extended such that (<i>name 1</i>) shall file the Reply with the court on or before (<i>date</i>).

Section 211 Reports and Non-Evaluative Views of the Child Reports

D86	Full Report	(A <i>Family Justice Counsellor</i> or <i>named preparer</i>) will prepare a full s. 211 Report to assess (<i>state issue(s)</i>).
D87	Views of the Child Report	(A <i>Family Justice Counsellor</i> or <i>named preparer</i>) will prepare a s. 211 Views of the Child Report to assess (<i>state issue(s)</i>).
D88	Order Non-Evaluative Views of the Child Report	Pursuant to ss. 37(2)(b), 202 and 224(1)(b), a non-evaluative report about the child(ren)'s views will be prepared for (<i>name and birthdate for each child</i>) by (<i>name of interviewer</i>), being a qualified neutral child interviewer as agreed to by the parties or as ordered by the court.
D89	Cooperate with Interviewer	The parties shall cooperate with the neutral child interviewer/Family Justice Counsellor with respect to the preparation of the report, including the transportation of the child(ren) to and from interview meetings.
D90	Cost of Report	<p>The cost of the Views of the Child Report will be</p> <p>(1) shared equally by the parties OR</p> <p>(2) shared by the parties in the following proportions: (<i>percentage</i>)% by (party 1) and (<i>percentage</i>)% by (party 2) OR</p> <p>(3) paid entirely by (party name)</p>
D91	Provide Copy of Report	The neutral child interviewer will provide a copy of the completed report to all parties and file the report with the court.
D92	Provide order	(<i>name of party</i>) shall provide a copy of this order to the neutral child interviewer.

Subpoena: Cancelling (Rule 62(r) and 118)

D93	Cancel a Subpoena	Pursuant to Rule 62(r) and 118, the subpoena issued to (<i>name of witness</i>) is cancelled (<i>and you may also set out any other terms necessary and advisable in the circumstances including an adjournment of the hearing or trial</i>)
------------	-------------------	--

Transferring Court File to another Registry (Rule 62(a))

D94	Transfer File for All Purposes	Pursuant to Rule 62(a) of the Provincial Court Family Rules, File No.____ shall be transferred to the Provincial Court Registry at (<i>location</i>), British Columbia, for all purposes.
D95	Transfer File Single Purpose	Pursuant to Rule 62(a) of the Provincial Court Family Rules, File No. ____ shall be transferred to the Provincial Court Registry at (<i>location</i>), British Columbia, for the purpose of hearing the application filed (<i>filing date</i>).

Trial Readiness Statement: Dispense with Requirement (Rule 157)

D96	Dispense with Trial Readiness Statement Required Under Rule 110	Pursuant to Rule 157, the requirement for (<i>name of party</i>) to file and serve a Trial Readiness Statement is dispensed with.
D97	Delay Trial Readiness Statement Required Under Rule 110	Pursuant to Rule 157, (<i>name of party</i>) shall file and serve on all other parties a Trial Readiness Statement on or before (<i>date</i>).

E. ORDERS MADE AT A TRIAL PREPARATION CONFERENCE (Rule 112)

How Views of the Child will be Heard

E1	How Will Views of the Child be Heard?	Pursuant to Rule 112(1)(d), the views of the child(ren) will be provided to the court in the following manner: (<i>set out how the views will be provided. If by affidavit, who is to provide the affidavit.</i>)
-----------	---------------------------------------	---

Expert Witnesses

E2	Attendance of Expert Witness By	Pursuant to Rule 112(1)(e), (<i>name of expert witness</i>) may attend the court appearance set for (<i>date</i>) by means of: (<i>set out method</i>)
-----------	---------------------------------	--

	Way of Electronic Communication	
--	---------------------------------	--

Filing and Exchange of Documents

E3	Exchange Documents	Pursuant to Rule 112, the parties shall exchange legible copies of all documents they intend to rely upon at the hearing/trial no later than (<i>date</i>), and bring to the hearing/trial two additional copies of all documents for the use of the court.
E4	Provide Documents	Pursuant to Rule 112(i), (<i>name 1</i>) shall provide to (<i>name 2</i>) legible copies of the following documents on or before (<i>date</i>): (<i>list documents</i>).
E5	Inspect and Copy Documents	Pursuant to Rule 112(i), (<i>name 1</i>) shall permit (<i>name 2</i>) to inspect and copy any of the following documents in the possession of (<i>name 1</i>): (<i>list documents</i>).
E6	Costs of Copies	Any costs for the copying of the documents shall be paid for by (<i>name 1</i>) but (<i>name 1</i>) may apply to the court for an order that (<i>name 2</i>) reimburse (<i>name 1</i>) for all or a portion of those costs.

Hearing of Applications before Trial

E7	Hearing Applications Before Trial	If (<i>name 1</i>) seeks to apply for (<i>type of order</i>), then any such application must be filed with the court and served on (<i>name 2</i>) on or before (<i>date</i>), and the application must be heard on or before (<i>date of hearing</i>), subject to any further orders or directions of the court or the judicial case manager about available hearing time.
-----------	-----------------------------------	---

Filing an Agreed Statement of Facts

E8	Agreed Statement of Facts	Pursuant to Rule 112(h), the parties shall file a statement of agreed facts with the court on or before (<i>date</i>).
-----------	---------------------------	--

Use of Affidavits

NB: If you order the use of affidavits, consider seizing yourself of the trial

E9	Affidavits	Pursuant to Rule 112(i), (<i>name 1</i>) may submit evidence by way of affidavit, to be filed with the court and served on all other parties on or before (<i>date</i>), and the affidavit shall deal with the following matters only: (<i>specify information to be covered in the affidavit</i>).
-----------	------------	---

Document Disclosure, Witnesses and Will Say Statements

E10	Witnesses and Will Say Statements	Pursuant to Rule 112(i), each party shall provide to the other party on or before (<i>date</i>) a list of the names and contact information for each witness they will call at the hearing/trial, along with a written summary of the proposed evidence of each witness.
E11	Exchange of documents and witness lists before trial	No later than 30 days before the trial, each party will provide to the other party a copy of any documents they intend to rely upon at the trial and each party will bring to the trial two copies of those documents for the use of the court and a third copy for their own use.
E12	Exchange of witness lists	If either party intends to call anyone as a witness for the trial other than themselves, they will provide the other party a list of the names and contact information for each witness, including the witness' name, contact information and a short summary of what each witness is expected to testify about.
E13	Document Binders	For the purpose of the trial, each party is to organize their documents into a binder, with each document page-numbered, separated by a tab, and listed in a binder index. Filed documents and orders are not to be included in the binder.

F. APPLICATION ABOUT A PROTECTION ORDER

F1	No Contact	Pursuant to s. 183(3)(a) of the Family Law Act, (<i>name 1</i>) must have no contact or communication directly or indirectly with (<i>name of at-risk family member</i>).
F2	Limited Contact	Pursuant to s. 183(3)(b) of the Family Law Act, (<i>name 1</i>) must have no contact or communication, directly or indirectly, with (<i>name of at-risk family member</i>), except as follows: (<i>select from below F 2-a to F 2-k</i>).
F 2-a	Except: Indirect contact for a sole purpose	Through (writing; email or text; telephone; online banking) for the sole purpose of (<i>state purpose</i>).
F 2-b	Except: Pick up, drop off and paying support	For the sole purpose of arranging, picking up and dropping off the child(ren) for parenting time, and paying child support by mail, the electronic transfer of funds or through the Family Maintenance Enforcement Program if applicable.
F 2-c	Except: As allowed by court order	As allowed by the Family Law Act order dated (<i>date</i>) or any variation of that order.
F 2-d	Except: To get belongings	During one attendance at (<i>address</i>), with a peace officer (<i>or (name)</i>) to get (<i>name 1</i>)'s belongings.

F 2-e	Except: Through third party	Through or in the immediate presence of (<i>name</i>).
F 2-f	Except: If no alcohol or drugs	If (<i>name 1</i>) is sober and has no alcohol, intoxicating substance or drugs in their body, except in accordance with a medical prescription issued to (<i>name 1</i>) by a physician.
F 2-g	Except: If sober	Only if (<i>name 1</i>) is sober. If they become intoxicated in (<i>name 2</i>)'s presence, (<i>name 2</i>) must leave their presence immediately and not return to their presence until (<i>name 2</i>) is satisfied that (<i>name 1</i>) is sober.
F 2-h	Except: Through lawyer	Through or in the immediate presence of a lawyer who has been given a copy of this protection order.
F 2-i	Except: Through family dispute professional	Through or in the immediate presence of a family dispute resolution professional who has been given a copy of this protection order.
F 2-j	Except: In public place	In a public place (in the presence of (<i>name</i>) / when other adults are present).
F 2-k	Except: Through court proceedings	Through court documents served by a third party, and during scheduled court appearances or case conferences but only with a sheriff present unless a judge waives this requirement.
F3-1	No Go	Pursuant to s. 183(3)(a) of the Family Law Act, (<i>name 1</i>) must not go to (or be within (<i>distance</i>) metres of) any place where (<i>name 2</i>) lives, works, attends school, worships, or happens to be, even if (<i>name 1</i>) is an owner of any such place or otherwise has a right to possess or enter such a place. If (<i>name 1</i>) sees (<i>name 2</i>), (<i>name 1</i>) must leave their presence immediately without any words or gestures.
F 3-2	No Go - Address	Pursuant to s. 183(3)(a) of the Family Law Act, (<i>name 1</i>) must not go to (or be within (<i>distance</i>) metres of) (<i>address</i>)
F4	Weapons Prohibition	Pursuant to s.183(3)(a) of the Family Law Act, (<i>name</i>) must not own, possess or carry any weapons as defined by s. 2 of the <i>Criminal Code of Canada</i> , or any knives except while preparing and consuming food, or if required for work, then only while at work or while travelling directly to or from work.
F5	Firearms Prohibition	Pursuant to s.183(3)(a) of the Family Law Act, (<i>name</i>) must not own, possess or carry any firearm, cross-bow, prohibited weapon, restricted weapon, imitation weapon, prohibited device, ammunition, prohibited ammunition, explosive substance, or all such things, and any related authorizations, licences and registration certificates.
F6	Surrender Firearms	Pursuant to s.183(3)(e) of the Family Law Act, (<i>name</i>) must immediately attend a police station or detachment and accompany a police officer, including any RCMP officer having jurisdiction in the Province of British Columbia, to the location of any firearm, prohibited weapon, restricted

