

(Name of court)

at _____
Court office address

**Form 17A:
Case Conference Brief –
General**

Name of party filing this brief

Date of case conference

Applicant(s)

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Respondent(s)

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Name & address of Children's Lawyer's agent (street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any)) and name of person represented.

PART 1: FAMILY FACTS

1. **APPLICANT:** Age: _____ Birthdate: (d, m, y) _____

2. **RESPONDENT:** Age: _____ Birthdate: (d, m, y) _____

3. **RELATIONSHIP DATES:**

☐ Married on (date) _____

☐ Separated on (date) _____

☐ Started living together on (date) _____

☐ Never lived together

☐ Other (Explain.) _____

4. The basic information about the child(ren) is as follows:

Child's full legal name	Age	Birthdate (d, m, y)	Grade/Year and school	Now living with

PART 2: ISSUES

5. What are the issues in this case that **HAVE** been settled:

- | | | |
|---|--|--|
| <input type="checkbox"/> decision-making responsibility | <input type="checkbox"/> spousal support | <input type="checkbox"/> possession of home |
| <input type="checkbox"/> parenting time | <input type="checkbox"/> child support | <input type="checkbox"/> ownership of property |
| <input type="checkbox"/> contact | <input type="checkbox"/> restraining order | <input type="checkbox"/> equalization of net family property |
| <input type="checkbox"/> other (Specify.) _____ | | |

6. What are the issues in this case that have **NOT** yet been settled:

- | | | |
|---|--|--|
| <input type="checkbox"/> decision-making responsibility | <input type="checkbox"/> spousal support | <input type="checkbox"/> possession of home |
| <input type="checkbox"/> parenting time | <input type="checkbox"/> child support | <input type="checkbox"/> ownership of property |
| <input type="checkbox"/> contact | <input type="checkbox"/> restraining order | <input type="checkbox"/> equalization of net family property |
| <input type="checkbox"/> other (Specify.) _____ | | |

7. If child or spousal support is an issue, give the income of the parties:

Applicant: \$ _____ per year for the year _____

Respondent: \$ _____ per year for the year _____

8. Have you explored any ways to settle the issues that are still in dispute in this case?

- ☐ No. ☐ Yes. (Give details.) _____

9. Have any of the issues that have been settled been turned into a court order or a written agreement?

- ☐ No.
- ☐ Yes. ☐ an order dated _____
- ☐ a written agreement that is attached.

10. Have the parents attended a family law or parenting education session?

- ☐ No. (Should they attend one? _____)
- ☐ Yes. (Give details.) _____

PART 3: ISSUES FOR THIS CASE CONFERENCE

11. What are the issues for this case conference? What are the important facts for this case conference?

12. What is your proposal to resolve these issues?

13. Do you want the court to make a temporary or final order at the case conference about any of these issues?

☐ No. ☐ Yes. (Give details.)

PART 4: FINANCIAL INFORMATION

NOTE: If a claim for support has been made in this case, you must serve and file a new financial statement (Form 13 or 13.1), if it is different from the one filed in the continuing record or if the one in the continuing record is more than 30 days old. If there are minor changes but no major changes in your financial statement, you can serve and file an affidavit with details of the changes instead of a new financial statement. If you have not yet filed a financial statement in the continuing record, you must do it now. The page/tab number of the financial statement in the continuing record is

14. If a claim is being made for child support and a claim is made for special expenses under the child support guidelines, give details of those expenses or attach additional information.

15. If a claim is made for child support and you claim that the Child Support Guidelines table amount should not be ordered, briefly outline the reasons here or attach an additional page.

PART 5: PROCEDURAL ISSUES

16. If parenting issues are not yet settled:

(a) Is a parenting assessment needed?

☐ No. ☐ Yes. (Give names of possible assessors.)

(b) Does a child or a parent under 18 years of age need legal representation from the Office of the Children's Lawyer?

☐ No. ☐ Yes. (Give details and reasons.)

17. Does any party need an order for the disclosure of documents, the questioning of witnesses, a property valuation or any other matter in this case?

☐ No. ☐ Yes. (Give details.)

18. Are any other procedural orders needed?

☐ No. ☐ Yes. (Give details.)

19. Have all the persons who should be parties in this case been added as parties?

☐ Yes. ☐ No. (Who needs to be added?)

20. Are there issues that may require expert evidence or a report?

☐ No. ☐ Yes. (If yes, provide details such as: the type of expert evidence; whether the parties will be retaining a joint expert; who the expert will be; who will be paying the expert; how long it will take to obtain a report, etc.)

21. Are there any other issues that should be reviewed at the case conference?

☐ No. ☐ Yes. (Give details.)

Date of party's signature

Signature of party

Date of lawyer's signature

Signature of party's lawyer