

Form F31: Your Next Steps



- **Read carefully.** Read the documents closely and get legal advice if you can.
- **Complete your response.** Complete an Application Response (Form F32) and provide your side of the story in an Affidavit (Form F30). Attach any documents you will rely on as exhibits to your affidavit.
- **Complete a Financial Statement, if needed.** If the claims involve support or property and you haven't already done so, complete a Financial Statement (Form F8).
- **Serve the documents.** Serve your Application Response, Affidavit and Financial Statement, if needed, on the other person. See the time limits box.
- **File the documents.** File after you receive the Notice of Hearing of Application, which tells you the date and time of your hearing, but before the day of the hearing.
- **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

For more information see
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.ca



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 serve your documents on the other party 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.