

## Form F31: Your Next Steps



- **Read carefully.** Read the documents closely and note of the hearing date and time.
- **Get legal advice.** If you can.
- **File a response.** Complete and file with the court registry an Application Response (Form F32).
- **Provide your side.** File an Affidavit (Form F30) responding to the claims and explaining your side of the story.
- **Include supporting documents.** Attach any documents you will rely on as exhibits to your affidavit.
- **Complete and file financial information if needed.** If the claims involve support or property and you haven't already done so, file a Financial Statement (Form F8).
- **Serve the other side.** Make sure all filed documents are served on the other person.
- **Attend the hearing.** Go to court on the scheduled date and time to present your case.

## Get Help

- Get legal advice if you can. If you can't afford a lawyer, contact **Legal Aid BC** at 1-866-577-2525.
- Reach out to **Amici Curiae Friends of the Court** who can help you fill out court forms, and prepare for court appearances. [www.legalformsbc.ca](http://www.legalformsbc.ca)

For more information see  
[www.familylawinbc.ca](http://www.familylawinbc.ca)



**Need Help?** Ask Legal Help BC  
Call or Text 1-855-875-8867



*This pamphlet provides legal information only, not legal advice. Consider speaking with a lawyer.*

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Justice Education Society

# I'VE BEEN SERVED WITH A SUPREME COURT FAMILY FORM NOW WHAT?

[www.familylawinbc.com](http://www.familylawinbc.com)



**Your next steps depend upon what form was served on you.**

## Notice of Family Claim (Form F3)

The Notice of Family Claim (Form F3) is used to start a family law case in the Supreme Court. The form will show what the person is applying for. It might be for orders about:

- Parenting arrangements
- Child or spousal support
- Property or debt
- Divorce order

### Time Limits



You must file and serve your Response to Family Claim (Form F4) and any Counterclaim within:

**30 days** after being served with the Form F3.

## Your Next Steps (Form F3)



- 1 **File a Response.** Complete and file a Response to Family Claim (Form F4).
- 2 **File financial information** (if needed). You may need to file a Financial Statement (Form F8) if your issues concern support, property or debt.
- 3 **Start your own claim** (optional). If you want to make your own claim for support, parenting orders, or property division, file a Counterclaim (Form F5).
- 4 **Serve the documents.** After filing, make sure all documents are served on the other person.
- 5 **Confirm service.** Complete an Affidavit of Ordinary Service (Form F16) after you have served the documents.

### Note



If you don't respond, the court can make orders against you without you present.

## Notice of Application (Form F31)

A **Notice of Application (Form F31)** is used when the other person wants to:

- Get a temporary order, for example, for child support or disclosure of documents or
- Change, enforce or set aside an existing order, or an agreement that has been filed with the court. For example, changing a clause in your filed separation agreement.

### Time Limits



You must file and serve your documents within:

**5 business days** of receiving the Form F31 if the other person is applying for a temporary order or to enforce an order.

**14 business days** of receiving Form F31 if the other person is applying to pause, change, or end a final order, or to cancel or replace all or part of an agreement.