

Supreme Court of Nova Scotia  
(Family Division)

Between: [complete the heading as required by Rule 82 - Administration of Civil Proceedings]

[name]

Applicant

and

[name]

Respondent

**Notice of Application**

**To:** [name(s) of respondent or respondents]

**The applicant requests an order**

The applicant, [name of party], is applying for an order that would affect the following child or children: [may delete if there are no children affected]

Child's Last Name	First and Middle Names	Date of Birth (d/m/y)

The applicant is applying for an order for the following:

- under the *Parenting and Support Act*, including the following section numbers as referenced in parentheses:
  - custody and parenting arrangements (s. 18)
    - leave to apply by person who is not a parent or guardian (s. 18)
  - parenting time (s. 18)
    - leave to apply by person who is not a parent or guardian (s. 18)
  - grandparent contact time (s. 18)  grandparent interaction (s. 18)
  - contact time (s. 18)
    - leave to apply by person who is not a parent, grandparent or guardian (s. 18)
  - interaction (s. 18)
    - leave to apply by person who is not a parent, grandparent or guardian (s. 18)

- administrative recalculation of child support (*Administrative Recalculation of Child Support Regulations, s.8*)
  - child support involving parents or guardians (s. 9)
    - payable from (date) \_\_\_\_\_ forward
    - table amount
    - special or extraordinary expenses
  - child support involving finding of paternity (s. 11)
    - payable from (date) \_\_\_\_\_ forward
    - table amount
    - special expenses
  - spousal support (s. 3)
    - payable from (date) \_\_\_\_\_ forward
  - exclusive occupation of residence (s. 7)
  - medical insurance (s. 9 or 11)
  - paternity testing (s. 27)
  - determining or waiving notice for relocation (*s.18F*)
  - authorizing relocation of a child (*s.18G*)
  - preventing relocation of a child (*s.18G*)
  - addressing denial of time or interaction with a child (*s.40*)
  - addressing failure to exercise time or interaction with a child (*s.40A*)
  - requiring the respondent's appearance to explain failure to comply with an order (*s.41*)
  - registering an agreement or parenting plan (s. 52)
  - under the *Maintenance Enforcement Act*:
    - enforcing arrears incurred before the support order was filed with the Maintenance Enforcement Program and after receiving the Director's written confirmation of (date) \_\_\_\_\_ stating that those arrears will not be enforced (s. 15)
    - addressing a dispute between the parties about the amount of arrears (s. 15)
  - costs
  - other [give specifics, including legislation or other legal authority for relief sought]
- 
- 

The applicant started this application by filing this notice on the date certified by the court officer.

**Documents in support of application**

The applicant files the following documents in support of the application:

- parenting statement
  - statement of contact time and interaction
  - statement of income
  - statement of special or extraordinary expenses
  - statement of undue hardship circumstances
  - statement of expenses
  - statement of property
  - pre-hearing brief
  - affidavit of [name] \_\_\_\_\_
  - other affidavits and documents [give specifics] \_\_\_\_\_
- 

A copy of each document is to be delivered to you with this notice.

### **Response to Application**

To respond to the application, or to make your own application, you or your counsel may file a response to application. A judge or court officer will direct you regarding the deadline for filing a response to application.

### **Required to file documents**

There are requirements in the *Nova Scotia Civil Procedure Rules* for parties to file documents and these requirements depend on the type of relief sought. A judge or court officer may direct you to file documents and provide information by a specific date in response to this application.

### **Possible order against you**

A judge may grant a final order on the application without further notice to you if you fail to appear at the court when directed or fail to file documents as directed.

### **Filing and delivering documents**

Any documents you file with the court must be filed at the courthouse at [Street/Avenue], \_\_\_\_\_, Nova Scotia (telephone # \_\_\_\_\_).

The *Nova Scotia Civil Procedure Rules* require that whenever you file a document you must immediately deliver a copy of it to the applicant, or respondent, and to each other party entitled to notice, unless the document is part of an *ex parte* motion, the parties agree delivery is not required, or a judge or a court officer directs it is not required.

**Designated address for service**

The applicant designates the following address for delivery of documents:

Documents delivered to this address will be considered to be received by the applicant on delivery.

**Signature**

Signed \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of applicant  
Print name:

[or if represented by legal counsel, replace with the following]

\_\_\_\_\_  
Signature of counsel  
[name] as counsel for  
[name of party]

I, counsel for the applicant, certify that I have complied with the requirements of section 54C(2) of the *Parenting and Support Act*.

