

Joint Divorce With Dependent Children

# Court of Queen's Bench

Joint Divorce With Dependent Children



**Resolution Services**



*Alberta*  
Government

**These instructions have been prepared for you by  
Resolution Services. Contact us at:**

**Calgary**

7<sup>th</sup> floor, Calgary Courts Centre  
601 - 5 Street SW  
Phone 403-297-6981

**Edmonton**

8<sup>th</sup> floor, Brownlee Building  
10365 – 97 Street  
Phone 780-415-0404

**Grande Prairie**

Main Floor, Court House  
10260 - 99 St.  
Phone: 780-833-4234

**Lethbridge**

1<sup>st</sup> Floor, Court House  
320 - 4 St. S  
Lethbridge AB T1J 1Z8  
Phone: 403-388-3102

**Red Deer**

Main Floor, Court House  
4909 - 48 Ave  
Phone: 403-340-7187

**Medicine Hat**

Court House  
460 First Street SE  
Medicine Hat, AB T1A 0A8  
Phone 403-529-8716

**Outside these centres, call the  
Resolution Services Contact Centre at 1-855-738-4747**

***Resolution Services and Court Staff cannot give you legal  
advice, or predict the outcome of your case.***

***This booklet provides general information only. You should  
speak to a lawyer for legal advice about your own situation.***

# **JOINT DIVORCE – WITH DEPENDENT CHILDREN**

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# INSTRUCTIONS: JOINT DIVORCE WITH DEPENDENT CHILDREN

## BEFORE YOU BEGIN

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### **Disclaimer:**

These are meant to be simple, straightforward instructions for completing a divorce on your own. There may be other ways of completing the divorce. If you want to find out if there is a different way than what is written here, or if you want any more information than what has been given, talk to a lawyer.

In these instructions, we often tell you to ask questions or get forms from the Resolution Support Centre. If there is no Resolution Support Centre in your court, ask the Queen's Bench Clerks for the information or forms.

### **Were you married?**

If you were living "common law", then you do not need to do anything through the courts to end your relationship. It is only if you went through an official wedding ceremony that you need to get a divorce. This may have been in Canada or outside of Canada.

### **Do you have the correct marriage certificate?**

If you were married in Canada, you need the marriage certificate that was issued by the Province after your marriage. If you have a hand-written certificate that was given to you at the time of your wedding, that is likely not the right one. If you were married in Alberta, you can order a marriage certificate from any registry office. If you were married in another province, search "marriage certificate" on the government home page for that province.



### ***Tip:***

Most people do not receive a marriage certificate from the government unless they go through the process of ordering one. It is not sent automatically after the marriage ceremony.

If you were married outside Canada, an official marriage certificate is helpful, but not required.

**Have you and/or your spouse lived in Alberta for at least a year?**

If not, you can't file for divorce in Alberta. You will be able to file once you (or your spouse) have lived in Alberta for a year.

**Do you have grounds for divorce?**

The grounds for a joint divorce are living separate and apart for one year.



***Tip:***

You can start the divorce before the year of separation is up, but you can't ask for the Divorce Judgment until after the year is up.

**Do you have an agreement on the issues of custody, access (parenting), child support and spousal support?**

A written agreement is best, but a verbal agreement will be fine.

If you do not have an agreement, you may want to speak to your spouse about mediation, or you may want to talk to a lawyer.

**Have you taken the Parenting After Separation Seminar?**

If you have not yet taken the seminar, you should complete the online course as soon as possible. See the Family Practice Note 1 <https://albertacourts.ca/docs/default-source/Court-of-Queen's-Bench/practice-note-1-july-20-2015.pdf?sfvrsn=2> for more information.

You can find the course at <https://www.alberta.ca/pas.aspx>

Once you complete the online course, you will be given a Certificate to print. Each of you must file this certificate with the court to complete the divorce.



***Tip:***

Use the Divorce Checksheet at the end of these instructions for a handy summary of the forms and photocopies you will need.

