

# Instructions

## Consent Order

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### Before you Begin:

- You must have a court action in the Court of Queen's Bench to use these forms. If you do not, talk to us about how to start that.
- If you are doing a Variation Order, you will need a copy of the old order that you want to change.
- The Consent Order form is used when you and the other party have agreed on the terms that you want in your order. Fill in the blank clauses have been included for custody, access, child support and spousal support. However, you can add other clauses to suit your agreement.

### Warning!

- If you are including a reduction of arrears of support, and the recipient of support has ever been on Income Assistance, you may not be able to do a Consent Order. Talk to Maintenance Enforcement to see if there are any subrogated arrears. If there are, you make an application in court, and serve the Director of Maintenance Enforcement with your application.
- If you are wanting to change ongoing support and the recipient of support is on Income Assistance now, you may not be able to do a Consent Order. Make an application in court and serve the Director of Maintenance Enforcement.



### Tips:

Write the clauses in complete sentences.

Wrong	Joint custody. Visit on weekends.
Right	The applicant and the respondent shall have joint custody of the children. The applicant shall have access to the children on weekends.

Write the clauses as if it is the judge talking, not as if you are talking.

Wrong	I will cover the kids with my dental plan.
Right	The applicant will provide dental insurance for the children through her employment.

If you are not sure how to write your Order, look at your old court orders, or talk to a lawyer.

You may have to re-type the Consent Order form to suit your agreement.

## **Fill in the Consent Order**

- Your court file number will be the same as your other Queen's Bench court documents.
- Fill in the names of the parties, the same as on your other Queen's Bench court documents.
- Fill in the clauses in a way that shows your agreement.

## **Have the Consent Order signed and witnessed**

- Each of you must sign the Order in front of a witness. You can use the same witness.
- The witness or witnesses must complete and sign the Affidavit of Execution before a Commissioner for Oaths.

## **Fill in the Ex Parte Form**

- Fill in the complete names of the parties and the date that you will be bringing this to court.
- If your court file is in Edmonton, there are special instructions at the end of this document.

## **Have the Consent Order signed by a Judge:**

- If your court file is in Edmonton, there are special instructions at the end of this document.
- Talk to the Queen's Bench clerks or Family Justice Services staff to find out when "Morning Chambers" is held in your court.
- Go to court for Morning Chambers. At the beginning of the morning, before starting the scheduled matters, the judge will ask "Any Ex Parte applications or consent orders?" At that point, you will see people going to the front of the courtroom and speaking to the judge about their applications and orders. Take your turn and go to the front.
- Tell the judge you have a consent order, and hand the Order and the Ex Parte Form to the clerk to give to the judge. Answer any questions the judge may have.
- The judge will hand the signed order back to the clerk who will give it to you.

## **File the Order**

- Make two copies of the signed order.
- Bring the original and the two copies to the Queen's Bench clerk's counter. They will keep the original and give you one certified and one filed copy back. Give the filed copy to the other party.

**Tip:**

If your order included child or spousal support, send a copy to Maintenance Enforcement.

Director of Maintenance Enforcement  
7<sup>th</sup> floor North, 10365 – 97 Street  
Edmonton, Alberta, T5J 3W7

Or Fax: 780-401-7575

**Special Instructions for Edmonton**

In Edmonton, Consent Orders are usually done as “Desk Orders” rather than in open court. Also, you must fill in a Child Support Data Sheet if the order deals with child support.

Go to the Family Law Information Centre at the Law Courts and the staff there can give you further information about how to complete your Consent Order.

**These instructions have been prepared for you by Family Justice Services / Family Law Information Centre. Contact us at:**

**Calgary**

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

**Edmonton**

Family Law Information Centre  
Main Floor, Law Courts  
1A Sir Winston Churchill Square  
97 Street & 102A Avenue  
Phone 780-415-0404

**Grande Prairie**

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

**Lethbridge**

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

**Red Deer**

Family Justice Services  
Main Floor, Court House  
4909 - 48 Ave  
Phone: 403-755-1468

**Medicine Hat**

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

**Outside these centres, contact us toll free at 310-0000**

COURT FILE NUMBER \_\_\_\_\_  
COURT Court of Queen's Bench of Alberta  
JUDICIAL CENTRE \_\_\_\_\_  
APPLICANT \_\_\_\_\_  
RESPONDENT \_\_\_\_\_



DOCUMENT **Consent Variation Order**

ADDRESS FOR SERVICE AND CONTACT INFORMATION OF PARTY FILING THIS DOCUMENT  
Name \_\_\_\_\_  
Full address \_\_\_\_\_  
\_\_\_\_\_  
( ) \_\_\_\_\_

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**Date on which Order was pronounced:** \_\_\_\_\_  
**Location of Hearing:** \_\_\_\_\_  
**Name of Judge who made this Order:** \_\_\_\_\_

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THE COURT HAS BEEN ADVISED OF THE FOLLOWING:

THE APPLICANT has a Guideline income of \$ \_\_\_\_\_

THE RESPONDENT has a Guideline income of \$ \_\_\_\_\_

THE NAME AND BIRTHDATE of each child of the parties is as follows:  
(List all children involved in this case)

