

**NOTICE TO RESPONDENT
PURSUANT TO THE
FEDERAL CHILD SUPPORT GUIDELINES**

NOTICE TO:

TAKE NOTICE THAT _____ is making application pursuant to the Federal Child Support Guidelines for child support (or if applicable, a variation in the amount of child support) payable by you. Within thirty (30) days after service of this application on you, you are required by the Guidelines to provide the following information:

1. A copy of your personal income tax return for each of the three (3) most recent taxation years;
2. A copy of every notice of assessment or notice or reassessment issued to you for the three (3) most recent taxation years;
3. If you are an employee, your most recent statement of earnings indicating the total earnings paid to you in this year to date, including overtime or, if your employer does not provide pay statements, a letter from your employer setting out this information and your rate of annual salary or remuneration;
4. If you are self-employed, for the three (3) most recent taxation years;
 - (a) the financial statements of your business or professional practice, other than a partnership, and,
 - (b) a statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to or on behalf of persons or corporations with whom you do not deal at arm's length;
5. If you are a partner in a partnership, confirmation of your income and draw from, and capital in, the partnership for its three (3) most recent taxation years;
6. If you control a corporation, for its three (3) most recent taxation years:
 - (a) the financial statements of the corporation and its subsidiaries; and
 - (b) a statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to or on behalf of persons or corporations with whom the corporation, and every related corporation, does not deal at arm's length; and
7. If you are a beneficiary under a trust, a copy of the trust settlement agreement and copies of the trust's three (3) most recent financial statements.

**AND TAKE NOTICE THAT THE APPLICABLE INFORMATION
MUST BE PROVIDED
BY YOU WITHIN 30 DAYS AFTER SERVICE TO:**

(name, address, etc. of counsel for the applicant)

AND TO:

The Supreme Court of the Northwest Territories
P.O. Box 1320
YELLOWKNIFE NT X1A 2L9

OR

The Territorial Court of the Northwest Territories
P.O. Box 550
YELLOWKNIFE, NT X1A 2N4

File No. →

**AND TAKE NOTICE THAT IF YOU FAIL
TO PROVIDE
THE APPLICABLE INFORMATION WITHIN THE TIME STATED:**

The Applicant may:

- (i) have the application set for hearing or apply for judgment; or
- (ii) apply for an order requiring you to provide the required documents, and in making such an order the Court may award costs in favour of the Applicant up to an amount that fully compensates him/her for all costs incurred in the proceedings.

The Court may draw an adverse inference if you fail to provide the required information and the Court may impute income to you in such amount as it considers appropriate.

If the Court makes an order for you to provide documents and you fail to do so, the Court may:

1. Strike out any of your pleadings;
2. Make a contempt order against you;
3. Proceed to a hearing, in the course of which it may draw an adverse inference against you and impute income to you in such amount as it considers appropriate; and,
4. Award costs in favour of the Applicant up to an amount that fully compensates him/her for all costs incurred in the proceedings.