		weapon, imitation weapon, prohibited device, ammunition, prohibited ammunition, explosive substance or all such things and to the location of any related authorizations, licences and registration certificates they possess and surrender the items to the police officer until further order of the court.
F7	Remove Weapons	Pursuant to s. 183(3)(c)(iii) of the Family Law Act, any police officer, including any RCMP officer having jurisdiction in the Province of British Columbia, who is provided with a copy of this order is directed to seize from <i>(name)</i> any weapons as that term is defined in s. 2 of the Criminal Code of Canada and related documents, and hold such items seized until further order of the court.
F8	Remove from Residence	Pursuant to s. 183(3)(c)(i) of the Family Law Act, any police officer, including any RCMP officer having jurisdiction in the Province of British Columbia, who is provided with a copy of this order is directed to remove <i>(name and DOB)</i> from the residence located at <i>(address and city)</i> , British Columbia.
F9	Remove Belongings	Pursuant to s. 183(3)(c)(ii) of the Family Law Act, any police officer, including any RCMP officer having jurisdiction in the Province of British Columbia, who is provided with a copy of this order is directed to accompany <i>(name)</i> to attend the residence located at <i>(address and city)</i> , British Columbia on one occasion, to supervise the removal of their personal belongings.
F10	Remove Belongings Children	Pursuant to s. 183(3)(c)(ii) of the Family Law Act, any police officer, including any RCMP officer having jurisdiction in the Province of British Columbia, who is provided with a copy of this order is directed to accompany <i>(name)</i> to attend the residence located at <i>(address and city)</i> , British Columbia on one occasion, to supervise the removal of their personal belongings and personal belongings of the child(ren).
F12	Expiry Date	Pursuant to s. 183(4) of the Family Law Act, this order will expire on <i>(date)</i> at <i>(time)</i> .
F13	Liberty to Set Aside	<i>(Name)</i> may apply to set aside or vary this order by completing a Form 12 Application About a Protection Order with schedule 2 or 3 attached, filing it with the Registry and serving it on <i>(name)</i> no later than <i>(number)</i> days prior to the hearing date.
F14	Terminating a Protection Order	Pursuant to s. 187(1)(d) of the Family Law Act, the protection order made by Judge <i>(name)</i> on <i>(date)</i> is terminated..
F15	Changing a Protection Order	Pursuant to s. 187(1)(c) and Rule 71, the protection order made by Judge <i>(name)</i> on <i>(date)</i> is terminated.

G. APPLICATION FOR ORDER PROHIBITING THE RELOCATION OF A CHILD

G1	Prohibit Relocation of Child	Pursuant to s. 69(2) of the Family Law Act, <i>(name)</i> is prohibited from relocating the residence of the child(ren).
-----------	------------------------------	--

H. APPLICATION ABOUT ENFORCEMENT

Denial of Parenting Time or Contact (s. 61)

H1	Family Dispute Resolution	Pursuant to s. 61(2)(a) of the Family Law Act, the parties shall participate in family dispute resolution to attempt to resolve the issues(s) of <i>(issues)</i> with the assistance of: OPTIONS: a) A family justice counsellor; b) A parenting coordinator; c) A mediator; d) An arbitrator; OR Collaborative Family Processes
H2	Counselling, Services or Other Programs	Pursuant to s. 61(2)(b) of the Family Law Act, the parties/ <i>(name)</i> /the child(ren) shall attend counselling, specified services or programs <i>(provide specifics if available)</i> .
H3	Compensatory Parenting Time or Contact	Pursuant to s. 61(2)(c) <i>(where denial is wrongful)</i> or s. 62(2) <i>(where denial is not wrongful)</i> , of the Family Law Act, <i>(name)</i> may exercise compensatory parenting time/contact with the child(ren) as follows:
H4	Reimburse Expenses	Pursuant to s. 61(2)(d) of the Family Law Act, <i>(name)</i> shall reimburse <i>(name)</i> in the amount of \$ <i>(amount)</i> on or before <i>(date)</i> for expenses reasonably and necessarily incurred by the applicant as a result of the denial of parenting time. <i>(may include travel expenses, lost wages and child care expenses)</i> .
H5	Supervised Transfer of Child	Pursuant to s. 61(2)(e) of the Family Law Act, the transfer of the child(ren) from <i>(name)</i> to <i>(name)</i> shall be supervised by <i>(name of third person)</i> .
H6	Payment of Costs	Pursuant to s. 61(3) of the Family Law Act, the costs relating to the family dispute resolution / counselling / service / program / transfer shall be allocated between the parties as follows: <i>(name)</i> X% and <i>(name)</i> Y% / paid by <i>(name)</i> alone.
H7	Security or Reporting	Pursuant to s. 61(2)(f) of the Family Law Act, because the Court is satisfied that <i>(name)</i> may not comply with an