\_\_\_\_\_  
Signature of counsel

**Court Officer’s Certificate**

I certify that this notice of application was filed with the court on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Court Officer

For delivery with supporting documents to each respondent:  
[full name and address of each]

Supreme Court of Nova Scotia  
(Family Division)

Between: [copy standard heading]

[name]

Applicant

and

[name]

Respondent

**Response to Application**

**To:** [name(s) of applicant or applicants]

**The respondent requests an order**

The respondent, [name of party], is applying for an order which would affect the following children: [may delete if there are no children affected]

Child's Last Name	First and Middle Names	Date of Birth (d/m/y)

The respondent is applying for an order for the following:

- under the *Parenting and Support Act*, including the following section numbers as referenced in brackets:
  - custody and parenting arrangements (s. 18)
    - leave to apply by person who is not a parent or guardian (s. 18)
  - parenting time (s. 18)
    - leave to apply by person who is not a parent or guardian (s. 18)
  - grandparent contact time (s. 18)  grandparent interaction (s. 18)
  - contact time (s. 18)
    - leave to apply by person who is not a parent, grandparent or guardian (s. 18)
  - interaction (s. 18)
    - leave to apply by person who is not a parent, grandparent or guardian (s. 18)

- administrative recalculation of child support (*Administrative Recalculation of Child Support Regulations, s.8*)
  - child support involving parents or guardians (s. 9)
    - payable from (date) \_\_\_\_\_ forward
    - table amount
    - special or extraordinary expenses
  - child support involving finding of paternity (s. 11)
    - payable from (date) \_\_\_\_\_ forward
    - table amount
    - special expenses
  - spousal support (s. 3)
    - payable from (date) \_\_\_\_\_ forward
  - exclusive occupation of residence (s. 7)
  - medical insurance (s. 9 or 11)
  - paternity testing (s. 27)
  - determining or waiving notice for relocation (*s.18F*)
  - authorizing relocation of a child (*s.18G*)
  - preventing relocation of a child (*s.18G*)
  - addressing denial of time or interaction with a child (*s.40*)
  - addressing failure to exercise time or interaction with a child (*s.40A*)
  - requiring the respondent's appearance to explain failure to comply with an order (*s.41*)
  - registering an agreement or parenting plan (s. 52)
  
  - under the *Maintenance Enforcement Act*:
    - enforcing arrears incurred before the support order was filed with the Maintenance Enforcement Program and after receiving the Director's written confirmation of (date) \_\_\_\_\_ stating that those arrears will not be enforced (s. 15)
    - addressing a dispute between the parties about the amount of arrears (s. 15)
  - costs
  - other [give specifics, including legislation or other legal authority for relief sought]\_\_\_\_\_
- 
- 

**Documents in support of response**

The respondent files the following documents in support of the response:

- parenting statement
  - statement of income
  - statement of contact time and interaction
  - statement of special or extraordinary expenses
  - statement of undue hardship circumstances
  - statement of expenses
  - statement of property
  - pre-hearing brief
  - affidavit of [name] \_\_\_\_\_
  - other affidavits and documents [give specifics] \_\_\_\_\_
- 

A copy of each document is to be delivered to you with this notice.

**Designated address for service**

The respondent designates the following address for delivery of documents:

Documents delivered to this address will be considered to be received by the respondent on delivery.

**Signature**

Signed \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of respondent  
Print name:

[or]

\_\_\_\_\_  
Signature of counsel  
[name] as counsel for  
[name of party]

For delivery with supporting documents to each applicant:  
[full name and address of each]

Supreme Court of Nova Scotia  
(Family Division)

Between: [complete the heading as required by Rule 82 - Administration of Civil Proceedings]

[name]

Applicant

and

[name]

Respondent

**Notice of Variation Application**

**To:** [name of respondent or respondents]

**The applicant requests an order or orders be changed**

The applicant, [name of party] , is applying to vary or change an order or orders which is permitted by the following: [may delete the one that does not apply]

- section 17 of the *Divorce Act*;
- section 37 of the *Parenting and Support Act*.

The changes would affect the following order or orders: [include the title and date of each order]

---

The changes would affect the following child or children: [may delete if there are no children affected]

Child's Last Name	First & Middle Names	Date of Birth (d/m/y)

The requested changes are as a result of a change in circumstances which are described in the applicant's affidavit provided with this application.

