



Family Duty Counsel / Family Advice Lawyer Form

Check one box: Regular Duty Counsel Triage Family Advice Lawyer

| | | |
|---------------------|---------------|--------------|
| Lawyer Name: | Court: | Date: |
|---------------------|---------------|--------------|

INSTRUCTIONS:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Record the client's name. 2. Specify unique case identifier number for each client. 3. Specify the client's gender and the language of service. 4. Record the other party's name. 5. Indicate in the appropriate column for DA, FHR, FSA, IPVI, ISO, and/or SEA the service <i>LETTER</i> that corresponds to the | <ol style="list-style-type: none"> activity/activities provided (see legend below). 6. Insert the appropriate <i>NUMBER(S)</i> for each outcome (see legend below). 7. Record time spent per client. 8. Record your total time waiting at court and travel time (if applicable). |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

LEGEND:

Activities

| | | | |
|----------|--------------------------------------------------|----------|-------------------------------------------------------------------------------------|
| A | Spousal support application hearing | L | Hearing Minister of Social Development - Guardianship |
| B | Child support application hearing | M | Hearing Minister of Social Development - Protective Intervention |
| C | Spousal support variation hearing | N | Hearing Minister of Social Development - Adult Security |
| D | Child support variation hearing | O | Hearing Minister of Social Development - Supervisory Order |
| E | Judicial spousal support enforcement hearing | P | Hearing Minister of Social Development - Other |
| F | Judicial child support enforcement hearing | Q | Emergency Intervention Order/Emergency Protection Order Hearing for initial Order |
| G | Other | R | Emergency Intervention Order/Emergency Protection Order Variation Hearing |
| I | Custody application hearing | S | Emergency Intervention Order/Emergency Protection Order Interpretation/Advice (FAL) |
| J | Access application hearing | T | Substituted Service – prepare application (FAL) |
| K | Hearing Minister of Social Development - Custody | U | Substituted Service – hearing |

Outcome at this point

| | | | |
|-----------|--------------------------------------------------------------------------------|-----------|--------------------------------------------------------------|
| 1 | Adjournment | 21 | Incarceration |
| 2 | Provisional order (ISO and DA) | 22 | Judgment |
| 3 | Confirmation order (ISO and DA) | 23 | Partial payment order |
| 4 | Order for paternity test | 24 | Suspension of support order |
| 5 | Custody order | 25 | Client terminated counsel – refusal of counsel |
| 6 | Child support order | 26 | Order for the appointment of litigation guardian |
| 7 | Special expenses order under section 7 of the Federal Child Support Guidelines | 27 | Order for the appointment of counsel for litigation guardian |
| 8 | Spousal support order | 28 | Order for the appointment of counsel for children |
| 9 | Order terminating child support | 29 | Order for psychiatric or psychological evaluation |
| 10 | Order terminating spousal support | 30 | Warrant issued for arrest |
| 11 | Interim order for custody | 31 | Order to attend issued |
| 12 | Interim order for access | 32 | Other |
| 13 | Interim order for child support | 33 | Supervisory Order |
| 14 | Interim order for spousal support | 34 | Interim Supervisory Order |
| 15 | Interim order for exclusive possession of marital home | 35 | Protective Intervention Order |
| 16 | Marital property order | 36 | Interim Protective Intervention Order |
| 17 | Order for section 8 FSA custody and access evaluation | 37 | Guardianship Order |
| 18 | Order under section 128 FSA (no harassment etc...) | 38 | Addiction Services Outcome |
| 19 | Order under section 132 FSA (no contact) | 39 | Summary Advice Only |
| 20 | Contempt order | 40 | Order under the <i>FHR/IPVI Act</i> |

As Duty Counsel / Family Advice Lawyer

I have duly performed all my responsibilities, advised the clients of their rights and rendered all other services to which he/she was entitled.

Lawyer Signature

| # CLIENTS SERVED | NAME Surname, First name & initial | COURT FILE # (FD_### - ##) | GENDER (Specify Male or Female) | LANGUAGE OF SERVICE English (E) French (F) | OTHER PARTY Surname, First name & initial / Minister of Social Development | ACTIVITIES Enter letter from service legend | | | | | | OUTCOME 1 | OUTCOME 2 | OUTCOME 3 | OUTCOME 4 | OUTCOME 5 | OUTCOME 6 | TIME (per client) |
|-------------------------------------|---------------------------------------|-------------------------------|-------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------|-----|-----|-----------------------------------|-----|-----|-----------|-----------|-----------|-----------|-----------|-----------|----------------------|
| | | | | | | DA | FHR | FSA | IPVI | ISO | SEA | | | | | | | |
| 1 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 2 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 3 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 4 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 5 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 6 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 7 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 8 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 9 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| 10 | | | <input type="checkbox"/> M <input type="checkbox"/> F | <input type="checkbox"/> E <input type="checkbox"/> F | | | | | | | | | | | | | | |
| TOTAL TIME WAITING AT COURT: | | | TRAVEL: | | | | | | TOTAL TIME WITH CLIENT(S): | | | | | | | | | |

DA – Divorce Act FHR – Family Homes on Reserves and Matrimonial Interests or Rights Act FSA – Family Services Act
IPVI – Intimate Partner Violence Intervention Act ISO – Interjurisdictional Support Order SEA – Support Enforcement Act