## COMPLETING THE JOINT STATEMENT OF CLAIM

(<https://cfr.forms.gov.ab.ca/form/CTS3830.pdf>)

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### **Court File number**

Leave this blank for now. When you file the Statement of Claim, the clerk will give you a number.

### **Judicial Centre**

This is the court location where you will be filing your documents. Use the drop down menu to choose.

### **Spouse 1 and Spouse 2**

Decide now which of you will be called "Spouse 1" and which will be "Spouse 2". You will keep this label in all of the forms.

Look at your marriage certificate. Use the names exactly as they are on the marriage certificate except that if the wife has assumed the husband's last name, you can use her married last name.

For example, the marriage certificate lists you as John Edward Kerry and Jane Amanda Fraser. Jane goes by Jane Kerry. You will list yourselves as John Edward Kerry and Jane Amanda Kerry.



### ***Tip:***

Whenever there is a space to write in any names on any of the forms, write in the full name.

### **Address for Service and Contact Information**

Write in both parties' names, complete addresses, including postal code and daytime phone numbers.

### **#1 The Parties**

Make sure the date and place of the marriage are the same as on your marriage certificate.

1(3) and 1(4)

- Address means the complete address, including postal code.
- Surname at birth means the last name at the time of birth.
- Surname at the time of marriage means the last name just before your marriage took place.
- Marital status of the parties at the time of the marriage would be one of "single", "divorced" or "widowed".

## #2 Residence

One of you MUST have lived in Alberta for one full year before you file the Statement of Claim. If you have not, you must wait. Choose either Spouse 1 or Spouse 2 here.

## #3 Grounds

Do not write anything in here.

## #4 Reconciliation

Do not write anything in here. If you believe there IS a possibility of reconciliation, then you should not file for divorce.

## #5 Bars to Divorce

Do not write anything in here.



### ***Tip:***

"Collusion" means agreeing with your spouse to make up facts so that you can get your divorce, or get divorced sooner.

## #6 Children

6(1) Fill in the full names and dates of birth of each of your dependent children. If there are more than two, use the + sign to add more lines.

6(2) Fill in the terms of the agreement that you have about custody.

6(3) Fill in the terms of the agreement that you have about access.

Example:

6(2) The parties propose custody for each child as follows:

*The parties shall have joint custody of the children. The children will live primarily with John Edward Kerry.*

6(3) The parties propose access or parenting arrangements for each child as follows:

*Jane Amanda Kerry will have reasonable access to the children, including the following:*

- every second weekend from Friday after school until Sunday at 8:00 pm*
- one half of school vacation periods*
- other access as agreed between the parties.*

6(4) Fill in the terms of the agreement that you have about child support. You should separate out the base (table) amount of support and the amount or proportion (if any) to be paid for special expenses.



***Tips:***

The judge must be satisfied that the amount of child support is reasonable before they can grant your divorce. In most cases, this means that the amount of child support must be the amount calculated by the Federal Child Support Guidelines. There are very limited cases where the judge can order child support in an amount that does not follow the federal child support guidelines.

Before you fill in 6(4), you should understand how child support is calculated under the Federal Child Support Guidelines.

**#7 Agreements**

If you have an agreement, provide the type of agreement (e.g. Separation Agreement) and the date it was signed. If there is no agreement, say "none"

**#8 Court Proceedings**

If you have been to court to deal with parenting, custody, access, child support or spousal support, state the type of order that was made and the Court and date (e.g. Spousal Support Order made by the Provincial Court of Alberta on June 6, 2016). If you have not been to court, say "none".

**#9 Spousal Support**

Check off one or more of the boxes and fill in the reasons.

**#10 Remedy Sought**

This is a summary of what you are asking for. In most cases, you should check off at least:

- divorce judgment
- custody as proposed above
- access or parenting arrangements as proposed above
- child support as proposed above

**Statement of Solicitor**

You do not have to fill this in if you are representing yourselves.



## **FILING THE JOINT STATEMENT OF CLAIM**

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Print out the form.

Make 2 copies (original + 2 copies)



***Tip:***

Make sure all of your pages have print only on one side (no double sided printing or copying!)