The requested changes concern the following: [check only those that apply]

- custody
- parenting arrangements for the child
- parenting time
- contact time or interaction
- grandparent contact time or interaction
- child support:
  - table amount
  - special or extraordinary expenses
  - change in number of dependent children
  - retroactive variation
  - termination of child support
  - other [give specifics] \_\_\_\_\_

---

- spousal support
  - retroactive variation
  - termination of spousal support
  - other [give specifics]
- arrears of support [give specifics] \_\_\_\_\_

---

- other [give specifics] \_\_\_\_\_

---

As part of the variation application, the applicant is applying: [check only those that apply]

- under section 15 of the *Maintenance Enforcement Act* to address a dispute between the parties about the amount of arrears
- under section 46(4) of the *Maintenance Enforcement Act* for relief from payment of arrears

The applicant requests that the changes take effect as of (date) \_\_\_\_\_  
and the applicant must present evidence in support of this date.  
[may specify for each change if necessary]

The applicant started this variation application by filing this notice on the date certified by the court officer.

**Documents in support of application**

The applicant files the following documents in support of the application:

- parenting statement
- statement of contact time and interaction
- statement of income
- statement of special or extraordinary expenses
- statement of undue hardship circumstances
- statement of expenses
- statement of property
- pre-hearing brief
  
- affidavit of [name of applicant] ,  
which includes evidence establishing change in circumstances and  
evidence supporting the effective date
  
- other affidavits and documents [give specifics] \_\_\_\_\_  
\_\_\_\_\_
  
- certified copy of each order that the applicant seeks to vary

A copy of each document is to be delivered to you with this notice.

**Response to variation application**

To respond to the variation application, or to make your own variation application, you or your counsel may file a response to variation application. A judge or court officer will direct you regarding the deadline for filing a response to variation application.

**Required to file documents**

There are requirements in the *Nova Scotia Civil Procedure Rules* for parties to file documents and these requirements depend on the type of relief sought. A judge or court officer may direct you to file documents and provide information by a specific date in response to this application.

**Possible order against you**

A judge may grant a final order on the variation application without further notice to you if you fail to appear at the court when directed or fail to file documents as directed.

**Filing and delivering documents**

Any documents you file with the court must be filed at the courthouse at [Street/Avenue], , Nova Scotia (telephone # ).

The *Nova Scotia Civil Procedure Rules* require that whenever you file a document you must immediately deliver a copy of it to the applicant, or respondent, and to each other party entitled to notice, unless the document is part of an *ex parte* motion, the parties agree delivery is not required, or a judge or a court officer directs it is not required.

**Designated address for service**

The applicant designates the following address for delivery of documents:

Documents delivered to this address will be considered to be received by the applicant on delivery.

**Signature**

Signed , 20

\_\_\_\_\_  
Signature of applicant  
Print name:

[or if represented by legal counsel, replace with the following]

\_\_\_\_\_  
Signature of counsel  
[name] as counsel for  
[name of party]

I, counsel for the applicant, certify that I have complied with the requirements of section 54C(2) of the *Parenting and Support Act*.

\_\_\_\_\_  
Signature of counsel

**Court Officer's Certificate**

I certify that this notice of variation application was filed with the court on \_\_\_\_\_, 20\_\_.

---

Court Officer

For delivery with supporting documents to each respondent:  
[full name and address of each]

**Form 59.13**

20

No.

Supreme Court of Nova Scotia  
(Family Division)

Between: [copy standard heading]

[name]

Applicant

and

[name]

Respondent

**Response to Variation Application**

**To:** [name(s) of applicant or applicants]

**The respondent requests an order or orders be varied**

The respondent, [name of party] is applying to vary or change an order or orders which is permitted by the following: [may delete the one that does not apply]

- section 17 of the *Divorce Act*;
- section 37 of the *Parenting and Support Act*.

The changes would affect the following order or orders: [include the title and date of each order]

---

The changes would affect the following child or children: [leave blank if there are no children affected]

Child's Last Name	First and Middle Names	Date of Birth (d/m/y)

The requested changes are as a result of a change in circumstances which are described in the respondent's affidavit provided with this application.

