

# Kit #5a

## Pre-trial Conferences

You can use this kit to set up and prepare for a Pre-Trial Conference.

If you have any questions, please feel free to contact:

Family Law Information Centre  
1-888-218-2822 (extension 2)  
(306) 787-5837  
[familylaw@gov.sk.ca](mailto:familylaw@gov.sk.ca)

\*This self-help kit is not a substitute for professional legal advice. It does not address all possible situations nor does it cover all areas of applicable legislation. You use this kit entirely at your own risk. The legal process can be complicated and ***it is recommended that you consult with a lawyer*** before filing any documents and proceeding to court.

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## **I. What is a Pre-Trial Conference?**

A Pre-trial Conference is a mandatory step before trial, which attempts to resolve any outstanding issues before parties proceed to trial. It is a settlement meeting where the parties (and their lawyers, if represented by counsel) are required to appear. The parties meet in a private room (not in open court) with a judge. Parties are required to prepare a document called a 'Pre-trial Brief', outlining the facts of the case, the position they are taking on any of the issues raised in the case, and any past case law supporting that position. There is more information on Pre-trial Briefs later in this kit.

The Pre-trial Judge will review both Pre-trial Briefs prior to the conference date. At the Pre-trial Conference, the Judge may provide each side with an assessment of what may happen at trial and will communicate with both parties to try and help them reach an agreement on how to settle their issues.

It is important to note that the Pre-Trial Judge does not make a ruling to decide your case. If any agreement is reached at Pre-trial, then the judge may make an order based on both parties consenting to the order. If there are issues that are not settled at the Pre-trial, a trial will be scheduled. The Pre-trial Judge cannot be the trial Judge. However, the Pre-trial Judge may help deal with some procedural issues so that a trial can be run in a more organized manner.

Anything said at the pre-trial conference is privileged and cannot be used at trial. In this respect, it is very much like mediation. This encourages the parties to try to settle any outstanding issues, without the fear that any offer made at Pre-trial could later be brought up at trial. After Pre-trial, the brief and supporting documents (other than the Financial and Property Statements). If the matter proceeds to trial, you can then resubmit those supporting documents as trial exhibits.

When negotiating a settlement of any issues, it is usually necessary for all relevant information to be exchanged. You are able to request any relevant information from the opposing party, if it is in their possession. They can do the same from you. If either party cannot obtain this relevant documentation from the other, then the requesting party may bring a court application to force the documentation to be disclosed. There is a separate kit that will allow you to do this, if necessary.

In some instances, a Pre-trial may be adjourned and then resumed at a later date. Often this happens because the parties are missing information that may assist in settling any of the issues. It is better to try to collect all relevant information before the Pre-trial so that an adjournment is not necessary. If the Pre-trial is adjourned, it will take longer to resolve issues.

Although you may currently feel that an agreement will not be reached and a trial will be required, statistics have shown that most people settle some or all of their issues at Pre-trial, and it saves both parties the time, effort, and money that accompany a family law trial. Furthermore, the parties will be sure of the outcome, as opposed to the uncertainty and potential costs that come with trial.

## **II. How to get to Pre-trial**

A family law court proceeding is started by one party (Petitioner) filing a Petition with the Court of King's Bench and serving the opposing party (Respondent) with a copy of that document.

The Respondent will usually then file an Answer (and possibly also a Counter-Petition) with the Court of King's Bench and serve a copy of those documents on the Petitioner.

In the Petition, Answer and Counter-petition the parties state which issues they would like to have resolved and how they would like those issues to be resolved.

At any point in the process the parties can resolve the issues by coming to an agreement. When an agreement cannot be reached the parties can ask to have the issues resolved by the court.

Certain issues are more urgent than others. Sometimes, one of the parties will bring a court application for an interim order. This is a request to get a temporary court order, so that something can be put into place in the time frame between separation and when the issues are finally resolved. It is common to see court orders granted for interim parenting arrangements and support. The Family Law Information Centre can provide you with a separate package if you need to file any application for an interim order, or to resolve some other time-sensitive issue.

Interim orders can stay in place indefinitely, but the parties can still negotiate a final resolution to any of their issues or to take the matter to trial to have a judge hear all evidence before making a final decision.

If one or both parties wish to proceed to trial, it is mandatory to first attend a Pre-trial Conference. There are a few preliminary requirements that must be satisfied. You will have to confirm that certain steps have been taken before a Pre-trial will be scheduled. These items can be found in the **Form 15-62 - Joint Request for a Family Law Pre-Trial Conference**, which is included in this kit.

**IMPORTANT:** Read through the form carefully. If there are steps that still need to be completed before signing the form, you will need to complete them first. You should not request or sign a joint request for a pre-trial conference until you are prepared to proceed. Consider what information and documents you will need to build your argument. This may include: property appraisals, medical reports and parenting assessments.

At some point in the legal process, you may be served with a Joint Request Form from the opposing party, or their lawyer. Alternatively, you may be the party that serves the form on the opposing party or their lawyer.

If both parties fill out their respective portions of the form, and both sign the Joint Request form, then the form can be filed at the Court of King's Bench by one of the parties along with the \$75 filing fee. After this, the Court of King's Bench can tell you the process for setting a Pre-trial date. This process may vary between court locations. This is one way that you can have a Pre-trial date set.

Sometimes, one party serves a Joint Request on another party and they do not fill out the form as requested. When this happens, the requesting party has the following options:

- 1) If no response is given, then pursuant to Rule 4-11(2) you can obtain a date directly from the Local Registrar. You will have to complete the **Certificate Pursuant to Rule 4-11(2)**, which is included this kit. Once you obtain the date, you must advise the other party of this date. This process can only be used if the opposing party has given you no response when you have served them with the Joint Request form.

- 2) If the opposing party advises you that they are not ready to proceed to Pre-trial, then you can either wait for the time that the opposing party is ready to proceed, or pursuant to Rule 4-11(3), you can bring a court application asking for an order to force the scheduling of a Pre-trial date. To proceed with this application, contact the Family Law Information Centre to obtain a different package. This process can be used if the opposing party has declined to complete the Joint Request form, and you believe that all the requirements set forth in the Joint Request form have been met.

### **III. Rules and Legislation**

It is recommended that you review the relevant Rules of Court prior to attending Pre-trial. You can obtain a complete copy of the Rules of Court here:

<https://publications.saskatchewan.ca/#/products/73108>

For your benefit, a summary of the relevant Rules of Court relating to Pre-trial conferences are reproduced below. This summary is not intended to provide you with all of the information that you need to know. It is recommended that you review all of the relevant rules in their entirety to ensure that you are in compliance with the legal requirements surrounding pre-trial conferences.

- Rule 9-2: A pre-trial conference must be held before a trial date is scheduled.
- Rule 15-56: At least 10 days before pre-trial, you must either file an updated financial statement and property statement, or an affidavit stating that the information from the previous financial and property statements has not changed.
- Rule 4-11: There are three ways to set a date for a Pre-trial conference:
- Both parties can sign a Joint Request form [Rule 4-11(1)];
  - If Pre-trial request ignored, then a date can be set by requesting party [Rule 4-11(2)];
  - If Pre-trial request refused, then requesting party can apply to have a date set by court order [Rule 4-11(3)].
- Rule 4-12 This rule sets out the purpose and goals of a pre-trial conference.
- Rule 4-13(1) Pre-trial briefs exchanged at least 10 days before the Pre-trial date
- Rule 4-13(2) This rule sets out the contents of a Pre-trial brief.
- Rule 4-15(1) Unless otherwise ordered, all parties and lawyers must appear at Pre-trial.
- Rule 4-17 This rule indicates that Pre-trial can be adjourned by judge.
- Rule 4-18 This rule outlines the documents that can result from the various possible outcomes from Pre-trial.
- Rule 4-19 The Pre-trial process and documents are privileged and cannot be used as evidence at trial.

- Rule 4-20                    The Pre-trial judge can direct the matter to proceed to trial.
- Rule 4-21                    The Pre-trial judge will not be your trial Judge.
- Rule 5-40                    If you intend to present the evidence of an expert at trial, the expert's report must be served on the opposing party at least 60 days before the Pre-trial conference date scheduled for a pre-trial conference; if you intend on presenting evidence of an expert at trial in rebuttal, the expert's report must be served on the opposing party at least 30 days before the Pre-trial conference date.
- Rule 5-46                    If you intending to submit an appraisal report in evidence must you must serve a copy of the appraisal report and a summary of the qualifications of the person making the report at least 30 days before the Pre-trial date.
- Rule 5-47                    If you intending to submit a medical report in evidence must you must serve a copy of the medical report at least 30 days before the Pre-trial date.

The rules regarding expert evidence at Rule 5-40, 5-46, and 5-47 create deadlines for providing reports to the opposing party. It is important to be aware of these deadlines to ensure that you are able to use the evidence at trial if need be. If you do not follow these rules, you may not be able to present evidence that may be essential to your case.

You should also familiarize yourself with the family law legislation that is relevant to your matter. The:

- **The Divorce Act** applies to couples who are married. If you are married and seeking a divorce, a parenting order, child support or spousal support, you can make those claims under the Divorce Act.  
<http://laws.justice.gc.ca/eng/acts/D-3.4/index.html>
- **The Children's Law Act, 2020** must be used if you are seeking a parenting order and were not married to the other parent. Married parents can also apply for a parenting order under this Act.  
<https://publications.saskatchewan.ca/#/products/111938>
- **The Family Maintenance Act** must be used if you are unmarried and making a claim for child or spousal support. Married parents can also apply for support under this Act.  
<https://publications.saskatchewan.ca/#/products/534>
- **The Family Property Act** is the law that applies to all claims for division of family property claims.  
<https://publications.saskatchewan.ca/#/products/535>

#### IV. Do I need a lawyer?

You have the right to go to court without a lawyer. However, you need to know that in court you will be treated the same as a person who has a lawyer. Do not expect any special or different treatment because you do not have a lawyer. If you do not know and follow the court rules, you will have to live with the consequences.