One or both of you can come to court house to file the Joint Statement of Claim. Bring all of your copies, plus \$260 (cash, Interac, Visa or Mastercard) and your marriage certificate to the Court of Queen's Bench. In larger centres, there will be a specific registry counter for filing divorce documents.

The clerk will keep your original Joint Statement of Claim, and will show you how to stamp and write the file number on your copies. Each of you will get one filed copy.



***Tip:***

It is possible, so long as you have been separated for more than one year, to complete all of the forms and file them with the Court at the same time. If you want to do this, complete the forms up to the end of page 18 before coming to the court house for filing.

## COMPLETING THE JOINT REQUEST FOR DIVORCE

(<https://cfr.forms.gov.ab.ca/form/CTS3839.pdf>)

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**Court File Number**  
**Judicial Centre**  
**Spouse 1**  
**Spouse 2**



These are all the same as  
in the Statement of Claim

### **Address for Service and Contact Information**

Write in your names, complete addresses, including postal code and daytime phone numbers.

Print out the form and sign it.

Make two copies.

## **THE CHILD SUPPORT CALCULATION**

The Child Support Data Sheets are not filed with the court. They are worksheets that the Resolution Support Centre staff will use to prepare a child support calculation. It is OK if they are filled out in pencil, or if they are messy.

Complete the Child Support Data Sheets found at the end of this package.

Bring the completed Data Sheets plus proof of both spouse's incomes (e.g. last year's tax return and/or pay stubs showing how much has been earned so far this year) to the Resolution Support Centre or, if there is no Centre at your court, to the Queen's Bench clerk's counter.

The staff will do a child support calculation for you and attach it to a Review Memo.



### ***Tips:***

Proof of income is required in most cases. IF you think you have an unusual case where the financial information is not required, talk to the Resolution Support Centre staff. The fact that you have an agreement on child support (or that there is to be no child support) is NOT an unusual case.

Use the same incomes and special expense amounts in your Affidavit of Applicant and your Divorce Judgment.

# COMPLETING THE JOINT AFFIDAVIT OF APPLICANT

(<https://cfr.forms.gov.ab.ca/form/CTS3841.pdf>)

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## ***Tips:***

This form is quite complex, and you may need to add information that does not fit in the spaces provided. If that happens, you should use the Word version of Form FL-24, on the Queen's Bench section of the albertacourts website.

Fill out all of the parts of this form, unless the instructions tell you otherwise.

**Court File Number**  
**Judicial Centre**  
**Spouse 1**  
**Spouse 2**



These are all the same as  
in the Statement of Claim

## **Address for Service and Contact Information**

Write in your names, complete addresses, including postal code and daytime phone numbers.

## **Affidavit of**

Fill in both names.

## **Sworn on**

Fill this in after you swear the Affidavit of Applicant.

## **Introductory paragraph of Affidavit:**

Fill in your names, occupations and city of residence.

## **# 1: Parties**

Fill in the complete addresses of both parties

## # 2: Marriage

There are two checkboxes here. If you were married in Canada, use the first checkbox. If you were married outside Canada, use the second checkbox.

### **First Checkbox** (marriage in Canada)

- Fill in the date and place of the marriage. The marriage certificate will be Exhibit "A".
- Beside the words "issued by", fill in "the province of ..." and state the province where you were married.



### **Tips:**

If you were married in Canada, you must have a marriage certificate to complete this step.

You must attach the original marriage certificate (as you received it from the provincial government office), not a photocopy.

### **Second Checkbox** (marriage outside Canada)

- Fill in the date and place of the marriage (City and Country).
- If you have a marriage certificate, or some other document proving your marriage, that will be Exhibit "A". At the drop down menu, select the type of document that you have.
- Fill in the place of the marriage again, then the name of the person who conducted your marriage ceremony.
- Fill in the names of the people who witnessed your marriage ceremony.



### **Tips:**

If you cannot remember the name of the person who conducted your marriage ceremony, say "unknown", but it is helpful to describe the person (e.g. "a government official who we believed to have the authority to conduct marriages").

If your marriage certificate is not in English or French, you will have to have it translated by a person who will swear before a Commissioner for Oaths that they have properly translated it into English. Attach the translation of the marriage certificate as Exhibit "B".