The requested changes concern the following: [check only those that apply]

- custody
- parenting arrangements for the child
- parenting time
- contact time or interaction
- grandparent contact time or interaction
  
- child support:
  - table amount
  - special or extraordinary expenses
  - change in number of dependent children
  - retroactive variation
  - termination of child support
  - other [give specifics] \_\_\_\_\_
  
- spousal support
  - retroactive variation
  - termination of spousal support
  - other [give specifics]
  
- arrears of support [give specifics] \_\_\_\_\_
  
- other [give specifics] \_\_\_\_\_

As part of the response to variation application, the respondent is applying: [check only those that apply]

- under section 15 of the *Maintenance Enforcement Act* to address a dispute between the parties about the amount of arrears
  
- under section 46(4) of the *Maintenance Enforcement Act* for relief from payment of arrears

The respondent requests that the changes take effect as of (date) \_\_\_\_\_  
and the respondent must present evidence in support of this date.  
[may specify for each change if necessary]

**Documents in support of response**

The respondent files the following documents in support of the response:

- parenting statement
- statement of contact time and interaction
- statement of income
- statement of special or extraordinary expenses
- statement of undue hardship circumstances
- statement of expenses
- statement of property
- pre-hearing brief
  
- affidavit of [name of respondent ]  
which includes evidence establishing change in circumstances and  
evidence supporting the effective date
  
- other affidavits and documents [give specifics] \_\_\_\_\_  
\_\_\_\_\_
- certified copy of each order that the applicant seeks to vary

A copy of each document is to be delivered to you with this notice.

**Designated address for service**

The respondent designates the following address for delivery of documents:

Documents delivered to this address will be considered to be received by the respondent on delivery.

**Signature**

Signed \_\_\_\_\_, 20

\_\_\_\_\_  
Signature of respondent  
Print name:

[or]

\_\_\_\_\_  
Signature of counsel  
[name] as counsel for  
[name of party]

For delivery with supporting documents to each applicant:  
[full name and address of each]

**Form 59.25**

20

No.

Supreme Court of Nova Scotia  
(Family Division)

Between: [copy standard heading]

[name]

Applicant

and

[name]

Respondent

**Direction to Disclose**

**To:** [name and address of party]

You must complete and file the following documents:

- a parenting statement, [*if you intend to make or dispute a claim for custody, parenting time, or about parenting*] ;
- a statement of contact time and interaction, [*if you intend to make or dispute a claim for time or interaction with a child*] ;
- a sworn statement of income, including all of the following attachments:
  - (a) copies of your last two consecutive income statements (for example, pay stubs, Employment Insurance stubs, social assistance stubs) or a letter from your employer or income provider stating your gross income so far this year;
  - (b) copies of all notices of assessment from Canada Revenue Agency for [20 , 20 , and 20 , the last three years] (you can obtain copies from the Canada Revenue Agency by calling 1-800-959-8281 or going online at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount));
  - (c) copies of all income tax returns, whether filed with the Canada Revenue Agency or not, completed with all schedules, attachments, and information slips (also available from the Canada Revenue Agency), for [20 , 20 ,

- and 20* , the last three years] ;
- (d) if you are self-employed, or a member of a partnership, or a trustee, administrator or beneficiary of a trust, or you control a corporation, you must comply with the directions in the statement of income;
- (e) if you are unable to provide the applicable attachments listed from (a) to (d), you must provide a letter detailing why you cannot provide them.
- a sworn statement of special or extraordinary expenses, [*if you intend to make a claim for special or extraordinary expenses*] ;
- a sworn statement of undue hardship circumstances, [*if you intend to make a claim of undue hardship*] ;
- a sworn statement of expenses;
- a sworn statement of property;
- other [give specifics] .

### **Deadline for filing documents**

*[Bring these documents with you to the conciliation meeting scheduled to be held at [a.m./p.m.] on \_\_\_\_\_, 20\_\_\_\_, at the courthouse, [Street/Avenue] \_\_\_\_\_, Nova Scotia. / Mail or deliver the documents to the court at the courthouse at [Street/Avenue] \_\_\_\_\_, Nova Scotia (telephone # \_\_\_\_\_) no later than \_\_\_\_\_, 20\_\_\_\_.]*

### **Copies for other parties**

*[Also, bring two copies of each required statement, including attachments, with you to the conciliation meeting. / Mail or deliver a copy of each statement, including attachments, to [name] at [designated address/updated address] at the same time you mail or deliver it to the court.]*

### **Possible order against you if you fail**

If you fail to disclose at the required time, a court officer or a judge may do any of the following without further notice to you:

- (1) order costs against you in an appropriate amount which is usually \$250.00;
- (2) make an interim order for child support;
- (3) dismiss an application, motion, or claim, or any part of it, or stay a proceeding started by you.