*Even if you decide not to hire a lawyer to represent you in court, it is still a good idea to consult a lawyer before you use this kit. A lawyer can advise you about the law, help you evaluate your chances of success and tell you what the cost of the court application would be if you decided to hire a lawyer. The lawyer will likely charge you for their advice.*

You can call the **Family Law Information Centre** (1-888-218-2822 ext. 2) to get general legal information, or to get help with this self-help kit. The Family Law Information Centre does not provide legal advice, and it cannot provide referrals to specific lawyers or firms. A friend or family member may be a good source for a recommendation for a lawyer. When choosing a lawyer, you can also use the Find-a-Lawyer feature on the Law Society of Saskatchewan website, here: [www.lawsociety.sk.ca/](http://www.lawsociety.sk.ca/) This will allow you to search by city, practice area, languages spoken, and disciplinary proceeding history.

If you are a low income earner or do not earn any income at all, you may qualify for **Legal Aid**. Consult your telephone book for the Saskatchewan Legal Aid Commission office nearest you, or visit their website: [www.legalaid.sk.ca/](http://www.legalaid.sk.ca/)

**Pro Bono Law Saskatchewan** (PBLs) is an organization that coordinates pro bono (free) legal services to people with lower incomes. For family law matters, people who qualify can receive legal advice. However, full legal representation is not provided. You can find out more about their programs by calling 1 (855) 833-7257 or here: [www.pblsask.ca/](http://www.pblsask.ca/)

Legal information is also provided by the **Public Legal Education Association** of Saskatchewan (PLEA). You can visit their specialized family law website to create your own court forms electronically, or to obtain additional information here: [www.familylaw.plea.org](http://www.familylaw.plea.org)

At the Pre-trial Conference, you may come to a tentative, verbal agreement as to the terms of a settlement. You have the right to obtain legal advice prior to signing any agreement or consent order. Nobody can force you to sign any agreement or consent order at a Pre-Trial Conference. If you need to meet with a lawyer prior to signing an agreement, you can insist upon doing so.

#### V. How do I complete the forms in this kit?

It is recommended that you create your court forms electronically. However, if you choose to complete paper copies of the forms, you must use pen (black or blue ink) and you should print all information legibly. The documents must be neat so the Court and Respondent can read them. Forms must be created and submitted single-sided. Whether you type or print your information, you should always keep a copy of all your forms for your own records. All documents must be printed, typewritten or reproduced legibly on one-sided paper, 8.5 inches by 11 inches, with a margin of 1.25 inches on the left hand side. You may complete the forms provided. All of the forms you will need are included in this kit.

The staff in the Local Registrar's Office cannot complete the forms for you. These instructions and the templates are designed to provide you with the information you need to complete the application.

You should keep in mind that these documents will take you a lot of time to complete. You will probably not be able to complete these documents in one sitting. Read the instructions carefully and do your best.

The staff at the Family Law Information Centre cannot give you legal advice or appear in court for you. *Before you contact them, read this kit carefully from beginning to end.* Staff can answer questions about how to complete the kit, but they cannot fill it out for you.

If you have questions, you can contact:

Family Law Information Centre  
(306) 787-5837 or 1-888-218-2822 (extension 2)  
[familylaw@gov.sk.ca](mailto:familylaw@gov.sk.ca)

## **VI. Completing the Forms**

Copies of each of the forms below are included at the end of this kit.

### **a) Joint Request for a Pre-Trial Conference – Form 15-61**

Start by filling in the file number, court location and names of the parties—this information should be the same on every court form.

#### *Section 1*

Some parties are required to participate in parenting education and/or mandatory dispute resolution before proceeding to pre-trial. If you are unsure if these requirements apply in your case contact the Family Law Information Centre for more information.

When these requirements apply, indicate whether the certificates of participation are already on the court file. If they are not already on the court file, attach a copy of the certificate must be provided to the court when you file this form.

#### *Section 2*

Parties are required to exchange settlement proposals before scheduling a pre-trial. Write the date(s) that you exchanged proposals.

#### *Section 3*

In the part that applies to you, indicate what dates you are available for the pre-trial. Leave the section relating to the other party blank for them to complete.

Then estimate the amount of time the pre-trial judge will need to spend reviewing and reading your documents and how long the actual pre-trial will take. Consider the number of issues you



are seeking to resolve and the amount of evidence you intend to present, and make your best guess.

#### *Section 4*

This section is used for scheduling in the event your matter proceeds to trial after the pre-trial conference. Estimate how long you think a trial would take and how many witnesses you intend to call. Most trials last 3-5 days, but that can change depending on the number of witnesses.

#### *Section 5*

Complete the part of this section that applies to you as either the Petitioner or Respondent, and follow the instructions outlined within, if the Pre-trial Conference is going to deal with division of property.

#### *Section 6(a)*

Complete the part of this section that applies to you as either the Petitioner or Respondent, and follow the instructions outlined within, if the Pre-trial Conference is going to deal with child support or spousal support.

#### *Section 6(b)*

Everyone must complete this section. It is an acknowledgement that you are aware of the obligation to provide a Pre-trial brief as well we updated financial information to the court at least 10 days before the Pre-trial Conference.

### **b) Certificate Pursuant to Rule 4-11**

If the other party does not respond to the Joint Request for a Pre-trial Conference, you can complete the Certificate Pursuant to Rule 4-11, bring it to the Local Registrar's Office, and you will be assigned a date for the Pre-trial Conference. Once you receive the date, you will have to inform the other party.

If the opposing party does respond but advises you that they are not ready to proceed to Pre-trial, and you believe all the requirements set out in the Joint Request for a Pre-trial Conference have been met, you can apply to court and ask for a date to be set for the Pre-trial Conference. For more information on how to make this application contact the Family Law Information Centre.

### **c) Pre-trial Brief**

#### *Summary of Facts*

Fill out all the questions that apply to your situation.

#### *Facts in Detail*

Fill out all sections that are relevant to your matter. You can add additional lines and or paragraphs if you need more room.

### *Summary of the issues*

Check all that apply.

### *Argument*

Set out your position or argument with respect to the issues identified, including:

- A detailed discussion of the relevant facts and points of law to be argued in support of the relief being requested from the Court;
- References to the relevant portions of any statute, rule court or case law you are using to support your argument.

Research past case law here:

<http://canlii.org/>

Find Saskatchewan legislation here:

<http://www.publications.gov.sk.ca/legislation.cfm>

Find federal legislation here:

<http://laws-lois.justice.gc.ca/>

### *Conclusion*

Set out a brief summary of the relief requested.

### *Index to Tabs*

List each document attached to the Pre-trial Brief, in order. This should include copies of all documents you intend to use at trial (e.g. medical and expert reports, property valuations, etc.). Each document you include should be clearly marked Tab A, Tab B etc.

Remember, anything you say at the Pre-trial conference and the content of your Pre-trial brief, including your proposals, cannot be used at trial if the matter proceeds to that point. If the proceeding is to go to trial after the conclusion of the pre-trial conference, the Pre-trial brief and supporting documents will be returned to the party submitting it.

Depending on the complexity of the issues being contested, you may need additional pages to prepare your brief.

## **d) Property Schedule – Schedule A**

If one of the issues at the Pre-trial is property division, you must attach a completed Property Schedule to your Pre-trial Brief. The Property Schedule must be completed even if you are also filing an updated Property Statement (see more information in the Property Statement section below) but the content will be very similar.

The value of the property should be listed under either the Petitioner or Respondent columns, depending on who has the asset in their possession. Usually the court will consider the value of the property on the date of application. If you think a different valuation should be used, write an explanation as to why in the “notes” column.

The Property Schedule has a space for “notes” about each item. The “notes” section should be used to provide any additional information you think is relevant, including information about:

- Each item of family property available for division;
- the value of each item of family property and the date of that value, if you are proposing a date different than the date of application;
- the value of any exemption being claimed;
- the debts and liabilities of the parties to be taken into consideration in the division of family property;
- the distribution proposed for each item of family property, including exemptions and liabilities;
- if applicable, any income tax consequences or other anticipated disposition costs associated with the proposed distribution of family property; and
- any evidence or information you have used to if the value of the property is not agreed upon, the evidence or information on which your proposed valuation the source from which the indicated value is derived if the value of an item of family property, an exemption claimed or a debt or liability to be allocated is not agreed to, and including copies of any statements and any appraisal reports that support the indicated value.

#### **e) Financial Statement - Form 15-47**

If one of the issues at Pre-Trial is a claim for child support or spousal support, you will need to complete the Financial Statement. It is possible that you have recently already prepared a Financial Statement and served a copy on the opposing party. If this is the case, and nothing has changed with the information contained within those documents, then you can swear an affidavit attesting to that. This kit does not contain such an affidavit. Most people will be preparing a new Financial Statement.

For paragraphs 1-3, check off one of the two options. If you are anticipating any changes to your financial information, choose the second option and briefly list the changes.

Select which parts of the Financial Statement you will be completing. Review the checklist on the following pages to see what Schedules need to be filled out. Most people will not have to fill out every section of the Financial Statement.

***DO NOT sign the Financial Statement yet. When the form is completely finished, you will need to sign your financial statement in front of a Commissioner for Oaths who will ask you to swear or attest to the truth of the information you have provided in the financial statement. The Commissioner for Oaths will fill in the section to the left of the space for your signature.***

The declaration on the second page of the Financial Statement only needs to be completed if, pursuant to the *Indian Act*, your income is tax exempt and you are not required to file an income tax return, and have therefore not filed an income tax return for the last three years.

Work through the form filling in each section you need to. Sections that do not apply to you can be deleted or left blank.

Instructions for each section are included throughout the form. In some parts, you will be asked to attach documents. Be sure to read the instructions for each section carefully and attach all the required supporting documents.

#### **f) Property Statement - Form 15-49**

If one of the issues at Pre-Trial is a claim for property division, you will need to complete Property Statement. It is possible that you have recently already prepared a Property Statement and served a copy on the opposing party. If this is the case, and nothing has changed with the information contained within those documents, then you can swear an affidavit attesting to that. This kit does not contain such an affidavit. Most people will be preparing a new Property Statement.