If you don't have a marriage certificate, cross off the part of the paragraph that refers to attaching it as an exhibit.

### **#3 Residence**

Choose either Spouse 1 or Spouse 2 – to show which of you had lived in Alberta for at least one year before the Statement of Claim was filed. This must match #2 of the Statement of Claim.

### **#4 Grounds**

Fill in the date that you separated (must be more than one year ago!) and the place that you were living at the time that you separated.

### **#5 Bars to Divorce**

Do not write anything here.



#### ***Tips:***

#5 refers to one of the "Bars" to divorce. It talks about making an agreement to deceive the court. An example of this would be if you and your spouse had only recently separated, but agreed to lie to the court and say that you had been separated for a year.

If #5 is not true, the judge will not grant the divorce, and you should talk to a lawyer before going any further.

### **#6 - 12 Children**

If there are dependent children, 6 - 10, 11(a) – (e) and 12 MUST be completed.

#### **#6**

Check off the second box, write in the number of dependent children of the marriage, then complete with their full names and dates of birth.

#### **#7**

If the two of you have been to court to deal with custody and access (parenting), child support or spousal support, list the orders that have been granted.

e.g. "Provincial Court Parenting Order granted November 16, 2011"

If the Orders were not granted in the Alberta Court of Queen's Bench, you must attach copies as an exhibit.

If there are no orders, write in "None".

**#8**

If the two of you have a written agreement which deals with custody and access (parenting), child support or spousal support, fill in the details asked for in the form. Check off the first box and attach a copy of the agreement as an exhibit.

If there is more than one agreement, use the "Add Agreement" button to list the other agreement(s).


If there are no written agreements, write in "none" in the first blank.

**#9**

Write in the terms of the agreement that the two of you have about custody and access (parenting) for any children under the age of 18.

**#10**

Write in the amount of child support that is to be paid (table amount and special expenses), who it will be paid by and the date that it will start or that it has started.

 **Tip:**

If there is not going to be any child support paid, after you print off the form, write in here, "child support to be reserved". Reserved child support means that there is no child support right now, but the door is open to apply in the future.

**#11(a)**

Write in the details about Spouse 1's income.

Example:	
Employment income	\$25,976
Other income (self employment)	<u>\$13,121</u>
For a total income of	\$38,997
Minus the following adjustments	
under Schedule III of the Federal	
Child Support Guidelines (union dues)	<u>    \$597</u>
For a guideline income of	\$38,400

**#11(b)**

Write in the details about Spouse 2's income.



***Tips:***

The "adjustments permitted under Schedule III" include union dues and professional fees. There are some other, unusual, adjustments allowed. If you have questions about adjustments, talk to the Resolution Support Centre staff.

The incomes that you state here must match those in the Child Support Calculation.

**#14(c)**

Write in the table amount of support that is to be paid by the person named as the payor in the Child Support Calculation. If custody is shared or split, this will be the set-off amount.

**#14(d)**

If there are special expenses, check off the first box, and list the ANNUAL amounts of these expenses.

If there are no special expenses, check off the second box. If the parent who has the child living with them works out of the home, explain why there are no child care costs claimed.



***Tips:***

If special expenses are being paid to the service provider by the person listed as the payor in the Child Support Calculation, state that here. If using the online form, you will have to write it in later.

The special expenses listed here must match those in the Child Support Calculation.

**#14(e)**

State which party (if any) is covering medical / dental insurance for the children.

**#14(f) – 14(h)**

Complete these items only if you have more information that you want the court to know relating to these.



**#14(i)**

If the amount of child support is different from the amount on the Child Support Calculation, explain why you have agreed to a different amount.

**#14(j)**

Complete only if you have any more information that you want the court to know.

**#15**

Explain how you know about the each other's income. (e.g. "John Edward Kerry provided his Notice of Assessment for last year. Jane Amanda Kerry provided her year-to-date paystub.")

**#16 Spousal Support**

If the two of you have a written agreement in which you both waive spousal support, check off the first box.