**Legal Counsel**

You have the right to be represented by counsel and it is recommended that you seek legal advice as soon as possible.

Issued \_\_\_\_\_, 20\_\_\_\_

---

[name of court officer]  
COURT OFFICER  
telephone:

**Form 59.26A**

**20**

**No.**

Supreme Court of Nova Scotia  
(Family Division)

Between: [copy standard heading]

[name]

Applicant

and

[name]

Respondent

**Order to Appear and Disclose**

[*Before Court Officer name /The Honourable Justice name* ] :

A [*direction to appear/direction to disclose/direction to appear and a direction to disclose*] [*was/were*] [*mailed to you/personally delivered to you*] on \_\_\_\_\_, 20\_\_\_\_ ;

And you, [name] , failed to [*appear/disclose/appear and disclose*] as directed;

**You must appear in court**

You are ordered to come to the courthouse at \_\_\_\_\_, [Street/Avenue] \_\_\_\_\_, Nova Scotia and appear before [*a judge/a court officer*] at \_\_\_\_\_ [a.m./p.m.] on \_\_\_\_\_, 20\_\_\_\_ .

**You must bring documents**

You are also ordered to bring with you three copies of each of the following:

- a parenting statement, [*if you intend to make or dispute a claim for custody, parenting time, or about parenting*] ;
- a statement of contact time and interaction, [*if you intend to make or dispute a claim for time or interaction with a child*] ;
- a sworn statement of income, including all of the following attachments:

- (a) copies of your last two consecutive income statements (for example, pay stubs, Employment Insurance stubs, social assistance stubs) or a letter from your employer or income provider stating your gross income so far this year;
  - (b) copies of all notices of assessment from Canada Revenue Agency for [20 , 20 , and 20 , the last three years] (you can obtain copies from the Canada Revenue Agency by calling 1-800-959-8281 or going online at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount));
  - (c) copies of all income tax returns, whether filed with the Canada Revenue Agency or not, completed with all schedules, attachments, and information slips (also available from the Canada Revenue Agency), for [20 , 20 , and 20 , the last three years] ;
  - (d) if you are self-employed, or a member of a partnership, or a trustee, administrator or beneficiary of a trust, or you control a corporation, you must comply with the directions in the statement of income;
  - (e) if you are unable to provide the applicable attachments listed from (a) to (d), you must provide a letter detailing why you cannot provide them.
- a sworn statement of special or extraordinary expenses, [*if you intend to make a claim for special or extraordinary expenses*] ;
  - a sworn statement of undue hardship circumstances, [*if you intend to make a claim of undue hardship*] ;
  - a sworn statement of expenses;
  - a sworn statement of property;
  - other [give specifics] .

### **Possible order against you if you fail**

If you fail to obey this order, a judge or court officer may do any of the following without further notice to you:

- (1) order costs against you in an appropriate amount which is usually \$250.00;
- (2) make an order directing a person, such as your employer, to disclose financial or other information about you;
- (3) dismiss an application, motion, or claim, or any part of it, or stay a proceeding started by you;
- (4) make an interim or final order for custody, time or interaction with a child, or

about parenting;

- (5) make an interim or final order for child support;
- (6) make any other interim or final order, including an order for spousal support, division of property, division of pensions, or any other order sought;
- (7) start contempt proceedings against you for a contempt order.

Issued \_\_\_\_\_, 20\_\_\_\_

---

[name of court officer]  
COURT OFFICER  
telephone:  
fax:

[Add the following when order made by court officer]

*[Note that when an order is made by a court officer, the Civil Procedure Rules permit you, or your counsel, to make a motion to the court officer to terminate or change the order, or appeal the order to a judge. The motion must be made or the appeal started, no more than ten days after a copy of the order is delivered to you.]*

**Form 59.26B**

20

**No.**

Supreme Court of Nova Scotia  
(Family Division)

Between: [copy standard heading]

[name]

Applicant

and

[name]

Respondent

**Order to Disclose**

[*Before Court Officer name /The Honourable Justice name* ] :

A direction to disclose was [*mailed to you/personally delivered to you*] on  
, 20 ;

And you, [name] , failed to disclose as directed;

