

How to oppose an application to change a support order

Checklist

- ❑ **Step 1**
When you receive a copy of the Application to Change or Cancel an Order (Form 2), you should also receive a blank Reply (Form 3) and a blank Financial Statement.
- ❑ **Step 2**
Obtain the documents you will need to prove the amount of your income.
- ❑ **Step 3**
Fill in the Reply (Form 3). Decide whether you wish to make a counterclaim. If you do, complete the counterclaim portion of the Reply form.
- ❑ **Step 4**
Fill in the Financial Statement.
- ❑ **Step 5**
Swear the Financial Statement.
- ❑ **Step 6**
Make four copies of the documents.
- ❑ **Step 7**
File the original and three copies of the Reply, Financial Statement, and other documents that prove your income at the Family Court Registry.

In communities with mandatory Parenting After Separation Programs

The government has established several programs to assist people to resolve their family problems without going to court. In many communities, you may have to attend a *Parenting After Separation Program* before the Registry staff will accept your documents. Registry staff will give you a referral if the program is mandatory. The program is intended to help you understand the effect of separation on you and your children and to demonstrate effective ways to communicate and solve problems in parenting situations. You will receive a certificate of attendance that you must show the Registry staff when you file your documents.

In communities with Family Justice Registries

People who want to change a support order at court locations designated as “Family Justice Registries” are required to meet with a Family Justice Counsellor before a court date is set. Registry staff will refer you to a Family Justice Counsellor. They will tell you about their services and offer to mediate the dispute. At the meeting, you and the counsellor fill out a Referral Request that sets out that you attended the meeting and the results of the meeting. A copy of the Referral Request is in the appendix. You must file the Referral Request with your other documents.

- Step 8
The Family Court clerk will send you a notice of the time and date to appear in court.
- Step 9
Prepare for court.
- Step 10
Appear in court.