If one of you will pay spousal support to the other, check off the second box, and use the drop down menus to select which party will pay and which will receive the spousal support. Then fill in the amount and explain when it will be paid (e.g. monthly, or lump sum).

If neither of you will be paying spousal support but you do not have a written agreement, handwrite in the following, after you print off the form: "Neither spouse will pay spousal support."

**#17 Reconciliation**

Do not write anything here.

**#18 Statement of Claim for Divorce**

Go back and read over your Statement of Claim.

If there are no mistakes, check off the first box.

If there are any mistakes in it, check off the second box and list them here.

For example, "Paragraph 1(1)(a) of the Statement of Claim lists the wrong date of marriage. Instead of January 15, 2000, it should be August 23, 1997."

### **#13 Relief Requested**

Check off the items that you are wanting in the Divorce Judgment. In most cases, you should check off at least:

- A divorce judgment
- An order for a parenting arrangement as set out above
- An order for child support as set out above

If there were mistakes in the Statement of Claim, check off "other" and ask for leave to amend the Statement of Claim.

For example, "Leave is requested to amend paragraph 1(1)(a) of the Statement of Claim to show the marriage date as August 23, 1997")

Print off the form

Put the Affidavit of Applicant together as follows:

- All pages of the Affidavit
- Your marriage certificate (taped onto a plain piece of paper if it is smaller than letter sized paper).
- The English translation of the marriage certificate (if applicable)
- Copies of previous orders (if applicable)
- Copies of agreements (if applicable)

The documents attached to your Affidavit of Applicant will be marked as Exhibits "A", "B", etc. by the Commissioner for Oaths.

Sign your Affidavit in front of a Commissioner for Oaths. The Clerk at the Court of Queen's Bench Divorce Counter or the staff at Resolution Support Centre can act as a Commissioner for Oaths for you.

Make two copies of the Affidavit of Applicant and all exhibits AFTER it is sworn.

## COMPLETING THE JOINT DIVORCE JUDGMENT AND COROLLARY RELIEF ORDER

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**Court File Number**  
**Judicial Centre**  
**Spouse 1**  
**Spouse 2**



These are all the same as  
in the Statement of Claim

### **Address for Service and Contact Information**

Write in your names, complete addresses, including postal code and daytime phone numbers.

**Date on which Judgment is granted**  
**Location of Hearing or Trial**  
**Name of Judge who granted...**



Leave all of these  
blank

### **Introductory paragraphs (also called the Preamble)**

Fill in your guideline incomes.



#### ***Tip:***

These incomes must be the same as in the Affidavit of Applicant and the Child Support Calculation.

Fill in the full names and dates of birth of the dependent children.

For the next paragraph (“THE PARTIES have agreed to depart...”), if the two of you have agreed to an amount of child support that is different from the guideline amount, write in the reason why you have agreed to a different amount. If you are using the guideline amount of support, cross out this paragraph.

For the next paragraph (“THE PARTIES have agreed to waive...”), if the two of you have:

- A written agreement in which you both have waived spousal support, AND
- You each had a lawyer sign the agreement with you (Certificate of Independent Legal Advice)

then leave this paragraph in. Otherwise, cross out this paragraph.

## **IT IS ADJUDGED**

### **#1**

Fill in your full names, the date of your marriage and the place (city and province / country)

## **IT IS ORDERED**

### **#2**

Check off the box to say whether you will have joint or sole custody. Fill in the name(s). If joint custody, check off one of the boxes to show where the children will live. Cross off the appropriate words so that paragraph says what your custody arrangements will be.

### **#3**

This is the access or parenting time paragraph. Complete it with the name of the person who will have access or parenting time apart from the primary care parent, and the terms of your access / parenting arrangement.

### **#4**

Complete and cross out the appropriate words to show the payment of the base amount of child support. If you have agreed to a total amount of child support, which is intended to include special expenses as well as the base amount, you can also use this paragraph.

### **Next paragraph**

If there is an amount to be paid for special (section 7) expenses, number this paragraph as #5 and complete it to show the amount, date, and details of the special expenses.