		<p>order made under this section, <i>(name)</i> shall:</p> <p>(a) give security in the form of <i>(description)</i>, OR</p> <p>(b) report to the court, or <i>(name of a person named by the court)</i>, at the following time and manner, specifically <i>(provide details)</i>.</p>
H8	Payment	<p>Pursuant to s. 61(2)(g) of the Family Law Act, <i>(name)</i> shall pay:</p> <p>(a) <i>(an amount not exceeding \$5,000)</i> to or for the benefit of <i>(name of the applicant or a child(ren) whose interests were affected by the denial)</i>, to be paid on or before <i>(date)</i>, OR</p> <p>(b) a fine of \$____ <i>(not exceeding \$5,000)</i> to the Clerk of the Court at the <i>(location)</i> Court Registry on or before <i>(date)</i>, for non- compliance with the order of The Honourable Judge ____, made <i>(date)</i>.</p>

Failure to Exercise Parenting Time (s. 63)

H10	Family Dispute Resolution with Specific Services Listed	<p>Pursuant to s. 63(1)(a) of the Family Law Act, the parties shall participate in family dispute resolution to attempt to resolve the issues(s) with the assistance of:</p> <p>OPTIONS:</p> <p>a) A family justice counsellor;</p> <p>b) A parenting coordinator;</p> <p>c) A mediator;</p> <p>d) An arbitrator; OR</p> <p>Collaborative Family Processes</p>
H11	Counselling, Services or Other Programs	<p>Pursuant to s. 63(1)(b) of the Family Law Act, the parties/ <i>(name)</i> / the child(ren) shall attend counselling, specified services or programs <i>(provide specifics if available)</i>.</p>
H12	Supervised Transfer of Child	<p>Pursuant to s. 63(1)(a) of the Family Law Act, the transfer of the child(ren) from <i>(name)</i> to <i>(name)</i> shall be supervised by <i>(name of third person)</i>.</p>
H13	Payment of Costs	<p>Pursuant to s. 63(2) of the Family Law Act, the costs relating to the family dispute / resolution / counselling / service / program / transfer shall be / allocated between the parties as follows: <i>(name)</i> X% and <i>(name)</i> Y% / paid by <i>(name)</i> alone.</p>
H15	Reimburse Expenses	<p>Pursuant to s. 63(1)(b) of the Family Law Act, <i>(name 1)</i> shall reimburse <i>(name 2)</i> for in the amount of \$ <i>(amount)</i> on or before <i>(date)</i> for expenses reasonably and</p>

		necessarily incurred by (<i>name 2</i>) as a result of the failure by (<i>name 1</i>) to exercise parenting time / contact (<i>may include travel expenses, lost wages and child care expenses</i>).
H16	Security or Reporting	Pursuant to s. 63(1)(c) of the <i>Family Law Act</i> , upon being satisfied that (<i>name</i>) may not comply with an order made under this section, (<i>name</i>) shall: <ul style="list-style-type: none"> (i) give security in the form of (<i>description</i>), OR (ii) report to the court, or (<i>name of a person named by the court</i>), at the following time and manner, specifically (<i>provide details</i>).

Enforcement of Conduct Orders (s. 228) and Orders Generally (s. 230)

H17	Payment	Pursuant to s. (228(1)(c) / 230(b)) of the Family Law Act, (<i>name 1</i>) shall pay: <ul style="list-style-type: none"> (i) To (<i>name 2</i>) the sum of \$ (<i>amount</i>) on or before (<i>date</i>) to compensate for expenses reasonably and necessarily incurred as a result of the non-compliance with an order of this court dated (<i>date</i>) OR (ii) (<i>an amount not exceeding \$5,000</i>) to or for the benefit of (<i>name 2 or a child(ren) whose interests were affected by the denial</i>), to be paid on or before (<i>date</i>) OR (iii) a fine of \$ (<i>amount not exceeding \$5,000</i>) to the Clerk of the Court at the (<i>name</i>) Court Registry on or before (<i>date</i>), for non-compliance with the order of The Honourable Judge (<i>name</i>), made (<i>date</i>).
H18	Security	Pursuant to s. 230(a) this court orders that (<i>name</i>) shall pay to (<i>the court/counsel in trust</i>) the sum of \$ (<i>amount</i>) by (<i>date</i>) as security to ensure that the order of (<i>date</i>) is complied with. The funds will only be released on terms as ordered by the court, which may include the forfeiture of the security funds if (<i>name</i>) does not comply with the order.