**You must file documents**

You are ordered to file three copies of each of the following:

- a parenting statement, [*if you intend to make or dispute a claim for custody, parenting time, or about parenting*] ;
- a statement of contact time and interaction, [*if you intend to make or dispute a claim for time or interaction with a child*] ;
- a sworn statement of income, including all of the following attachments:
  - (a) copies of your last two consecutive income statements (for example, pay stubs, Employment Insurance stubs, social assistance stubs) or a letter from your employer or income provider stating your gross income so far this year;
  - (b) copies of all notices of assessment from Canada Revenue Agency for [20 , 20 , and 20 , the last three years] (you can obtain copies from the Canada Revenue Agency by calling 1-800-959-8281 or going online at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount));

- (c) copies of all income tax returns, whether filed with the Canada Revenue Agency or not, completed with all schedules, attachments, and information slips (also available from the Canada Revenue Agency), for [20 , 20 , and 20 , the last three years] ;
  - (d) if you are self-employed, or a member of a partnership, or a trustee, administrator or beneficiary of a trust, or you control a corporation, you must comply with the directions in the statement of income;
  - (e) if you are unable to provide the applicable attachments listed from (a) to (d), you must provide a letter detailing why you cannot provide them.
- a sworn statement of special or extraordinary expenses, [*if you intend to make a claim for special or extraordinary expenses*] ;
  - a sworn statement of undue hardship circumstances, [*if you intend to make a claim for special or extraordinary expenses*] ;
  - a sworn statement of expenses;
  - a sworn statement of property;
  - other [give specifics] .

**Filing documents instead of appearing in court**

You may file all of the information listed above with the court no later than \_\_\_\_\_, 20\_\_\_\_, to avoid the need to appear in court.

Otherwise, you are ordered to come to the courthouse at \_\_\_\_\_, [Street/Avenue] \_\_\_\_\_, Nova Scotia and appear before [a judge/a court officer] at \_\_\_\_\_ [a.m./p.m.] on \_\_\_\_\_, 20\_\_\_\_.

**Possible order against you if you fail**

If you fail to obey this order, a judge or court officer may do any of the following without further notice to you:

- (1) order costs against you in an appropriate amount which is usually \$250.00;
- (2) make an order directing a person, such as your employer, to disclose financial or other information about you;

- (3) dismiss an application, motion, or claim, or any part of it, or stay a proceeding started by you;
- (4) make an interim or final order for custody, time or interaction with a child, or about parenting;
- (5) make an interim or final order for child support;
- (6) make any other interim or final order, including an order for spousal support, division of property, division of pensions, or any other order sought;
- (7) start contempt proceedings against you for a contempt order.

Issued \_\_\_\_\_, 20\_\_\_\_

---

[name of court officer]  
COURT OFFICER  
telephone:  
fax:

[Add the following when order made by court officer]

*[Note that when an order is made by a court officer, the Civil Procedure Rules permit you, or your counsel, to make a motion to the court officer to terminate or change the order, or appeal the order to a judge. The motion must be made or the appeal started, no more than ten days after a copy of the order is delivered to you.]*

Supreme Court of Nova Scotia  
(Family Division)

Between: [copy standard heading]

[name]

Applicant

and

[name]

Respondent

**Conciliation Record**

**1. Issues in Proceeding**

The Applicant raises the following issues:

The Respondent raises the following issues:

[see section 7, Issues to be Resolved]

**2. Steps Taken**

Application and Intake filed on \_\_\_\_\_, 20\_\_ .

Referral to Parent Information:      Applicant on \_\_\_\_\_, 20\_\_ .  
   Respondent on \_\_\_\_\_, 20\_\_ .

Attendance at Parent Information:      Applicant on \_\_\_\_\_, 20\_\_ .  
   Respondent on \_\_\_\_\_, 20\_\_ .

Conciliation Meeting: [date or dates, and names of parties participating]

**3. Documents Filed**

By the Applicant: [list forms and documents filed, for example  
notice of application filed on \_\_\_\_\_, 20\_\_ .  
parenting statement filed on \_\_\_\_\_, 20\_\_ .  
statement of income filed on \_\_\_\_\_, 20\_\_ .]

By the Respondent: [list forms and documents filed, for example  
response to application filed on \_\_\_\_\_, 20 \_\_\_\_ .  
parenting statement filed on \_\_\_\_\_, 20 \_\_\_\_ .  
statement of income filed on \_\_\_\_\_, 20 \_\_\_\_ .]