### **Blank paragraphs**

If you want to add extra terms to your Judgment, put them here. Number the paragraphs in order.

### **Alberta Child Support Recalculation Program**

Choose one of the next two paragraphs. The first one allows you to register with the recalculation program. The second one says that you do not want to register with the program. For more information on the program, go to <http://alberta.ca> and search "child support recalculation".

### **Last two paragraphs**

These paragraphs are required. Number them so that all of your paragraphs are in order.



#### ***Tips:***

This is your Court Order that is going to govern your parenting and child support for the future. Be careful deciding how it should be worded. Get help from a lawyer if necessary.

Write out the terms of the Judgment as if it is the Judge telling you what is going to happen.

Use your full names to refer to each of you. Or, you can use Spouse 1 and Spouse 2.

Use complete sentences.

Do not word your Judgment like an agreement. For example, saying "IT IS ORDERED that the parties agree that they will share custody" is wrong. The court cannot order parties to agree.

If there were mistakes in the Statement of Claim, you must include clauses granting leave to amend the Statement of Claim. (e.g. "Leave is granted to amend paragraph 1(1)(a) of the Statement of Claim to show the marriage date as August 23, 1997")

Each of you must sign the Divorce Judgment and Corollary Relief Order. Your signatures must be witnessed and the witness must complete the Affidavit of Execution before a Commissioner for Oaths.

Make 2 copies of the Divorce Judgment and Corollary Relief Order for your own records.

## **FILE THE REQUEST FOR DIVORCE AND SUPPORTING DOCUMENTS**

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Bring to the court house:

- Request for Divorce (+ 2 copies)
- Review Memo and Child Support Calculation (+ 2 copies)
- Affidavit of Applicant (+ 2 copies – made after Affidavit is sworn)
- Parenting After Separation Certificate or Exemption forms for each of you (+ 1 copy of each)
- Divorce Judgment and Corollary Relief Order
- 9 x 12 inch envelope addressed to each you with sufficient postage.

The clerks will return filed copies of all of the documents, except the Divorce Judgment to you.

Your divorce will then be reviewed by the clerks to make sure that the paperwork has been filled out correctly. This may take a day or two in smaller centres, and up to several weeks in larger centres.

If you have made mistakes, your divorce will be rejected, and you will be told what to correct. If the paperwork is all correct, the clerks will give the divorce to a Justice, who will then review it themselves, and if they approve, will sign it.

You will each then receive the Divorce Judgment in the mail.

## **REQUEST YOUR CERTIFICATE OF DIVORCE**

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Wait at least 31 days from when the Divorce Judgment was signed.

Then complete the online form, found here:

<https://albertacourts.ca/court-of-queens-bench/publications-forms/divorce-forms/request-for-certificate-of-divorce>



### ***Tips:***

You will need this Certificate if you want to re-marry.

If you are wanting to re-marry and the wedding will take place outside of Canada, make sure to select that option on the online form. The Clerk will give you the Certificate in a special format and can tell you what further steps you need to take to have it authenticated for use outside the country.

**YOU ARE FINISHED!**

## DIVORCE CHECKSHEET

- JOINT STATEMENT OF CLAIM FOR DIVORCE.....ORIGINAL & 2  
Copies  
(\$260 filing fee)
  
  - JOINT REQUEST FOR DIVORCE.....ORIGINAL AND 2 COPIES
  
  - REVIEW MEMO AND CHILD SUPPORT CALCULATION...ORIGINAL  
AND 2 COPIES
  
  - JOINT AFFIDAVIT OF APPLICANT.....ORIGINAL AND 2 COPIES
  
  - PARENTING AFTER SEPARATION CERTIFICATE OR EXEMPTION FOR  
SPOUSE 1..... (ORIGINAL AND 1 COPY)
  
  - PARENTING AFTER SEPARATION CERTIFICATE OR EXEMPTION FOR  
SPOUSE 2 .....(ORIGINAL AND 1 COPY)
  
  - JOINT DIVORCE JUDGMENT AND COROLLARY RELIEF  
ORDER.....ORIGINAL
  
  - TWO LARGE (9 x 12 inch) STAMPED, SELF ADDRESSED ENVELOPES  
One addressed to each of you
- 

### **31 DAYS OR MORE AFTER JUDGMENT SIGNED**

- ORDER CERTIFICATE OF DIVORCE (online form)



The information contained in these Data Sheets must be consistent with that in the court order and any supporting affidavit and documents.