_____	born	_____
<i>Child's full legal name</i>		<i>Date</i>
_____	born	_____
_____	born	_____
_____	born	_____

THE PARTIES have agreed to depart from the *Child Support Guidelines* for the following reasons: (Explain)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IT IS HEREBY ORDERED THAT:**

1. Except as otherwise varied by this Variation Order, the pre-existing Order of the Honourable Justice \_\_\_\_\_, dated \_\_\_\_\_, remains in full force and effect.  
*Name of Justice* *Date of previous Order*

**Custody**

2. The Applicant and the Respondent shall have custody of the child(ren) as follows:

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**Access**

3. The \_\_\_\_\_ shall have access to the child(ren) as follows:

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**Child Support – Base Amount**

4. \_\_\_\_\_ shall pay to \_\_\_\_\_  
*(Payor's full name)* *(Recipient's name)*

the sum of \$\_\_\_\_\_ per month for the support of the child(ren) of the parties:

\_\_\_\_\_  
*(Names of Children)*

payable on the \_\_\_\_\_ day of each month, commencing \_\_\_\_\_  
*(Date)*

Child Support – Special Expenses

5. \_\_\_\_\_ shall pay to \_\_\_\_\_  
*Payor's full name* *Recipient's full name*

the sum of \$ \_\_\_\_\_ per month for additional expenses for the said child(ren)  
commencing \_\_\_\_\_, 20\_\_\_\_ and continuing on the \_\_\_\_\_ day of each and  
*Date* *Payment date*

month thereafter, allocated as follows:

Child	Nature of Add on Expense	Monthly amount or percentage

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_. Each party shall provide the other party with a complete copy of his or her income tax return and any notices of assessment and reassessment issued to him or her by the Canada Customs and Revenue Agency on an annual basis, on or before June 30th of each year, as long as there is a child of the marriage as defined by the *Divorce Act* (Canada). In the event that a party has not filed an income tax return for the previous year, he or she shall provide the other party with copies of his or her T4, T4A and all other relevant tax slips and statements disclosing any and all sources of income, including self-employment income.

\_\_\_\_, The amounts owing under this Order shall be paid to the Director of Maintenance Enforcement ("MEP") at 7<sup>th</sup> floor North, 10365 – 97 Street, Edmonton, Alberta, T5J 3W7, (telephone 780-422-5555, website [www.albertamep.gov.ab.ca](http://www.albertamep.gov.ab.ca)), and shall be enforced by MEP on the filing of the Order with MEP by the creditor (recipient of support) or debtor (payor of support). The amounts owing shall continue to be enforced by MEP until the party who filed this Order gives MEP a notice in writing withdrawing this Order from filing in accordance with section 9 of the *Maintenance Enforcement Act*.

\_\_\_\_\_  
Justice of the Court of Queen's Bench of Alberta

CONSENTED TO:

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*Signature of Applicant*

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*Signature of Witness to Applicant*

CONSENTED TO:

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*Signature of Respondent*

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*Signature of Witness to Respondent*

**Affidavit of Execution**

I, \_\_\_\_\_ of \_\_\_\_\_, Alberta  
*Name of Witness* *City / Town*

MAKE OATH AND SAY:

1. I was personally present and did see \_\_\_\_\_  
*Name of Applicant*  
named in the attached document

who is personally known to me to be the person named therein

**OR**

who identified himself/herself to me by means of \_\_\_\_\_  
*Describe identification provided*

duly sign and execute the same for the purposes named therein.

2. The document was executed at \_\_\_\_\_, Alberta, and  
*City / Town*

I am the subscribing witness thereto.

**Sworn (OR Affirmed) before me**

on \_\_\_\_\_, 20 \_\_\_\_

at \_\_\_\_\_, Alberta.

\_\_\_\_\_  
Commissioner for Oaths in and for the  
Province of Alberta, Justice of the Peace or  
Notary Public



\_\_\_\_\_  
*Signature of person swearing / affirming Affidavit*

ID Verified \_\_\_\_\_



### Affidavit of Execution

I, \_\_\_\_\_ of \_\_\_\_\_, Alberta  
*Name of Witness* *City / Town*

MAKE OATH AND SAY:

1. I was personally present and did see \_\_\_\_\_  
*Name of Respondent*  
named in the attached document

who is personally known to me to be the person named therein

**OR**

who identified himself/herself to me by means of \_\_\_\_\_  
*Describe identification provided*

duly sign and execute the same for the purposes named therein.

3. The document was executed at \_\_\_\_\_, Alberta, and  
*City / Town*

I am the subscribing witness thereto.

**Sworn (OR Affirmed) before me**

on \_\_\_\_\_, 20 \_\_\_\_

at \_\_\_\_\_, Alberta.

\_\_\_\_\_  
Commissioner for Oaths in and for the  
Province of Alberta, Justice of the Peace or  
Notary Public



\_\_\_\_\_  
*Signature of person swearing / affirming Affidavit*

ID Verified \_\_\_\_\_

