**Form 59.25**

20 No.

Supreme Court of Nova Scotia

(Family Division)

Between:[copy standard heading]

[name] Applicant

and

[name] Respondent

**Direction to Disclose**

**To:** [name and address of party]

You must complete and file the following documents:

 a parenting statement, [*if you intend to make or dispute a claim for decision-making responsibility/custody, parenting time*, *or about parenting] ;*

 a statement of contact time and interaction, [*if you intend to make or dispute a claim for time or interaction with a child] ;*

 a sworn statement of income, including all of the following attachments:

(a) copies of your last two consecutive income statements (for example, pay stubs, Employment Insurance stubs, social assistance stubs) or a letter from your employer or income provider stating your gross income so far this year;

(b) copies of all notices of assessment from Canada Revenue Agency for [*20 , 20 , and 20 ,* the last three years] (you can obtain copies from the Canada Revenue Agency by calling 1-800-959-8281 or going online at <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html> );

(c) copies of all income tax returns, whether filed with the Canada Revenue Agency or not, completed with all schedules, attachments, and information slips (also available from the Canada Revenue Agency), for [*20 , 20 , and 20 ,* the last three years] ;

(d) if you are self-employed, or a member of a partnership, or a trustee, administrator or beneficiary of a trust, or you control a corporation, you must comply with the directions in the statement of income;

(e) if you are unable to provide the applicable attachments listed from (a) to (d), you must provide a letter detailing why you cannot provide them.

a sworn statement of special or extraordinary expenses**,** [*if you intend to make a claim for special or extraordinary expenses*] ;

 a sworn statement of undue hardship circumstances, [*if you intend to make a claim of undue hardship*] ;

a sworn statement of expenses;

 a sworn statement of property;

 other [give specifics] .

**Deadline for filing documents**

[*Bring these documents with you to the conciliation meeting scheduled to be held at* [*a.m./p.m.*] *on , 20 , at the courthouse, ,* [*Street/Avenue*] , , Nova Scotia. / Mail or deliver the documents to the court at the courthouse at [*Street/Avenue*] , , *Nova Scotia (telephone # )* *no later than , 20 .*]

**Copies for other parties**

[*Also, bring two copies of each required statement, including attachments, with you to the conciliation meeting.* /*Mail or deliver a copy of each statement, including attachments, to* [name] *at* [*designated address/updated address*] *at the same time you mail or deliver it to the court.*]

**Possible order against you if you fail**

If you fail to disclose at the required time, a court officer or a judge may do any of the following without further notice to you:

(1) order costs against you in an appropriate amount which is usually $250.00;

(2) make an interim order for child support;

(3) dismiss an application, motion, or claim, or any part of it, or stay a proceeding started by you.

**Legal Counsel**

You have the right to be represented by counsel and it is recommended that you seek legal advice as soon as possible.

Issued , 20

[name of court officer]

COURT OFFICER

telephone: