

Family Justice Services

REQUEST FOR SERVICE

I am requesting services from Family Justice Services (FJS) in relation to the following issues:

- Child Support
- Custody
- Access
- Parent Information Session

Regarding our child(ren):

	Child 1	Child 2	Child 3
Name:			
Date of Birth:			
Place of Birth:			
Resides With:			

Contact Information:

Person 1 (Person requesting services) Person 2

Name (Full Legal):		
Address:		
Date of Birth:		
Contact Phone Number:		
Other Contact Phone Number (optional):		
E-Mail Address (optional):		

Please check one of the following:

- I have a lawyer to provide me with assistance regarding these issues. My lawyer is:

- I do not have a lawyer at this time.

Please check one of the following:

- The other person and I married on _____ and separated on _____
(or)

- The other person and I were not married but lived together as a couple from _____
to _____ (or)

- The other person and I were never married and never lived together as a couple.

- Other: _____

Please Complete:

Court Orders

Are there **any Court Orders** (such as, Peace Bonds, Emergency Protection Orders (EPO), Undertakings, Recognizance or Probation Orders) that impact your own contact or your children's contact with the other person?

- Yes**
 No

If the answer is **yes**, you are required to return a copy of the Court Order(s) with this Request for Service.

Previous Orders

If you wish to vary an existing Child Support or Custody and Access Order, please ensure that you submit a copy of the Order **with** this Request for Service.

Child Support

If this Request for Service relates to **child support**, you are required to present **income** information **from all sources**. Please return a copy of the following information with this Request for Service (Please indicate in the check box the information you are enclosing):

- Present income information including written statement from your employer confirming your year to date earnings, including overtime and rate of annual pay

- Copies of the Notices of Assessment or Re-assessment and/or Income Tax Returns of the last 3 years issued by Canada Customs and Revenue Agency. You may obtain copies by contacting Canada Customs and Revenue Agency at **1-800-959-8281**

- Income information from other sources not listed above, i.e. Employment Insurance; Workers Compensation; Income Support etc. Please provide details: _____

- Please check this box if you wish to seek special expenses and provide information/supporting documentation as necessary.

Child, Youth and Family Services

Have Child, Youth and Family Services (Child Protection) ever been involved with you or your children?

- Yes**
- No**

I am aware that:

1. I am required to attend a Parent Information Session to provide me with information about Family Justice Services, the legal and emotional separation process along with information about the needs of children following a separation.
2. Mediation services will **only** be offered when **both parties** have submitted a **completed** Request for Family Justice Services form and enclosed **all relevant requested information** as outlined in this form.
3. I will provide the other person with a copy of the Request for Family Justice Services to complete. If there are reasons that may prevent me from giving a copy to the other party I shall contact Family Justice Services to discuss further options.
4. If there are any previous court orders or written agreements related to child support, spousal support, custody or access, I am required to submit these documents with my Request for Service form.
5. Financial information required to resolve issues of child support will be shared with the other party.

Please Note: Family Justice Services will not process this Request for Service unless all parties' information has been provided.

Signature

Date