**4. Orders and Written Agreements**

[list documents, for example

consent order respecting custody and access, issued on \_\_\_\_\_, 20 \_\_\_\_ .  
interim order for child support, issued on \_\_\_\_\_, 20 \_\_\_\_ .  
order to disclose to [name] \_\_\_\_\_, by court officer, issued on \_\_\_\_\_, 20 \_\_\_\_ .]

**5. Representation by Counsel**

Applicant: [*unrepresented*/name of counsel]

Respondent: [*unrepresented*/name of counsel]

**6. Subjects Never Disputed or Now Agreed**

[see section 7, Issues to be Resolved]

**7. Issues to be Resolved** [may delete any that do not apply]

- custody/parenting arrangements/time or interaction with a child
  - custody: custody to one party or joint custody
  - custodial or residential parent
  - parenting arrangements
  - parenting time
  - contact time
  - interaction
  - paternity
  - relocation
  - other [detail]
  
- child support
  - paternity
  - determination of income
  - special or extraordinary expenses
  - undue hardship
  - shared custody
  - child 19 or over
  - person in place of a parent
  - retroactive claim [detail]
  - other [detail]

- spousal support
  - entitlement or need
  - ability to pay
  - amount
  - other [detail]
  
- exclusive possession or occupation
  - matrimonial home
  - family residence
  - other [detail]
  
- property division
  - classification of property
  - valuation of property
  - matrimonial home
  - contribution to business asset
  - unequal division
  - other [detail]
  
- other property issues
  - division under applicable pension legislation
  - trust remedies or unjust enrichment
  - other [detail]
  
- other [detail]

## **8. Next Steps Taken by Court Officer or Recommended**

- provide draft consent order for approval
- refer to mediation
- order to non-party to disclose information
- interim order for child support
- recommend that order for child support be varied
- schedule a [conference/motion for directions/date assignment conference]
- schedule a settlement conference
- recommend that a parenting assessment report be prepared
- schedule a hearing before a judge
- other [detail]

### **Conciliation record as evidence**

This conciliation record may be considered as evidence by the judge, subject to an objection to any part of the conciliation record, filed by a party or counsel no more than two days after the day a copy of this record is delivered to the party.

Issued , 20

---

[name of court officer]  
COURT OFFICER  
telephone:  
fax:

TO: [name] , Applicant or [name] , counsel for the Applicant  
[Address]

[name] , Respondent or [name] , counsel for the Respondent  
[Address]

Supreme Court of Nova Scotia  
(Family Division)

Between: [copy standard heading]

[name]

Applicant

and

[name]

Respondent

**Notice to Appear in Court**

**You must appear in court**

You must appear in court at the courthouse at \_\_\_\_\_, [Street/Avenue] \_\_\_\_\_, Nova Scotia and appear before [a judge/ name of judge ] on \_\_\_\_\_, 20\_\_\_\_ at [a.m./p.m.] for [the hearing of a motion for give details of motion./an organizational conference./a date assignment conference./a settlement conference./the final hearing of this application./the hearing of a variation application./ the trial. give details ]

[Number of hours or days have/has] been set aside for the [conference./hearing./trial.]

**Legal Counsel**

You have the right to be represented by counsel and it is recommended that you seek legal advice as soon as possible.

**Possible order against you if you fail to appear**

If you fail to appear in court at the required time, a judge may do any of the following without further notice to you:

- (1) order costs against you;
- (2) make an order directing a person, such as your employer, to disclose financial or other information about you;
- (3) dismiss an application, motion, or claim, or any part of it, or stay a proceeding started by you;

- (4) make an interim or final order for custody, time or interaction with a child, or about parenting;
- (5) make an interim or final order for child support;
- (6) make any other interim or final order, including an order for spousal support, division of property, division of pensions, or any other order sought;
- (7) require you to appear before a judge to explain your failure to comply with a court order and determine the issue including any additional order the judge deems necessary to ensure compliance, under section 41 of the *Parenting and Support Act*;
- (8) start contempt proceedings against you.

Issued \_\_\_\_\_, 20\_\_\_\_

---

[name of court officer]  
COURT OFFICER  
telephone:  
fax:

TO: [name] , Applicant or [name] , counsel for the Applicant  
[Address]

[name] , Respondent or [name] , counsel for the Respondent  
[Address]