Read the instructions on the Property Statement carefully as you go along.

***DO NOT sign the first page of the Property Statement yet. When the document is completed, you will have to sign your Property Statement in front of a Commissioner for Oaths who will ask you to swear or attest to the truth of the information you have provided in the Property Statement.***

The Property Statement deals with any property and debts that are held by either party. Some parts of the form may not apply to you. If there is a section that does not apply, leave it blank.

It is very important to try to include all assets and liabilities of which you are aware. It does not matter whether the asset or liability is in your name or the Respondent's name. You should include everything in one of the categories in the Property Statement.

If you later find out that the information in your Property Statement is incorrect or incomplete, or there is a material change in the information provided, you **MUST** serve on the Respondent and file with the Court the correct information, or a new Property Statement containing the correct information, together with any documents that back up that information.

#### **Do I have to sign my Financial and Property Statement in front of a witness?**

You must sign your Financial and Property Statements in front of a Commissioner for Oaths. Before you sign your Financial and Property Statements in front of a Commissioner for Oaths, the Commissioner for Oaths will ask you whether or not you swear or affirm the contents of your Financial and Property Statements to be true. The court staff are Commissioners for Oaths and you may swear your completed documents in front of them. This service is free. Remember to bring photo ID for this service.

Commissioners for Oaths can also be found in some businesses like banks, insurance agencies, and law offices. You will likely have to pay for this service.

### **VII. Serving Documents**

Once you have completed the required forms you will need to "serve" the documents you have prepared. This means that you have to give a copy of all of the documents to the other party or their lawyer. You will give a second copy of all of the documents to the court and should keep a third copy of all of the documents for your records.

You can give or “serve” the documents on the other party in a number of ways:

- a) If the other party is represented by a lawyer, the lawyer’s contact information will be at the bottom of their court documents. This allows you to serve your application on that lawyer. The application and supporting documents can be sent to the opposing lawyer by:
  - i) dropping it off at their office;
  - ii) sending it to them by email;
  - iii) sending it to them by fax;
  - iv) sending it to them by regular mail, registered mail, or courier.

You will also need to provide the opposing lawyer with a form to fill out called an **Acknowledgment of Service - Form 12-13**. This form is in this kit.

- b) If the other party is not represented by a lawyer their address for service will be at the bottom of their court document. The application and supporting documents can be served upon the other party directly by:
  - i) Dropping them off at the applicant’s address for service;
  - ii) sending it by email (if they have provided an email address for service);
  - iii) sending it by fax (if they have provided a fax number);
  - iv) sending it by regular mail, registered mail, or courier.

To prove that the answer was served upon the other party, you will either:

- i) Provide the other party or their lawyer with the **Acknowledgment of Service - Form 12-13** and ask them to sign and return the form to you;
- ii) Have the person who served your form(s) swear the **Affidavit of Service by Alternate Mode - Form 15-8B**.

A copy of each of these forms is included in this kit, but you will only need to complete and file one of them.

*Are there any time limits for serving documents?*

All documents must be served on the other party at least 10 days before the date of the pre-trial conference. If you intend to present expert evidence at trial, the expert report must be provided to the other party 60 days before the pre-trial conference. If you intend to present an appraisal report or medical report at trial it must be provided to the other party at least 30 days before the pre-trial.

## **VIII. Filing Documents**

After you have served your documents on the other party you must file a second copy with the court. You must “file” or give the court a copy of all of your documents plus the affidavit of service.

You must file all of the documents with the court staff between 10:00am and 4:00 p.m. at least 10 days before the pre-trial date. (You can file them earlier if you wish.)

## **IX. What can I expect from the other party?**

If the other party is intending to present expert evidence at trial, you may receive a copy of the expert's report 60 days before pre-trial.

If the other party is intending to present the report of any evidence in rebuttal to your expert report, or present an appraisal report, or a medical report, you may receive a copy of the report 30 days before pre-trial.

You should receive a Pre-trial Brief from the other party at least 10 days prior to the Pre-trial conference. You may also receive an updated Financial Statement and/or Property Statement from the opposing party. You might not agree with the information that is contained within the documents provided by the other party. You do not need to worry about responding to any misinformation in the opposing party's documents. The Pre-trial judge will not be making the decision at Pre-trial. If you disagree with the information in the other party's material, and if your matters cannot settle at Pre-trial, then the matter can proceed to trial and you will have your opportunity to present your version of the facts, and to challenge the other party's version of the facts.

It is possible that you will not receive a brief, or you will receive the brief less than 10 days before Pre-trial. If this happens, the Pre-trial will still take place. A brief is a helpful tool to assist with the negotiation process, and the pre-trial judge will appreciate receiving it 10 days before pre-trial, if you are able to do so. If the opposing party does not give you and the pre-trial judge the same courtesy, then there may not be any direct consequences, but you can still try your best to settle any outstanding matters.

Prior to the Pre-trial settlement conference, you can still try to settle any of the outstanding issues directly between yourselves.

## **X. What do I do on the date of the Pre-Trial Conference?**

### **a) What do I do when I get there?**

You must go to Court of King's Bench at the time and on the date set for your Pre-Trial Conference. You should arrive at the court house fifteen minutes early. When you arrive at the court house, ask a member of the court staff to give you directions to the where your Pre-Trial Conference will be taking place.

### **b) What happens at the Pre-Trial Conference?**

Every judge will do things slightly differently at a Pre-Trial Conference. Most judges will give you an overview of the process when you first arrive.

In most instances, Pre-trial will take several hours to complete. Some will take much longer, if there are many complicated issues to deal with. You will be able to take breaks if needed.

### **c) Who will be at the Pre-trial Conference?**

Normally, the only people that will be at the Pre-trial Conference will be the parties themselves, their lawyers (if they are represented by lawyers), and the Pre-trial judge. Sometimes, people would like to have a family member, new partner, or support person present. This will usually not be permitted, unless the other party and the judge agree to have that person present. You can have a support person sit outside the Pre-trial room, in a waiting area at the court house. If you need to confer with that person during the Pre-trial conference, you will be able to ask for a break in the negotiations to discuss matters with that support person.

#### **d) What happens at the end of Pre-trial?**

There are many possible outcomes that may come about after Pre-trial. Below is a non-comprehensive list of some of the usual outcomes:

- 1) All outstanding issues might be settled. The parties will take their notes and an agreement or consent judgment can be prepared for both sides to sign. For information on how to apply for a consent judgment contact the Family Law Information Centre.
- 2) Some issues might be settled. An agreement can be prepared to settle these issues. The remaining issues not settled can proceed to trial.
- 3) No issues are settled. All matters proceed to trial.
- 4) Further information is required. Pre-trial is adjourned to a later date to give the parties the time to obtain this further information.
- 5) The parties agree that a custody and access assessment should be obtained. Such an assessment is then ordered, and pre-trial is adjourned pending the completion of the assessment.

Nobody can force you to sign any agreement at a Pre-Trial Conference. If you need to meet with a lawyer prior to signing an agreement, you can insist upon those terms.

## **XI. What if I have questions when I am using this kit?**

If you have any questions about the process itself, you may direct those questions to the judge at Pre-Trial.

Otherwise feel free to contact us at:

Family Law Information Centre  
1-888-218-2822 (extension 2)  
(306) 787-5837  
[familylaw@gov.sk.ca](mailto:familylaw@gov.sk.ca)

The staff at the Family Law Information Centre cannot give you legal advice or represent you in court. However, they can answer general questions you may have about this kit.

*Before you contact the staff at the Family Law Information Centre, read this kit carefully from beginning to end.*



## **XII. Judicial Centres in Saskatchewan**

<https://sasklawcourts.ca/>

### **Battleford**

Box 340, 291-23<sup>rd</sup> Street West  
Battleford, Saskatchewan  
S0M 0E0  
Tel: (306) 446-7675  
Fax: (306) 446-7737

### **Regina**

2425 Victoria Avenue  
Regina, Saskatchewan  
S4P 3V7  
Tel: (306) 787-5377  
Fax: (306) 787-7217

### **Estevan**

1016 – 4<sup>th</sup> Street  
Estevan, Saskatchewan  
S4A 0W5  
Tel: (306) 637-4527  
Fax: (306) 637-4536

### **Saskatoon**

520 Spadina Crescent East  
Saskatoon, Saskatchewan  
S7K 3G7  
Tel: (306) 933-5174  
Fax: (306) 975-4818

### **Melfort**

Box 6500, 409 Main Street  
Melfort, Saskatchewan  
S0E 1A0  
Tel: (306) 752-6265  
Fax: (306) 752-6264

### **Swift Current**

121 Lorne Street West  
Swift Current, Saskatchewan  
S9H 0J4  
Tel: (306) 778-8400  
Fax: (306) 778-8581

### **Moose Jaw**

64 Ominica Street West  
Moose Jaw, Saskatchewan  
S6H 1W9  
Tel: (306) 694-3602  
Fax: (306) 694-3056

### **Yorkton**

29 Darlington Street East  
Yorkton, Saskatchewan  
S3N 0C2  
Tel: (306) 786-1515  
Fax: (306) 786-1521

### **Prince Albert**

1800 Central Avenue  
Prince Albert, Saskatchewan  
S6V 4W7  
Tel: (306) 953-3200  
Fax: (306) 953-3210

**Form 15-61**  
(Rule 16-61)

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER(S) \_\_\_\_\_

RESPONDENT(S) \_\_\_\_\_

**JOINT REQUEST FOR A FAMILY LAW PRE-TRIAL CONFERENCE**

The solicitors [or parties] by their signatures hereto:

1. Certify that they are ready for pre-trial conference, and thereafter for trial.

Pursuant to section 44.1 of *The Queen's Bench Act, 1998*, a copy of the Petitioner's parenting education program certificate of attendance is:

- Attached
- On the court file
- Not required

Pursuant to section 44.1 of *The Queen's Bench Act, 1998*, a copy of the Respondent's parenting education program certificate of attendance is:

- Attached
- On the court file
- Not required

Pursuant to section 44.01 of *The Queen's Bench Act, 1998*, a copy of the parties' certificate of participation in family dispute resolution is:

- Attached
- On the court file
- Not required

2. Confirm that *bona fide* settlement efforts have been made. The dates on which settlement proposals were exchanged are:

\_\_\_\_\_  
\_\_\_\_\_

3. (a) The petitioner (or counsel for the petitioner) is available to conduct the pre-trial conference on the following dates:

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(b) The respondent (or counsel for the respondent) is available to conduct the pre-trial conference on the following dates:

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(c) Based on the complexity of the file, the parties estimate the reading time for the pre-trial judge to prepare for the pre-trial is:

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(d) The parties estimate the TOTAL required time for the pre-trial conference to be \_\_\_\_\_ (in hours).