Extraordinary Remedies and Police Enforcement

H19	Imprisonment (Option 1)	(<i>name</i>) be imprisoned for a term of (up to 30) days for non-compliance with the order of the Honourable Judge (<i>name</i>) made (<i>date</i>), due to (<i>describe non-compliance and set out dates(s) of non-compliance</i>).
H20	Imprisonment	Upon the court finding that:

	(Option 2)	<p>(a) <i>(name)</i> has failed to comply with the order of The Honourable Judge <i>(name)</i> made on <i>(date)</i>;</p> <p>(b) No other order under this Act will be sufficient to secure the compliance of <i>(name)</i>;</p> <p>(c) <i>(name)</i> has been given a reasonable opportunity to explain his/her non-compliance and show why an order for his/her imprisonment should not be made,</p> <p>pursuant to s. 231 of the Family Law Act, <i>(name)</i> shall be imprisoned for <i>(up to 30)</i> days, commencing <i>(date)</i> and continuing until the sentence is served in full.</p>
H21	Police Apprehend – Child Withheld by Guardian from Person Having Parenting Time or Contact	Upon being satisfied that <i>(name)</i> has been wrongfully denied <i>(parenting time/contact)</i> with a child by <i>(name)</i> , this court orders under s. 231(4) of the Family Law Act that a police officer apprehend the child(ren), <i>(child(ren)'s name(s))</i> and take the child(ren) to <i>(name)</i> .
H22	Police Apprehend – Child Withheld from Guardian by Person Having Contact	Upon being satisfied that <i>(name)</i> has wrongfully withheld the child from <i>(name)</i> , this court orders under s. 231(5) of the Family Law Act that a police officer apprehend the child(ren) <i>(child name(s))</i> and take the child(ren) to <i>(name)</i> .
H23	Police Search	For the purpose of locating and apprehending a child in accordance with this order, under s. 231(6) of the Family Law Act a police officer may enter and search any place they have reasonable and probable grounds for believing the child to be.

Other Orders

H24	Determination of Arrears (without variation of support order)	This court finds that the arrears of <i>(spousal/child)</i> support owing by <i>(name)</i> to <i>(name)</i> under the order made on <i>(date)</i> is <i>(amount)</i> as of <i>(date)</i> .
H25	Set Aside Registration of Support Order Under ISOA	This court orders that the registration of the order made by <i>(court or tribunal)</i> on <i>(date)</i> is set aside pursuant to s. 19(3)

Failure to File Financial Information

H26	Payment	Upon finding that <i>(name)</i> has failed to comply with an
------------	---------	--

		<p>order of disclosure, pursuant to s. 213(2)(d) of the Family Law Act, (name) shall pay:</p> <p>(a) To (name) the sum of \$ (amount) on or before (date) to compensate for expenses reasonably and necessarily incurred as a result of the non-compliance with an order of this court dated (date) OR</p> <p>(b) (an amount not exceeding \$5,000) to or for the benefit of (name of other party or a child(ren) whose interests were affected by the denial), to be paid on or before (date) OR</p> <p>(c) a fine of \$ (amount not exceeding \$5,000) to the Clerk of the Court at the (name) Court Registry on or before (date), for non-compliance with the order of The Honourable Judge (name), made (date).</p>
--	--	---

J. FAMILY MAINTENANCE ENFORCEMENT ACT (“FMEA”) PICKLIST

J1	<p>Statement of Finances</p> <p>- Creditor or BCFMA</p>	<p>Upon finding that (debtor) has failed to file a Statement of Finances under s. 12 or 13 of the Family Maintenance Enforcement Act, (debtor) shall provide full family financial disclosure including income, assets and expenses of him or herself and his or her spouse (if any), by filing with the registry, a completed Statement of Finances and the prescribed documents, and by delivering a copy of the said documents to (the BC Family Maintenance Agency or the creditor) at (address), no later than 4:00 p.m. on (date).</p>
J2	<p>Detailed Order for Statement of Finances</p> <p>- Creditor or BCFMA</p>	<p>Upon finding that (debtor) has failed to file a Financial Statement under s. 12 or 13 of the Family Maintenance Enforcement Act, (debtor) shall provide full family financial disclosure including income, assets and expenses of him or herself and his or her spouse (if any), by filing with the registry, a completed Statement of Finances and the prescribed documents listed below, and by delivering a copy of the said documents to (the BC Family Maintenance Agency or the creditor) at (address), no later than 4:00 p.m. on (date).</p> <p>The prescribed documents are:</p> <p>a) a copy, certified by Canada Revenue Agency, of each of the three most recent income tax returns filed with Canada Revenue Agency by (debtor) and of the assessment notice that relates to each of those returns;</p>

