**CHECKLIST TO FIX DATES IN FAMILY MATTERS (2.02)**

**File number: \_540\_ -\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_** date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nature of the application:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification \_\_\_\_\_\_\_\_\_\_\_

Counsel for the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for: [ ]  mother / [ ]  father / [ ] \_\_\_\_\_\_\_\_\_

Counsel for the defendant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for: [ ]  mother / [ ]  father / [ ] \_\_\_\_\_\_\_\_\_

Counsel for the impleaded party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for: [ ]  child / [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **JOINT DECLARATION FILED / TOTAL DURATION OF THE HEARING (incl. Reading): \_\_\_\_\_\_**

*It is preferable for counsel to provide all required documents when the date is fixed to facilitate the verification of the record. If the documents were already filed and new copies cannot be made to expedite the verification of the record’s compliance, then the classification number of the filed documents must be indicated for verification purposes.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REQUIRED DOCUMENTS** | **Applicant**party1 ledger1 | **SC**1 | **Defence** party1 ledger1 | **SC**1 | NOTE(S) |
| **Certificate** of participation in the information session– art. 417 CCP **OR**  | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **Undertaking** to participate in the information session – art. 417 CCP  | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **Statement** – art. 444 Cpc | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **ALIFORM** form (Schedule I)Including assets and liabilities **OR** | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| Calculation form or Table(**federal guidelines**) | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **Recent income tax return** | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **Recent notice of assessment** | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **THREE pay slips** (if employee)**or** | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **Financial statements** (if self-employed)**or** | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **Proof of income** (if receiving grants / assistance benefits / etc.) | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |
| **Schedule III** – if provision for costs or support between spouses | [ ]  \_\_\_ |  | [ ]  \_\_\_ |  |  |

1 **INSTRUCTIONS** :  **(a)** check the box if you are filing the required document on the same day;

**(b)** check the box and write *the court ledger classification* number *beside* it if the document has already been filed into the record to confirm that it was produced.

**Column “SC” for each document is for the exclusive use of the Special Clerks (SC) for verification purposes.**

Drafted on October 27, 2020