4. (a) The petitioner (or counsel for the petitioner) estimates the time required to present their case at trial to be \_\_\_\_\_ (in court days).

(b) The respondent (or counsel for the respondent) estimates the time required to present their case at trial to be \_\_\_\_\_ (in court days).

(c) The parties estimate the TOTAL required time for trial to be \_\_\_\_\_ (in court days).

(d) The petitioner (or counsel for the petitioner) estimates they will call \_\_\_\_\_ witnesses at trial.

(e) The respondent (or counsel for the respondent) estimates they will call \_\_\_\_\_ witnesses at trial.

5. If the value of assets and liabilities are in issue:

(a) The parties have prepared and exchanged a comprehensive list of assets and liabilities alleged by each party together with each party's valuation of the same. Part I of the list should reflect assets, liabilities and values agreed to. Part II of the list should reflect those items in dispute.

Petitioner: YES  NO  Respondent: YES  NO

*If no, the parties shall file a written memorandum explaining why such lists have not been exchanged. The local registrar shall refer the non-compliance to a judge of the Court who shall determine whether a pre-trial date is to be set in the circumstances.*

(b) If valuation is in dispute, independent evidence of value has been obtained and exchanged for all assets other than household furnishings and personal possessions.

Petitioner: YES  NO  Respondent: YES  NO

*If no, the parties not providing the valuations shall file a written memorandum explaining why the valuations have not been exchanged. The local registrar shall refer the non-compliance to a judge of the Court who shall determine whether a pre-trial date is to be set in the circumstances.*

6. If child support or spousal support is in issue:

(a) Each party has filed all the financial information required by the Rules and the *Federal Child Support Guidelines* including section 21 of the Guidelines.

Petitioner: YES  NO  Respondent: YES  NO

(b) Each party acknowledges that they shall comply with Rule 15-63 at least 10 days before the pre-trial conference and shall file their most recent tax return, notice of assessment and payroll statement or other documentation showing year-to-date earnings.

Petitioner: YES  NO  Respondent: YES  NO

DATED at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(signature of petitioner or petitioner's lawyer)*

Telephone Number:

DATED at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(signature of respondent or respondent's lawyer)*

Telephone Number:

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER \_\_\_\_\_

RESPONDENT \_\_\_\_\_

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**Certificate Pursuant to Rule 4-11 (2)**

---

I, \_\_\_\_\_, the \_\_\_\_\_  
(name) Petitioner or Respondent)

in this action, certify that on \_\_\_\_\_, I served the Joint Request for  
(date of service)  
Pre-trial on the \_\_\_\_\_, by serving them:  
(Respondent or Petitioner)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(explain as to how Joint Request was served, e.g. personal service, mail, fax etc),

and that as of \_\_\_\_\_, they have refused to sign the Joint Request and have  
not \_\_\_\_\_  
(date)  
provided any reason for their refusal to sign.

I am requesting, pursuant to Rule 4-11(2), that the Registrar set a date for a pre-trial  
conference.

\_\_\_\_\_  
Signature

**Address for service and contact information of party filing this document:**

Name of party: \_\_\_\_\_  
Address for service: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Fax number (if any): \_\_\_\_\_  
E-mail address (if any): \_\_\_\_\_

COURT FILE NUMBER \_\_\_\_\_  
COURT OF KING'S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)  
JUDICIAL CENTRE \_\_\_\_\_  
PETITIONER \_\_\_\_\_  
RESPONDENT \_\_\_\_\_



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**Pre-Trial Brief**

of \_\_\_\_\_

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**I. SUMMARY OF FACTS**

Petitioner's date of birth:

Respondent's date of birth:

Children's names and dates of birth:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of marriage (if any):

Date cohabitation commenced (if not married):

Date of Separation:

Date Petition issued:

History of agreements and court orders (*in chronological order; include the date and a brief summary of each agreement or order*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Petitioner's Current Income: Annual: \_\_\_\_\_ Monthly: \_\_\_\_\_

Respondent's Current Income: Annual: \_\_\_\_\_ Monthly: \_\_\_\_\_

**II. FACTS IN DETAIL**

Particulars of the parties: *(place of residence, education and training, employment and parental role and parental responsibilities)*

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Particulars of family needs and means: *(the condition, means, needs and circumstances of the parties and any children of the relationship)*

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Anticipated Changes: *(anticipated change in the condition, means, needs and circumstances of the parties and any children of the relationship)*

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Family Property: *(where property is in issue attach Schedule A – Property Schedule)*

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Settlement: *(information regarding the most recent settlement offers and counter offers that have been exchanged between the parties)*

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**III. ISSUES IN DISPUTE**

The following are outstanding issues for which relief is being requested (*select the applicable issues*):

- Divorce
- Spousal support
- Child support
- Parenting arrangements
- Division of family property
- Other: \_\_\_\_\_

**IV. ARGUMENT**

*(Provide a detailed discussion of the relevant facts and points of law to be argued in support of the relief you are requesting from the court. Where any statute, rule of court, case authority or other jurisprudence is cited or relied upon only the relevant portions should be included in the pre-trial brief.)*

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
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7. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. CONCLUSION** *(set out a concise summary of the relief requested):*

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. INDEX TO TABS**

*(List sequentially the documents attached to the pre-trial brief and the tab under which they may be found. Add as many tabs as you need.)*

Tab A: \_\_\_\_\_

Tab B: \_\_\_\_\_

Tab C: \_\_\_\_\_

Tab D: \_\_\_\_\_

Dated at \_\_\_\_\_, Saskatchewan, this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.  
*(month)*                                 *(town/city)*   *(day)*

\_\_\_\_\_  
(Signature of Party)

**Property Schedule**  
(SCHEDULE A)

Property	Petitioner	Respondent	Tab/Note
<b>Real Property:</b> <i>(list by civic address/land location)</i>			
<b>Household Goods:</b> <i>(list general household goods, appliances, furniture and electronics)</i>			

<p><b>Vehicles and Recreational Vehicles:</b>  <i>(list cars, trucks, boats, trailers, motorcycles, ATVs, snowmobiles and other vehicles by make, model and year)</i></p>			
<p><b>Other Personal Property:</b>  <i>(list jewelry, works of art, collections, tools, sports and hobby equipment)</i></p>			
<p><b>Bank Accounts, Savings and Investments”</b>  <i>(list by name of financial institution and account number )</i></p>			

<p><b>Pensions and Retirement Savings Plans:</b> <i>(list by name of pension plan and account number)</i></p>			
<p><b>Securities:</b> <i>(list shares, bonds, mutual funds, warrants, options, debentures notes and any other securities)</i></p>			

<p><b>Life and Disability Insurance:</b>  <i>(list by name of insurer, type of policy and set out cash surrender value, if any)</i></p>			
<p><b>Business Interests:</b>  <i>(list any interest either spouse holds in any privately held corporation and any unincorporated business, including proprietorships, partnership[s], trusts and joint ventures)</i></p>			
<p><b>Accounts Receivable:</b>  <i>(list money owed to either spouse whether from business or personal dealings, court judgements, amounts loaned to family members or estate money owed)</i></p>			

Other Property: <i>(list any other property owned by a spouse not listed above)</i>			
A. Value of All Property			
Debts and other Liabilities			
B. Value of all Debts and Liabilities			
Exemptions <i>(list any exemptions claimed)</i>			
C. Value of Exemption Claims			

D. Total Net Property (A-(B+C)=D)			
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**Proposed Distribution of the \_\_\_\_\_:**  
(Petitioner/Respondent)

*(indicate your proposed distribution of property in point form, including calculations)*

**Form 15-47  
(Rule 15-47)**

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER/  
CO-PETITIONERS \_\_\_\_\_

RESPONDENT \_\_\_\_\_

FINANCIAL STATEMENT OF \_\_\_\_\_

**INFORMATION NOTE:** This Form has seven schedules. You may not need to complete all schedules. Use the checklist on pages 3 to 5 to determine which schedules you must complete. Each schedule has instructions (in italics).

You must swear/affirm this Financial Statement in front of a notary public; justice of the peace; lawyer or commissioner for oaths. The staff members at the Local Registrar's Office in the Court house are commissioners for oaths so you may swear/affirm the document in front of a staff member at the time of filing.

I, \_\_\_\_\_ of \_\_\_\_\_ swear (or affirm) that:  
(name) (city and province)

1. The information set out in this Financial Statement is true and complete to the best of my knowledge and belief, and sets out my financial situation as to today.
2.  I do not anticipate any significant changes in the information set out in this Financial Statement.
- Or
3.  I anticipate the following significant changes in the information set out in this Financial Statement:

Attached are the following:

- Schedule 1: Employment Information and Income
- Schedule 2: Expenses
- Schedule 3: Special or Extraordinary Expenses
- Schedule 4: Child-Centred Budget
- Schedule 5: Income and Other Persons in Household
- Schedule 6: Undue Hardship
- Schedule 7: Net Worth

4. I acknowledge that if, in the course of this proceeding, I discover that any information is incorrect or incomplete, I must serve on every other party to this case and file with the Court the correct or

complete information, or a new Financial Statement with updated information, together with any documents that support that information.