		<p>b) a copy of each pay stub or similar statement received during the past six months by or on behalf of <i>(debtor)</i> from his/her employer to account for his/her employee income and deductions;</p> <p>c) a copy of each statement of income other than employee income received during the past six months by or on behalf of <i>(debtor)</i>, including employment insurance, disability, pension, superannuation and workers' compensation benefits;</p> <p>d) a copy of the most recent assessment notice for each property in which <i>(debtor)</i> holds a beneficial interest;</p> <p>e) a copy of each statement of account received during the past twelve months by <i>(debtor)</i> from a savings institution, insurer, broker or other investment institution; and</p> <p>f) a copy of each credit card statement <i>(debtor)</i> has received during the past twelve months.</p>
J3	<p>Payment to Creditor Upon Failure to File Statement of Finances</p> <p>FMEA s. 14(1)(b) – Creditor Only</p>	<p>Upon finding that <i>(debtor)</i> has failed to file a Statement of Finances under s. 13 of the Family Maintenance Enforcement Act, and upon application by <i>(creditor)</i>, <i>(debtor)</i> shall pay for the benefit of <i>(creditor)</i> the sum of \$ <i>(amount not greater than \$5,000)</i>.</p>
J4	<p>Fixing Arrears For Enforcement Purposes - Creditor or BCFMA</p>	<p>For enforcement purposes only, the arrears are fixed as of <i>(date and year)</i> in the amount of \$ <i>(amount)</i> inclusive of statutory interest plus statutory default fees of \$ <i>(amount)</i> owing to the Provincial Government.</p>
J5	<p>Fixing Arrears Without Prejudice to Application to Change</p> <p>- Creditor or BCFMA</p>	<p>For enforcement purposes only, the arrears are fixed as of <i>(date)</i> in the amount of \$<i>(amount)</i> in regular maintenance plus statutory interest and statutory default fees payable by <i>(payor)</i> as of <i>(date)</i>, without prejudice to the right of <i>(payor)</i> to apply to <i>(the BC Supreme Court/ this Court)</i> to cancel or reduce the arrears of maintenance, interest or fees.</p>
J6	<p>Fixing Arrears with Reference to Statutory Provisions for Interest and Default Fees.</p> <p>- Creditor or BCFMA</p>	<p>For enforcement purposes only, the arrears are fixed as of <i>(date)</i> in the amount of \$<i>(amount)</i> in regular maintenance payable by <i>(name of payor)</i> to <i>(name of recipient)</i>, plus statutory interest charged pursuant to s. 11.1 of the Family Maintenance Enforcement Act and statutory default fees charged pursuant to s. 14.4 of the Family Maintenance Enforcement Act.</p>

J7	Payment of Arrears - Creditor or BCFMA	<i>(Debtor)</i> shall pay to <i>(creditor)</i> towards the arrears in maintenance and in addition to the regular monthly maintenance payments, at least \$ <i>(amount)</i> per month starting <i>(date)</i> and continuing on the 1st day of each month thereafter until the arrears are paid in full or further order of the court.
J8	Payment of Fixed Sum Towards Ongoing Support, if any, and to Arrears - Creditor or BCFMA	<i>(Debtor)</i> shall pay to <i>(creditor)</i> at least \$ <i>(amount)</i> per month starting <i>(date)</i> and continuing on the 1st day of each month thereafter, which sum will be allocated towards payment of the ongoing maintenance owed, if any, pursuant to the order of Judge <i>(name of Judge)</i> dated <i>(date of order)</i> , or any variation of that order, and the balance towards the arrears of maintenance, statutory interest and fees, until the arrears are paid in full.
J9	Orders at Default Hearing – Immediate Payment - Creditor or BCFMA	Pursuant to Family Maintenance Enforcement Act s. 21(1)(c), <i>(debtor)</i> shall pay immediately to <i>(creditor or FMEP)</i> the sum of \$ <i>(amount)</i> or, despite s. 82 of the Offence Act, be imprisoned immediately for a period of <i>(up to 30)</i> days.
J10	Method of Payment - BCFMA	Payments shall be made payable to <i>(creditor)</i> and sent care of the Director of Maintenance Enforcement, Payment Services, PO Box 9233, Victoria BC V8W 9J1 or by such other payment method as the Director of Maintenance Enforcement may agree.
J11	Default Time - Creditor or BCFMA	In default of each payment as set out above, <i>(debtor)</i> shall be imprisoned in a British Columbia Correctional Centre for a period of <i>(up to 30)</i> days consecutive for each default in payment, unless they show cause why they should not be so imprisoned.
J12	Reduced Payment Term - Creditor or BCFMA	Pursuant to s. 21(3) of the Family Maintenance Enforcement Act, this court orders that <i>(debtor)</i> make periodic payments under the order made by <i>(name of judge)</i> on <i>(date of order)</i> , in the <i>(Supreme or Provincial)</i> Court, <i>(Registry Location)</i> Registry No. <i>(Registry Number)</i> , in the reduced sum of \$ <i>(amount)</i> , commencing <i>(date)</i> and continuing on the 1st day of each month thereafter up to and including <i>(end date)</i> , and the amount by which the regular maintenance payments of \$ <i>(amount)</i> are reduced, being \$ <i>(difference between regular support amount and reduced payment amount)</i> , shall be added to the aggregate of the arrears.
J13	Reporting Order – Provide Statement of Income and	Having found that <i>(debtor)</i> is unable to pay the arrears in full, <i>(debtor)</i> shall report to <i>(the court, the Director of Maintenance Enforcement, or a person designated by name</i>