Action Number: \_\_\_\_\_

**PAYOR:**

Full Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Province of Residence: \_\_\_\_\_

**RECIPIENT:**

Full  
 Province of Residence: \_\_\_\_\_

**CHILDREN:**

Names (list youngest to oldest)	Birth date : (month/day/year)	Age (at Dec 31 of current year):	Residing with?		Shared
			Payor	Recipient	
_____	____/____/____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	____/____/____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	____/____/____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	____/____/____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**GUIDELINE INCOME (annual amounts)**

All sources of gross income:

		<b><u>Payor</u></b>	<b><u>Recipient</u></b>
employment income	+	\$ _____	\$ _____
employment insurance benefits	+	\$ _____	\$ _____
social assistance benefits attributable to spouse	+	\$ _____	\$ _____
Other: (specify sources) _____	+	\$ _____	\$ _____
_____	+	\$ _____	\$ _____

Total annual gross income: = \$ \_\_\_\_\_ \$ \_\_\_\_\_

Guideline adjustments to total income:

Deduct: professional and union dues	-	\$ _____	\$ _____
Other:(specify) _____	-/+	\$ _____	\$ _____

Total guideline adjustments: = \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Guideline income:** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TAX INFORMATION** (Does not affect guideline incomes or table amounts. Complete only if undue hardship, or if child care, health related or post-secondary expenses are being claimed)

	<b><u>Payor</u></b>	<b><u>Recipient</u></b>
Marital Status - married or common-law?: (check if yes)	<input type="checkbox"/>	<input type="checkbox"/>
Annual "net income" for income tax purposes of new spouse or common-law	\$ _____	\$ _____

**ANNUAL SPOUSAL SUPPORT PAID TO THE OTHER SPOUSE:**

(Does not affect guideline incomes or table amounts. Affects proportionate share of special expenses. Complete only if undue hardship or if special expenses are being claimed)

\$ \_\_\_\_\_ per year paid by \_\_\_\_\_  (Check box if tax deductible)  
 (state 'Payor' or 'Recipient')

**ADDITIONAL ANNUAL SPECIAL EXPENSES** (complete only those expenses being claimed):

is	<u>Payor</u>	<u>Recipient</u>	Check box if expense
<u>claimed as a tax deduction</u>			
child care expenses	\$ _____	\$ _____	<input type="checkbox"/>
medical/dental premiums	\$ _____	\$ _____	
health related expenses	\$ _____	\$ _____	<input type="checkbox"/>
extraordinary school expenses	\$ _____	\$ _____	
post-secondary education expenses	\$ _____	\$ _____	<input type="checkbox"/>
extraordinary extracurricular activities	\$ _____	\$ _____	
contribution to s.7s from child	\$ _____	\$ _____	

**UNDUE HARDSHIP** (Complete only if claiming undue hardship under section 10 of Guidelines)

- **Undue Hardship Circumstances (list Annual amounts and check box if tax deductible):**

	<u>Payor</u>		<u>Recipient</u>	
10(2)(a) unusually high level of debts	\$ _____		\$ _____	
10(2)(b) unusually high access costs	\$ _____		\$ _____	
10(2)(c) amounts of other support orders/written agreements	\$ _____	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
10(2)(d) amounts of other child support	\$ _____	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
10(2)(e) amounts of support to any person due to illness etc.	\$ _____		\$ _____	
Other (specify) _____	\$ _____		\$ _____	

- **Household Composition:**

number of additional adults residing with: \_\_\_\_\_

number of children residing with:

- of the marriage (each shared child is counted in both households) \_\_\_\_\_

- other children \_\_\_\_\_

- **Estimated annual guideline income of other adults in household** \$ \_\_\_\_\_ \$ \_\_\_\_\_