SWORN (OR AFFIRMED) BEFORE ME

At \_\_\_\_\_, Saskatchewan,

This \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths for Saskatchewan

\_\_\_\_\_  
(signature)

Complete the following declaration if your income is tax exempt because of your Status.

I declare that all three of the following are true:

1. I am an Indian within the meaning of the *Indian Act* (Canada).
2. Because of my status, my income is tax exempt and I am not required to file an income tax return.
3. I have therefore not file an income tax return for the last three years.

This \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

DECLARED BEFOR ME

At \_\_\_\_\_, Saskatchewan.

\_\_\_\_\_  
Commissioner for Oaths for Saskatchewan

\_\_\_\_\_  
(signature)

## CHECKLIST

**INFORMATION NOTE: Use this Checklist to identify those schedules that you need to attach to your Financial Statement.** Check each situation that applies to you (there may be more than one). Then complete and attach all schedules marked with a dot (\*) for each situation that you have checked and append any documentation that the schedule requires you to provide. **Only complete and attach each applicable schedule once.** Please note that this Checklist is to assist you in identifying the information that you are obligated to provide (see sections 21 and 22 of the *Federal Child Support Guidelines* and Rules 15-47 of *The King's Bench Rules of Court*). **This Checklist is not exhaustive.** The opposite party may request, and/or the Court may order, that you provide more information than is identified in this Checklist depending on the specific circumstances of your case. Please also note that Rule 15-48 identifies those scenarios when a Financial Statement **does not** need to be completed. For example, where a child is primarily resident with a party who is only applying for child support in the table amount, and the income of the person being asked to pay support is less than \$150,000 per year, the party seeking support is not required to complete a Financial Statement.

### A. Making a Claim or Application

	√	Check each situation that applies to you: Note: the section numbers refer to the Federal Child Support Guidelines	Schedules you must attach						
			1	2	3	4	5	6	7
<b>SEEKING A CHILD SUPPORT ORDER</b>									
1		I am applying for child support and one or more of the children is age 18 or older (section 3(2))	•	•		•			
2		I am applying for child support and one or more of the children is a stepchild (section 5)	•	•					
3		I am applying for child support and the income of the party being asked to pay support is greater than \$150,000 per year (section 4)	•	•		•			
4		I am applying for an order respecting special or extraordinary expenses (section 7)	•	•	•				
5		I am applying for retroactive child support	•	•					
6		I am applying for retroactive child support and no property claim has been made	•	•					•
7		I am applying for child support and the other party and I care for one or more children under shared parenting arrangement and we agree that a set off child support calculation is appropriate (section 9)	•						
8		I am applying for child support where the other party and I care for one or more children under a shared parenting arrangement and we do not agree that a set off child support calculation is appropriate (section 9)	•	•		•	•		
<b>SEEKING TO VARY A CHILD SUPPORT ORDER</b>			<b>Schedules you must attach</b>						
	√	Check each situation that applies to you: Note: the section numbers refer to the Federal Child Support Guidelines	1	2	3	4	5	6	7
9		I am applying to vary a child support order that requires me to pay support (section 3)	•						

10		I am applying to vary a child support order that requires the other party to pay support and one or more of the children is age 18 or older (section ?)	•	•		•					
11		I am applying to vary a child support order that requires me to pay support and one or more of the children is age 18 or older (section 3(2))	•	•							
12		I am applying to vary a child support order and one or more of the children is a stepchild (section 5)	•	•							
13		I am applying to vary a child support order that requires the other party to pay support and that party's income is greater than \$150,000 per year (section 4)	•	•		•					
14		I am applying to vary a child support order that requires me to pay support and my income is greater than \$150,000 per year (section 4)	•	•							
15		I am applying to vary an order that requires the other party to contribute towards social or extraordinary expenses (section 7)	•	•	•						
16		I am applying to vary an order that requires me to contribute towards special or extraordinary expenses (section 7)	•	•							
<b>CLAIMING UNDUE HARDSHIP</b>			<b>Schedules you must attach</b>								
	√	<b>Check each situation that applies to you:</b> Note: the section numbers refer to the Federal Child Support Guidelines	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
17		I am making an undue hardship claim (section 10) and a property claim has been made	•	•			•	•			
18		I am making an undue hardship claim (section 10) and a property claim has not been made	•	•			•	•	•		
<b>SEEKING A SPOUSAL SUPPORT ORDER OR VARYING A SPOUSAL SUPPORT ORDER</b>			<b>Schedules you must attach</b>								
19		I am applying for spousal support	•	•							
20		I am applying to vary a spousal support order	•	•							
<b>SEEKING TO REDUCE OR ELIMINATE ARREARS</b>			<b>Schedules you must attach</b>								
21		I am applying to expunge or reduce arrears of child and/or spousal support and a property claim has been made	•	•							
22		I am applying to expunge or reduce arrears of child and/or spousal support and no property claim has been made	•	•						•	

**B. Responding to a Claim or Application**

	√	<b>Check each situation that applies to you:</b> Note: the section numbers refer to the Federal Child Support Guidelines									
<b>RESPONDING TO A CLAIM FOR CHILD SUPPORT</b>			<b>Schedules you must attach</b>								
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
23		I am being asked to pay child support (section 3)	•								

24	I am being asked to pay child support and one or more of the children is age 18 or older (section 3(2))	•	•						
25	I am being asked to pay child support and one or more of the children is a stepchild (section 5)	•	•						
26	I am being asked to pay child support and my income is greater than \$150,000 per year (section 4)	•	•						
27	I am being asked to contribute towards special or extraordinary expenses (section 7)	•	•						
28	I am being asked to pay retroactive child support and a property claim has been made	•	•						
29	I am being asked to pay retroactive child support and no property claim has been made	•	•						•
30	I am being asked to pay child support and the other party and I care for one or more children under a shared parenting arrangement and we agree that a set-off child support calculation is appropriate (section 9)	•							
31	I am being asked to pay child support and the other party and I care for one or more children under a shared parenting arrangement and we do not agree that a set-off child support calculation is appropriate (section 9)	•	•		•	•			
<b>RESPONDING TO AN APPLICATION TO VARY A CHILD SUPPORT ORDER</b>		<b>Schedules you must attach</b>							
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
32	I am responding to an application to vary a child support order that requires me to pay support (section 3)	•							
33	I am responding to an application to vary a child support order that requires me to pay support and one or more of the children is age 18 or older (section 3(2))	•	•						
34	I am responding to an application to vary a child support order that requires the other party to pay support and one or more of the children is age 18 or older (section 3(2))	•	•		•				
35	I am responding to an application to vary a child support order and one or more of the children is a stepchild (section 5)	•	•						
36	I am responding to an application to vary a child support order that requires the other party to pay support and that party's income is greater than	•	•		•				
37	I am responding to an application to vary a child support order that requires me to pay support and my income is greater than \$150,000 per year (section 4)	•	•						
38	I am responding to an application to vary an order that requires the other party to contribute towards special or extraordinary expenses (section 7)	•	•	•					
39	I am responding to an application to vary an order that requires me to contribute towards special or extraordinary expenses (section 7)	•	•						
<b>RESPONDING TO AN UNDUE HARDSHIP</b>		<b>Schedules you must attach</b>							
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	

40	I am responding to the other party's undue hardship claim and the court has determined that circumstances of undue hardship exist (section 10)	•	•			•		
<b>REGARDING SPOUSAL SUPPORT</b>		<b>Schedules you must attach</b>						
41	I am being asked to pay spousal support	•	•					
42	I am responding to an application to vary a spousal support order	•	•					

**SCHEDULE 1; EMPLOYMENT AND INCOME INFORMATION**

**PART ONE: EMPLOYMENT INFORMATION**

**Documents to Attach:**

*INSTRUCTIONS: You must attach one of the following two options with Schedule 1, in addition to the documents required for each section as identified below.*

I have attached:

A copy of every personal income tax return filed by me for each of the three most recent taxation years and a copy of every notice of assessment and reassessment issued to me for each of the three most recent taxation years. Your income tax summary is NOT sufficient. You must attach the full returns.

A declaration that I am not required to file Income Tax and Benefit Returns because I am a registered Indian within the meaning of the *Indian Act* (Canada). (Use the declaration on page 2.) I am attaching the following proof of income for the three most recent calendar years.

**My Current Income Situation:**

*INSTRUCTIONS: Check the box(es) for the income situation applicable to you. Provide the relevant information using the spaces and/or checkboxes. Append all required documentation.*

**Check all that apply:**

**I am currently employed:**

Job/Occupation:

Name of Employer:

I am employed:  full time  
 part time, working approximately \_\_\_\_\_ hours per week  
 casual, working approximately \_\_\_\_\_ hours per month

I am paid:  weekly  
 every two weeks  
 twice per month

- monthly
- Other: (specify) \_\_\_\_\_

Attached are the following documents for each employer:

- My most recent pay stub/statement of earnings indicating the total earnings paid in the year to date, including overtime; or
- A pay stub is not provided by my employer. I have attached a letter from my employer setting out a recent statement of earnings, the total earnings paid in the year to date, including overtime and my rate of salary or remuneration.

**I am currently self-employed (not incorporated):**

Name and address of business, professional practice or farm:

Attached are the following documents:

- The financial statements of my business or professional practice, other than a partnership for the three most recent taxation years; and
- A statement showing a breakdown for the three most recent taxation years of all salaries, wages, management fees or other payments or benefits paid to, or on behalf of, persons or corporations with whom I do not deal at arm's length; and
- If I am a partner in a partnership, confirmation of my income and draw from, and capital in, the partnership for its three most recent taxation years.

**I am a controlling shareholder, director, or officer of a corporation:**

Name of Corporation:

Interest in Corporation:

Attached are the following documents:

- The financial statements for the corporation(s) in which I had a controlling interest and all subsidiary corporations, for the most recent three taxation years; and
- A statement showing a breakdown for the past three taxation years of all salaries, wages, management fees or other payments or benefits paid to, or on behalf of, persons or corporations with whom the corporation, and every related corporation, does not deal at arm's length.

