

Subject: Child Support Services – Court Requirements

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Employment and Financial Program Policy

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Common Service Delivery
Child Support Services

BACKGROUND:

Court documents prepared by the Child Support Services (CSS) Program are expected to meet legislated and court requirements. The CSS Program was informed that the Court of Queen's Bench issued a notice entitled "*The Notice to the Profession and Public (Notice)*". The *Notice to the Profession and Public (Notice)* standardizes the financial documents filed in the Court of Queen's Bench when an application for child support is made in certain circumstances. These circumstances are:

- 1) split parenting,
- 2) shared parenting,
- 3) where s.7 expense claims are being made, and
- 4) when an undue hardship claim is being made.

In the past, CSS estimated an applicant's social assistance income and used court forms specific to Human Services; however, to comply with this *Notice to the Profession*, Human Services will follow the standardized process established for court applications, use the courts' forms and schedules and provide all applicants with a Statement of Social Assistance verifying the social assistance income received in the current year.

The CSS Program has been informed the Clerk of the Court will refuse to file any child support application that does not comply with the Notice issued by the Court of Queen's Bench.

INTENT:

To ensure child support applications meet the legal requirements set out in *The Notice to the Profession and Public (Notice)*.

POLICY:

The following CSS policies have been updated:

[Applicant Assessment](#)

[Applicant Assessment: Interview](#)

[Respondent Assessment](#)

[Respondent Assessment: Financial Circumstances](#)

[Court Preparation](#)

[Court Preparation: Required Court Documents](#)

[Court Preparation: Document Service](#)

[Court Preparation: Respondent Response and Reply Statements](#)

[Court Preparation: Parenting After Separation](#)

[Court Proceedings](#)

[Court Proceedings: DNA](#)

[Court Proceedings: Hearings and Trials](#)

[Varying - Agreements and Orders](#)