	expenses FMEA s. 21(1)(a) - Creditor or BCFMA	<i>or position</i>) by completing a Statement of Income and Expenses in the prescribed form and mailing it to <i>(creditor/BCFMA)</i> on <i>the (date)</i> day of each month until further court order.
J14	Reporting Order – Report Changes in Circumstances FMEA s. 21(1)(b) - Creditor or BCFMA	Having found that <i>(debtor)</i> is unable to pay the arrears in full, <i>(debtor)</i> shall promptly provide particulars of each change of residential address, place of employment, or business address to <i>(the court, the Director, or a person designated by name or position)</i> (including any business that <i>(debtor)</i> is providing services to on a contract basis, whether in person or through any company in his/her control) within 7 days of any change.
J15	Payment by Notice of Attachment Toward Ongoing Support and Arrears - BCFMA	The Director of Maintenance Enforcement is at liberty to collect the payments as ordered by way of notices of attachment to the extent permitted by the Family Maintenance Enforcement Act and its Regulations, but if any payments collected by the Director of Maintenance Enforcement are insufficient to meet the minimum monthly payment of \$ <i>(amount)</i> , <i>(debtor)</i> shall forthwith remit the balance owing to the Director of Maintenance Enforcement.
J16	Varying Notice of Attachment Exemptions - BCFMA	The Notice of Attachment issued on <i>(date)</i> to <i>(attachee name)</i> is varied to the extent that the exemptions allowed are increased/decreased so that no more than \$ <i>(amount)</i> per month shall be attached commencing <i>(date)</i> , and continuing on the <i>(date)</i> day of each and every month thereafter up to and including <i>(end date)</i> .
J17	Driver's Licence - BCFMA	The Director of Maintenance Enforcement shall direct the Insurance Corporation of British Columbia to disregard the notice to cancel and not issue or renew the driver's licence of <i>(debtor)</i> , but the Director is at liberty to reissue a new notice to the Insurance Corporation of British Columbia should there be any default in the payments as ordered.
J18	Alternate Service Family Rule 182(1) and Rule 157 to Modify the Rule 182(1) Requirements - BCFMA	Pursuant to Rule 182(1) and Rule 157, for a period of one year from the date of this order, <i>(debtor)</i> may be served with any applications for enforcement under the Family Maintenance Enforcement Act by sending the documents by regular mail to <i>(address)</i> , unless <i>(debtor)</i> files with the court registry and delivers to legal counsel for the <i>BC Family Maintenance Agency</i> a completed Form 46 Notice of Address Change and that address shall then become the new address for service for <i>(debtor)</i> for any proceedings under the Family Maintenance Enforcement Act.
J19	Orders at Committal Hearings	Upon being satisfied that there has been a change in the circumstances of <i>(debtor)</i> since the default order was made on <i>(date of default hearing order)</i> and that the change has resulted in <i>(debtor)</i> 's inability to pay the full amount required

	-Creditor or BCFMA	by the default order, this court orders that the default order is varied as follows:
J20	Orders at Committal Hearings – imprisonment -Creditor or BCFMA	Pursuant to s. 23(4) of the Family Maintenance Enforcement Act, this court orders that (<i>debtor</i>) be imprisoned for a period of (<i>maximum 90 days</i>) days.
J21	Attachment Order -Creditor or BCFMA	Pursuant to s. 24 of the Family Maintenance Enforcement Act, this court orders that (<i>attachee</i>) must deduct from any monies due and owing or becoming due and owing to (<i>debtor</i>) the sum of \$(amount to be attached), which amount will be made payable by cheque or money order to (<i>creditor</i>), and to send the moneys to (<i>BCFMA or the creditor</i>) within five days after each amount is deducted in accordance with this attachment order. This attachment order remains in effect until (<i>date</i>). This attachment order will be served by (creditor or BCFMA) on (<i>attachee</i>) by (date for service).
J22	Land Registration - discharged	On application by (<i>the person against whose land a notice of maintenance is registered or the creditor</i>), this court orders that pursuant to s. 26(10) of the Family Maintenance Enforcement Act, the registered notice of maintenance is discharged.
J23	Land Registration - Partially Discharged	On application by (<i>the person against whose land a notice of maintenance is registered or the creditor</i>) this court orders that pursuant to s. 26(10) of the Family Maintenance Enforcement Act, the registered notice of maintenance is postponed to allow the registration of (<i>describe charge</i>).

K. INTERJURISDICTIONAL SUPPORT ORDERS ACT PICKLIST

K1	Provisional Initial Order	<p>On a provisional basis, (<i>name</i>) is found to be a resident of British Columbia and is imputed to have a Guideline annual income of \$ (<i>amount</i>).</p> <p>On a provisional basis, (<i>name 1</i>) shall pay to (<i>name 2</i>) the sum of \$ (<i>amount</i>) per month for the support of the child(ren), commencing on (<i>date</i>) and continuing on the (<i>date</i>) day of each and every month thereafter, for as long as the child(ren) is/are eligible for support under the Family Law Act or until further court order.</p> <p>On a provisional basis, (<i>name 1</i>) shall pay to (<i>name 2</i>) the sum of \$(amount) per month commencing on (<i>date</i>) and</p>
-----------	---------------------------	--

		<p>continuing on the (date) day of each month thereafter for the child(ren)'s special or extraordinary expenses.</p> <p>On a provisional basis, (name 1) shall pay to (name 2) as spousal support the sum of \$(amount) per month, commencing on (start date) and continuing on the (date) day of each and every month thereafter until (end date), at which time spousal support will be terminated.</p>
K2	Provisional Variation Order	<p>The order of the Honourable Judge (name) made on (date) is provisionally varied.</p> <p>On a provisional basis, (name) is found to be a resident of British Columbia and is imputed to have a Guideline annual income of \$ (amount).</p> <p>On a provisional basis, (name 1) shall pay to (name 2) the sum of \$ (amount) per month for the support of the child(ren), commencing on (date) and continuing on the (date) day of each and every month thereafter, for as long as the child(ren) is/are eligible for support under the Family Law Act or until further court order.</p> <p>On a provisional basis, (name 1) shall pay to (name 2) the sum of \$ (amount) per month commencing on (date) and continuing on the (date) day of each month thereafter for the child(ren)'s special or extraordinary expenses.</p> <p>On a provisional basis, (name 1) shall pay to (name 2) as spousal support the sum of \$ (amount) per month, commencing on (start date) and continuing on the (date) day of each and every month thereafter until (end date), at which time spousal support will be terminated.</p>
K3	Variation of an Order When Both Parties Accept Court Jurisdiction Under s. 35(a)	<p>Upon finding that both the applicant and respondent have accepted the jurisdiction of this court, the order made by the Honourable Judge (name) on (date) is varied on a final basis such that:</p>
K4	Variation of an Order When Court Has Jurisdiction Based on Habitual Residence of Respondent Under s. 35(c)	<p>Upon finding that the respondent habitually resides in British Columbia, the order made by the Honourable Judge (name) on (date) is varied on a final basis such that:</p>
K5	Further Information or Documents Required s. 19(2) or 30(2)	<p>The Designated Authority under the Interjurisdictional Support Orders Act, SBC 2002, chapter 29, shall contact the applicant or the appropriate authority in the reciprocating</p>

		jurisdiction to request the following information and/or documents: <i>(list information and documents required)</i>
K6	Set Aside Registration of Support Order Under /SOA	This court orders that the registration of the order made by <i>(court or tribunal)</i> on <i>(date)</i> is set aside pursuant to s. 19(3)

L. INFORMAL FAMILY TRIAL

L1	Orders to be made at FMC	Both parties must file their properly executed consents by <i>(date)</i> and on that date provide the Judicial Case Manager with any dates that they are not available. Provided both consents are filed, the Judicial Case Manager will set a 1/2 day informal trial. If either party does not file a properly executed consent by <i>(date)</i> , the Judicial Case Manager will set this for a <i>(number)</i> hour formal trial.
L2	Directions to be made at FMC where IFT is contemplated	<p>The Judicial Case Manager shall schedule a pre trial planning conference no less than 45 days in advance of the scheduled informal trial date.</p> <p>At the pre-trial planning conference, all parties must provide to each other the names of each witness (if any) and brief outline of the witness's evidence; indicate whether they will be represented by counsel at the hearing; and provide each party with copies of any documents and reports the parties intend to rely on at trial.</p> <p>The parties are directed to review the Kamloops Informal Family Trial resources on the Provincial Court website, and may wish to talk to a lawyer about the informal family trial process. In the event that both parties elect to have an informal family trial, they should revisit the Kamloops Informal Family Trial resources on the Provincial Court website in preparation for their hearing.</p>