**I am a beneficiary under a trust:**



Attached are the following documents:

The trust settlement agreement and copies of the trust's three most financial statements.

**I am currently unemployed or retired:**

Last day of work approximately: \_\_\_\_\_

Most recent job/occupation: \_\_\_\_\_

Reason for unemployment:  retired  
 not currently searching for work outside of the home  
 currently searching for work  
 medically unable to work  
 other; (*specify*) \_\_\_\_\_

If employed within the past year, I have attached my most recent pay stub/statement of earnings indicating the total earnings paid in the year to date, including overtime, for each employer.

**I receive income from employment insurance, social assistance, a pension, worker's compensation, disability payments or another source;**

Source of income:  employment insurance  
 social assistance  
 pension  
 worker's compensation  
 disability  
 other (*specify*) \_\_\_\_\_

Attached are the following documents for each source of income:

The most recent statement of income indicating the total amount of income from the applicable source during the current year; or

As a statement is not available to me, a letter from the appropriate authority stating the total amount of income from the applicable source during the current year.

**Medical or Dental Benefits:**

Medical or dental coverage is available to my dependents through my employer or otherwise at a reasonable rate.

**PART TWO: ANNUAL INCOME**

**Taxable Income:**

**INSTRUCTIONS:** Identify all gross annual taxable income (before deductions) from all sources for the 12-month period ending on the date of the Financial Statement. Give your best estimate if you do not know an actual amount. Do not report the same income on more than one line.

<b>Taxable Income Source (before deductions)</b>	<b>Annual Amount</b>
Employment income (wages, salaries, commissions, bonuses, overtime, etc.)	\$
Other employment income (tips, foreign income, research grants, etc.)	\$
Pension income (Old Age Security, CPP, Superannuation, etc.)	\$
Taxable disability income	\$
Employment Insurance benefits	\$
Taxable amount of dividends from taxable Canadian corporations	\$
Interest and other investment income	\$
Net partnership income (limited or non-active partners only)	\$
Net rental income ( <i>indicate gross here: \$</i> _____)	\$
Taxable capital gains	\$
Taxable spousal support received ( <i>indicate total here: \$</i> _____)	\$
RRSP income	\$
Self-employment incomes:	\$
A. Business income.....Gross \$ _____.....Net	
B. Professional income.....Gross \$ _____.....Net	
C. Commission income.....Gross \$ _____.....Net	
D. Farming income.....Gross\$ _____.....Net	
E. Fishing income.....Gross \$ _____.....Net	
Workers' compensation benefits	\$
Social assistance payments	\$
Net taxable federal supplements	\$
Other taxable income (e.g. scholarships, bursaries, study grants, certain lump sum payment or death benefits, severance pay, etc.) ( <i>specify</i> )	\$
<b>TOTAL ANNUAL INCOME</b>	<b>\$</b>

**Non-Taxable Income:**

**INSTRUCTIONS:** List all non-taxable income, allowances and amounts received from all sources including exempt income due to status under the Indian Act, band assistance payments, child support, GST benefits, etc. for the 12-month period ending on the date of this Financial Statement. Give your best estimate if you do not know an actual amount.

<b>Non-Taxable Income or Benefit</b>	<b>Annual Amount</b>
Exempt income due to status under the Indian Act	\$
Child Tax Benefit	\$
GST Benefit	\$
Child Support	\$
Band Assistance Payments	\$
Other ( specify)	\$
	\$
	\$
<b>TOTAL NON-TAXABLE INCOME</b>	<b>\$</b>

**Allowable Deductions:**

**INSTRUCTIONS:** Review Schedule III of the Federal Child Support Guidelines to determine if any allowable deductions apply in your circumstances. If so, include those for the 12-month period ending on the date of this Financial Statement. Give your best estimate, if you do not know an actual amount.

Allowable deductions under Schedule III	Annual Amount
	\$
	\$
	\$
<b>TOTAL ALLOWABLE DEDUCTIONS</b>	<b>\$</b>

## SCHEDULE 2: EXPENSES

*INSTRUCTIONS: Provide information about your personal expenses. Use the monthly or yearly columns as appropriate. Complete only one column per item. If you do not know an actual amount, give your best estimate. If you expect any current expenses to change, indicate the expected new amounts in the "comments" column.*

Item	Paid Monthly	Paid Yearly	Comments
<b>Source Deductions</b>			
CPP contributions			
EI premiums			
Employee pension contributions			
Medical and dental insurance premiums (deducted at source)			
Income tax			
<b>Housing</b>			
Rent or mortgage			
Property taxes			
Homeowner/tenant insurance			
Condo fees			
Water, sewer and garbage			
House repairs, maintenance, yard care			
Heat, electricity			
Telephone, cable, internet			
Other ( <i>specify</i> )			
<b>Household Expenses</b>			
Food			
Meals outside the home			
General household supplies			
Hair care, toiletries, supplies			
Dry cleaning and laundry			
Furnishings and equipment			
<b>Transportation</b>			
Public transit, taxis			
Car insurance, registration, and license			
Gas and oil			
Parking			
Car repairs and maintenance			
Car loan payment			
<b>Health (only include those expenses not covered by insurance)</b>			
Medical and dental amounts (not deducted at source)			
Health care (physiotherapy, etc.)			
Drugs, prescriptions			
Dental care (including orthodontist)			

	Optical care (eyeglasses, contact lenses)			
	Other ( <i>specify</i> )			
<b>Personal</b>				
	Clothing, footwear			
	Educational expenses (self)			
	Other ( <i>specify</i> )			
<b>Children</b>				
	Clothing, footwear			
	Children's allowance, gifts			
	School fees, books and supplies			
	Activities, lessons and supplies			
	Child care, babysitting, summer camps			
	Other ( <i>specify</i> )			
<b>Savings for the future</b>				
	RRSP			
	RESP			
	Other ( <i>specify</i> )			
<b>Support Payments (specify for whom, whether tax deductible, whether voluntary or pursuant to order)</b>				
	Support being paid in this case			
	Support being paid in any other case			
<b>Debt payments (other than mortgage or car loan already listed above)</b>				
<b>Other</b>				
	Life or term insurance premiums			
	Banking, legal, accounting			
	Church, charitable donations			
	Entertainment and recreation			
	Vacation			
	Alcohol, tobacco, marijuana			
	Other ( <i>specify</i> )			
<b>SUBTOTAL</b>				
<b>CALCULATION OF TOTAL EXPENSES</b>				
	a. Total expenses paid monthly: \$ _____ X 12:			\$ _____
	b. Plus total expenses paid annually:			\$ _____
	c. Equals total annual expenses:			\$ _____

**SCHEDULE 3: SPECIAL OR EXTRAORDINARY EXPENSES**

*INSTRUCTIONS: Refer to section 7 of the Federal Child Support Guidelines for more information about the type of claim. You must state the child's name for each expense, the details of each expense and the total amount you paid. You must also include any contributions to the expense made by the child or any third party, as well as subsidies, benefits, tax deductions, reimbursements, or eligibility to claim.*

- I am seeking contribution towards a special or extraordinary expenses for the following reasons:
- Childcare expenses incurred as a result of my employment, illness, disability, education or training for employment;
  - The portion of the medical and dental insurance premiums for a child;
  - Health-related expenses that exceed insurance reimbursement by at least \$100 annually per

illness or event, including orthodontic treatment, professional counselling provided by a psychologist, social worker, psychiatrist or any other person, physiotherapy, occupational therapy, speech therapy and prescription drugs, hearing aids, glasses and contact lenses (indicate the amount of any insurance reimbursement);

- Extraordinary expenses for primary or secondary school or for any educational programs that Meet the child's particular needs;
- Expenses for post-secondary education;
- Extraordinary expenses for extracurricular activities

The details for the expenses that I am claiming are as follows:

Child's Name	Description of Expense	Total Expense Amount Per Year	Subtract Contributions from Others, Subsidies, Benefits, Tax Deductions, or Reimbursements	Net Expense Per Year

You must provide receipts or other documentation proving each expense upon the request of the other party or court order. If you are unable to provide proof of payment, indicate why here:

**SCHEDULE 4: CHILD-CENTRED BUDGET**

*INSTRUCTIONS: The purpose of this schedule is to provide information about your child-related expenses when claiming for a child or children age 18 or over, child(ren) in a shared parenting arrangement, or when the payor parent has an income over \$150,000. If there is a claim for support for more than one child, and the children for whom support is claimed have different circumstances (e.g. one child is age 18 or over, and one child is in a shared parenting arrangement) you must complete Schedule 4 for each child. Use the monthly or yearly columns as appropriate. Complete only one column per item. If you do not know an actual amount, give your best estimate. If you expect any current expenses to change, indicate the expected new amounts in the "comments" column.*

**Child(ren) for whom you are completing this Schedule:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Item	Paid Monthly	Paid Yearly	Comments
<b>Housing costs attributable to the child(ren)</b>			
Rent or mortgage			
House maintenance, yard care			
Heat, electricity			
Telephone, cable, internet			
Other ( <i>specify</i> )			
<b>Household expenses attributable to the child(ren)</b>			
Food			
Meals outside the home			

	General household supplies			
	Hair care, toiletries, supplies			
	Laundry			
	Furnishings and equipment			
Transportation attributable to the child(ren)				
	Public transit, taxis			
	Parking			
	Car repairs and maintenance			
Health (only include those expenses not covered by insurance)				
	Medical and dental premiums			
	Health care (physiotherapy, etc.)			
	Drugs, prescriptions			
	Dental care (including orthodontist)			
	Optical care (eyeglasses, contact lenses)			
	Counsellor			
	Other ( <i>specify</i> )			
Educational expenses, activities and child care ( <i>net of tax</i> )				
	Tuition			
	Books, supplies			
	Technology			
	Fees			
	School activities (field trips, etc.)			
	School lunches			
	Activities, lessons, supplies			
	Child care, babysitting, nanny			
	Summer camps			
	Other ( <i>specify</i> )			
Personal				
	Clothing, footwear			
	Seasonal clothing			
	Hobbies			
	Toys, bicycles			
	Entertainment and recreation			
	Gifts for child			
	Gifts for others from child			
	Allowances			
	Haircuts/miscellaneous			
	Vacation			
Savings for the future				
	RESP			
	Other ( <i>specify</i> )			
Other expenses attributable to the child(ren)				
	Life or term insurance premiums			
	Banking			
	Donations			
	Other ( <i>specify</i> )			
<b>SUBTOTAL</b>				
<b>CALCULATION OF TOTAL ANNUAL EXPENSES ATTRIBUTABLE TO THE CHILDREN</b>				
a. Total expenses paid monthly: \$ _____ X 12:				\$ _____
b. Plus total expenses paid annually:				\$ _____

**c. Equals total annual expenses:** \$ \_\_\_\_\_

**SCHEDULE 5: INCOME FOR OTHER PERSONS RESIDING IN HOUSEHOLD**

*INSTRUCTIONS: Provide the names, occupations or sources of income, annual incomes and amount of federal and provincial taxes payable on for the following persons:*

- 1) *any person residing with you who has a legal duty to support you or whom you have a legal duty to support;*
- 2) *any person residing with you who shares living expenses with you or from whom you otherwise receive an economic benefit as a result of living with that person; and*
- 3) *any child residing with you whom you or the person described in paragraph (a) or (b) has a legal duty to support.*

Other Person's Name	Occupation of Source of Income	Annual Income	Taxes Payable

**SCHEDULE 6: UNDUE HARDSHIP**

*INSTRUCTIONS: Refer to section 10 of the Federal Child Support Guidelines for more information about this type of claim.*

I am claiming undue hardship for the following reason(s):

Responsibility for unusually high debt reasonably incurred to support the family before the separation or to earn a living:

Owed To	Purpose	Date Incurred	Terms of Debt	Annual Amount
				\$
				\$
				\$

Unusually high expenses for exercising parenting time to a child (e.g. travel expenses)

Details of Expense	Annual Amount
	\$
	\$

Legal Duty

- Under a judgment, order or written separation agreement to support another person
- To support a child, other than a child for whom support is claimed in this application, who is under the age of 18, or at or above the age of 18 but unable to support himself or herself because of illness, disability or other cause
- To support a person who is unable to support himself or herself because of illness or disability: *(Attach a copy of any judgment, order or written agreement under which the legal duty arises.)*

Name of Person	Relationship	Nature of Duty	Annual Amount
			\$
			\$
			\$
			\$

Other undue hardship circumstances

Details	Annual Amount
	\$
	\$
	\$
	\$
	\$

**SCHEDULE 7: NET WORTH STATEMENT**

*INSTRUCTIONS: List all property in which you have an interest as of the date of this Financial Statement and the estimated market value. List all that you owe as of the date of this Financial Statement and the amount that you owe.*

I have an interest in the following assets in and out of Saskatchewan:

Type	Details	Value or Amount
State of each property and nature of ownership		
Real Estate	1	\$
	2	\$
	3	\$
Year and Make		
Cars, boats, vehicles	1	\$
	2	\$
	3	\$
Description		
Other Possessions of value (e.g. jewelry, computers, collections)	1	\$
	2	\$
	3	\$
Name and Address of Institution		
	1	\$



Savings, investments, RRSP's, pension plans, RESP's	2		\$
	3		\$
Name of Business			
Life Insurance	1		\$
	2		\$
	3		\$
Description			
Other Assets	1		\$
	2		\$
	3		\$

<b>Total Value of All Property</b>	<b>\$</b>
------------------------------------	-----------

I am responsible for the following debts or other liabilities in or out of Saskatchewan:

Type of Debt	Creditor (name and address)	Full Amount now Owng	Monthly Payments
Mortgages, lines of credit, or other loans from a bank, trust or finance company		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Outstanding credit card balances		\$	\$
		\$	\$
		\$	\$
Unpaid support amounts		\$	\$
		\$	\$
		\$	\$
Other debts		\$	\$
		\$	\$
		\$	\$

<b>Total Amount of Debts</b>	<b>\$</b>
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<b>Summary</b>	
Total Assets	\$
Subtract Total Debts	\$
<b>Net Worth</b>	<b>\$</b>

**Form 15-49  
(Rule 15-49)**

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER \_\_\_\_\_

RESPONDENT \_\_\_\_\_

**PROPERTY STATEMENT OF \_\_\_\_\_**

***INFORMATION NOTE:*** This form provides information regarding property and debts at the date of the Petition or Counter-petition initiating a property claim was filed with the Court (the date of application). You must identify all property owned, or in which an interest was held, by one or both spouses, or by one or both spouses and a third person, as at the date. Each section of this form has instructions (italics).

You must swear/affirm this Property Statement in front of a notary public, justice of the peace, lawyer or commissioner for oaths. The staff members at the local registrar office in the Court house are commissioners for oaths so you may swear/affirm the document in front of a staff member at the time of filing.

I, \_\_\_\_\_ of \_\_\_\_\_ swear/affirm that:  
(name) (city and province)

1. The date of application is: \_\_\_\_\_.
2. The information set out in this Property Statement is true and complete to the best of my knowledge and belief, and sets out all family property owned, or in which an interest was held, by one or both spouses, or by one or both spouses and a third party, as of the date of application.
3. I acknowledge that is, in the course of this proceeding, I discover that this information is incorrect or incomplete, I must serve on every party to this case and file with the Court the correct or complete information, or a new Property Statement with updated information.

SWORN (OR AFFIRMED) BEFORE ME

At \_\_\_\_\_, Saskatchewan,

This \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths in Saskatchewan



\_\_\_\_\_  
(signature)

**I. ASSETS IN OR OUT OF SASKATCHEWAN**

<b>1: REAL PROPERTY</b>					
<i>INSTRUCTIONS: List any interest in real property owned by one or both spouses, or by one or both spouses and a third person, on the date of application, including leasehold interests and mortgages. Show estimated fair market value of the interest. Do not deduct encumbrances or costs of disposition, rather show them under Part II: Debts and Liabilities. For example: for the family home, you might insert both spouses' names in the first column and "joint tenancy" in the second column. In the next column, you might write "Family Home, 123 Main Street," in the fourth column the market value at the date of application and in the last column the current market value. Show any amount left to pay on the mortgage under Part II: Debts and Liabilities.</i>					
Owner	Nature and Type of Ownership	Nature of Property and Address	Estimated TOTAL Value	Estimated Fair Market Value of the Interest	
				On the date of application	On current date
				\$	\$
				\$	\$
				\$	\$
<b>TOTAL VALUE OF REAL PROPERTY</b>				\$	\$

<b>2. GENERAL HOUSEHOLD GOODS AND VEHICLES</b>				
<i>INSTRUCTIONS: List the estimated market value, not the cost of replacement, for general household goods and vehicles owned by one or both spouses, or by one or both spouses and a third party, on date of application. Do not deduct encumbrances or costs of disposition, rather show them under Part II: Debts and Liabilities.</i>				
Item	Description	In the Possession Of	Estimated Fair Market Value	
			On the date of application	On current date
Household goods, appliances, furniture			\$	\$
			\$	\$
			\$	\$
Cars, boats, trailers, motorhomes, snowmobiles, other vehicles			\$	\$
			\$	\$
			\$	\$
			\$	\$
Jewellery, works of art, collections, electronics, tools, sports or hobby equipment			\$	\$
			\$	\$
			\$	\$
			\$	\$
Other items			\$	\$
			\$	\$
			\$	\$
<b>TOTAL VALUE OF GENERAL HOUSEHOLD GOODS AND VEHICLES</b>			\$	\$

<b>3. BANK ACCOUNTS AND SAVINGS</b>					
<i>INSTRUCTIONS: List the items owned by one or both spouses, or by one or both spouses and a third person, on the date of application by category. Include cash, savings and chequing accounts in financial institutions, term deposits, guaranteed investment certificates. TFSA's, RESP's, and any other savings.</i>					
Owner	Category	Institution	Account Number	Amount	
				On date of application	On current date
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>TOTAL VALUE OF BANK ACCOUNTS AND SAVINGS</b>				\$	\$

The location of any safety deposit box(es) is \_\_\_\_\_  
 (name and address of institution(s))

<b>4. PENSIONS AND RETIREMENT SAVINGS PLANS</b>					
<i>INSTRUCTIONS: List plans owned by one or both spouses. Indicate the name and address of the institution where a Registered Retirement Savings Plan is held; include name and address of pension plan and pension details.</i>					
Owner	Category	Institution	Account Number	Amount	
				On the date of application	On current date
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>TOTAL VALUE OF PENSIONS AND RETIREMENT SAVINGS PLANS</b>				\$	\$

<b>5. SECURITIES (INCLUDING VALUE OF SHARES IN A CORPORATION)</b>					
<i>INSTRUCTIONS: List any interest that either spouse holds, directly or indirectly, in any corporated business. Include shares, bonds, mutual funds, warrants, options, debentures, notes and any other securities. Show the items owned by category. Give your best estimate of their market value if the items were to be sold on the open market.</i>					
Owner	Category	Description (including name of corporation)	Number	Estimated Fair Market Value	
				On date of application	On current date
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>TOTAL VALUE OF SECURITIES</b>				\$	\$

<b>6. BUSINESS INTERESTS</b>				
<i>INSTRUCTIONS: List any interest either you or your spouse holds; directly or indirectly, in any unincorporated business, including partnerships and joint ventures. Give your best estimate of market value if business were to be sold on an open market. An interest in an unincorporated business should be shown under Item 5: Securities.</i>				
Owner	Name of Firm or Company	Interest	Estimated Fair Market Value of the Interest	
			On the date of application	On current date
			\$	\$
			\$	\$
			\$	\$
<b>TOTAL VALUE OF BUSINESS INTERESTS</b>			\$	\$

<b>7. LIFE AND DISABILITY INSURANCE</b>						
<i>INSTRUCTIONS: List only those insurances policies owned by one or both spouses or by one or both spouses and a third party that have a property value/cash value. Do not include term policies.</i>						
Owner	Company and Policy No.	Kind of Policy	Beneficiary	Face Amount	Cash Surrender Value	
					On date of application	On current date
					\$	\$
					\$	\$
					\$	\$
<b>TOTAL CASH SURRENDER VALUE OF INSURANCE POLICIES</b>					\$	\$

<b>8. OTHER PROPERTY</b>				
<i>INSTRUCTIONS: List other property or assets owned by categories. Include property of any kind not listed in Items 1 to * (for example, cash on hand, accounts receivable, patents or copyright claims). Give your best estimate of market value</i>				
Owner	Category	Details	Estimated Fair Market Value of the Interest	
			On the date of application	On current date
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<b>TOTAL VALUE OF OTHER PROPERTY</b>			\$	\$

<b>SUMMARY</b>	
<i>INSTRUCTIONS: Record the totals from Tables 1 to 8 above and add together</i>	
1. REAL PROPERTY	\$
2. GENERAL HOUSEHOLD GOODS AND VEHICLES	\$
3. BANK ACCOUNTS AND SAVINGS	\$
4. PENSIONS AND RETIREMENT SAVINGS PLAN	\$
5. SECURITIES	\$
6. BUSINESS INTERESTS	\$
7. CASH SURRENDER VALUE OF INSURANCE POLICIES	\$
8. OTHER PROPERTY	\$
<b>I. TOTAL VALUE OF ASSETS ON DATE OF APPLICATION</b>	<b>\$</b>

**II. DEBTS AND OTHER LIABILITIES**

*INSTRUCTIONS: List all debts and other liabilities that you owe, that your spouse owes or that either of you owe along with another person. List by category, such as mortgages, charges, loans, liens, notes, credit cards, accounts payable, tax arrears and costs of disposition. Indicate if any other persons may be responsible for this debt and give their names. Include contingent liabilities such as guarantees given by either spouse, and indicate that they are contingent.*

Type of Debt	Owned by	Owed To (name and address)	Full Amount	Monthly Payments	Are payments being made?	If yes, by whom?
Secured against real property (mortgages, lines of credits, etc.)			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
Loans from a bank, trust or finance company			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
Credit card balances			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
Unpaid support amounts			\$	\$		
			\$	\$		
			\$	\$		
Other debts			\$	\$		
			\$	\$		
			\$	\$		

<b>II. TOTAL AMOUNT OF DEBTS AND LIABILITIES</b>	\$
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**III. EXEMPTIONS**

<b>PROPERTY CLAIMED AS EXEMPT FROM DISTRIBUTION</b>			
<i>INSTRUCTIONS: List any property in this statement which was owned on the date of application that you claim is exempt from distribution pursuant to sections 23 and 24 of The Family Property Act.</i>			
Category	Item and Reasons for Exemption	Value on date of application	Value of exemption claimed
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>III. TOTAL CLAIM FOR EXEMPTIONS</b>		\$	\$

**IV. DISPOSED PROPERTY**

<b>PROPERTY DISPOSED OF WITHIN TWO YEARS</b>		
<i>INSTRUCTIONS: List all property sold, gifted or otherwise disposed of within two years of the date of application. Indicate the date of disposition of each item and the value of each item as of the date of application.</i>		
<b>Description</b>	<b>Date disposed of</b>	<b>Value</b>
		\$
		\$
		\$
		\$
		\$

<b>IV. TOTAL VALUE OF DISPOSED PROPERTY</b>	
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**V. SUMMARY**

<b>SUMMARY</b>	
<i>INSTRUCTIONS: Record the above totals from Parts I through IV.</i>	
1. TOTAL VALUE OF ASSETS ON DATE OF APPLICATION	\$
2. TOTAL AMOUNT OF DEBTS AND LIABILITIES	\$
3. TOTAL CLAIM FOR EXEMPTIONS	\$
4. TOTAL VALUE OF DISPOSED PROPERTY	\$



**Form 15-8B**  
(Subrule 15-8)

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER/ \_\_\_\_\_

RESPONDENT \_\_\_\_\_

**AFFIDAVIT OF SERVICE BY ALTERNATE MODE**

I, \_\_\_\_\_, of \_\_\_\_\_

Make Oath and Say (or AFFIRM):

**1** On \_\_\_\_\_, at \_\_\_\_\_, I served (*select one*):  
(date) (time)

\_\_\_\_\_  
(Other party's name)

\_\_\_\_\_, the lawyer for the \_\_\_\_\_,  
(Lawyer's name) (Petitioner/Respondent)

with the \_\_\_\_\_, attached as Exhibit "A",  
(list document(s) served by name and date)

**Using the mode of service indicated below:**

- Service by leaving at the address for service
- Service by mail
- Service by fax
- Service by courier

**Service by leaving at the address for service**

2 By leaving a copy with (select one):

\_\_\_\_\_ at the address for service  
(name of party or lawyer served)  
\_\_\_\_\_  
(address)

an adult person \_\_\_\_\_, who was present at the  
(insert name if known)  
address for service, \_\_\_\_\_  
(address)

I ascertained that the person was an adult person who was an employee [or agent or representative or household member] of \_\_\_\_\_  
(identify person served)

by (insert the grounds for believing that the person documents were left with appeared to be an adult person who was an employee, agent, representative or household member of the person to be served):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, an employee in the lawyer's office at  
(name of employee)  
\_\_\_\_\_  
(address)

by leaving a copy in a mail receptacle at the address for service, \_\_\_\_\_  
\_\_\_\_\_  
(address)

no adult person being present at that address to receive the document (if a business address, continue: during regular office hours).

SWORN (OR AFFIRMED) BEFORE ME

at, \_\_\_\_\_, Saskatchewan,  
this \_\_\_\_\_ day of \_\_\_\_\_,  
2. \_\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths  
for Saskatchewan



\_\_\_\_\_  
(signature)

**Service by mail**

**2** By (select one):

Sending a copy by ordinary mail (or by registered mail) to \_\_\_\_\_  
\_\_\_\_\_  
(full mailing address)  
the address for service provided by \_\_\_\_\_  
(identify party or person)

**OR**

Sending a copy by ordinary mail to the last known address of \_\_\_\_\_  
(identify party or person)  
Provide basis for belief that the address served at is the party's address:  
\_\_\_\_\_

If served by registered mail add:

**3** On \_\_\_\_\_, I received the post office confirmation of delivery to the  
(date)  
addressee, attached as Exhibit "B", showing confirmation of a signature purporting to be the signature  
of \_\_\_\_\_ and dated \_\_\_\_\_  
(identify person) (insert date)

SWORN (OR AFFIRMED) BEFORE ME

at, \_\_\_\_\_, Saskatchewan,  
this \_\_\_\_\_ day of \_\_\_\_\_,  
2 \_\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths  
for Saskatchewan



\_\_\_\_\_  
(signature)

**Service by fax**

**2** By sending a copy by fax to \_\_\_\_\_  
(*fax number*)

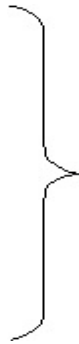
to \_\_\_\_\_  
(*name of party or lawyer*)

**3** Attached as Exhibit "B" is the confirmation of fax transmission, received by me on:

\_\_\_\_\_  
(*date*)

SWORN (OR AFFIRMED) BEFORE ME  
at, \_\_\_\_\_, Saskatchewan,  
this \_\_\_\_\_ day of \_\_\_\_\_,  
2 \_\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths  
for Saskatchewan



\_\_\_\_\_  
(*signature*)

**Service by e-mail (electronic transmission)**

**2** By e-mail (electronic transmission) to \_\_\_\_\_  
(*e-mail address*)

to \_\_\_\_\_.  
(*name of party or lawyer*)

**3** Attached as Exhibit "B" is the hard copy of the electronically transmitted acknowledgment of receipt,  
received by me on \_\_\_\_\_).  
(*date*)

SWORN (OR AFFIRMED) BEFORE ME

at, \_\_\_\_\_, Saskatchewan,

this \_\_\_\_\_ day of \_\_\_\_\_,

2 \_\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths

for Saskatchewan



\_\_\_\_\_  
(*signature*)

**Form 12-3**  
(Subrule 12-3(1))

COURT FILE NUMBER \_\_\_\_\_

Clerk's Stamp

COURT OF KING'S BENCH FOR SASKATCHEWAN  
(FAMILY LAW DIVISION)

JUDICIAL CENTRE \_\_\_\_\_

PETITIONER \_\_\_\_\_

RESPONDENT \_\_\_\_\_

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**ACKNOWLEDGMENT OF SERVICE**

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You are asked to fill out and sign this form without delay, and to mail it in the accompanying postage prepaid envelope addressed to \_\_\_\_\_  
or to return it by fax to \_\_\_\_\_

If you do not return this signed and completed Acknowledgement of Service without delay, you may not receive notice of any further proceedings or any documents may be personally served on you and you will be required to pay the costs of service.

I acknowledge service on me of a copy of the following document(s)

*(list documents by title & date):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am:

*(select one)*

- a party in this action.
- authorized to accept service on behalf of \_\_\_\_\_ *(name of party)*, being a  
\_\_\_\_\_ *(e.g. lawyer, officer of corporation, power of attorney)*.

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(date of service)*

**NOTICE**

(1) You must include an address in Canada where documents may be mailed to or left for you if you wish to receive notice of subsequent proceedings in this matter. Your address for service must include an e-mail address if you are represented by a lawyer or if your address for service is located outside Saskatchewan. Otherwise, including an e-mail address is optional. It is also optional to include a fax number.

(2) When an e-mail address or a fax number is included in your address for service, documents may be served on you by e-mail or fax.

(3) The address, fax number or e-mail address that you give on this form will be used to serve you with documents until you serve on the other parties and file with the court written notice of a new address for service.

**CONTACT INFORMATION AND ADDRESS FOR SERVICE**

**Address for service and contact information of party filing this document:**

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address *(if any)*: \_\_\_\_\_