

**REQUIRED DOCUMENTATION:** When filing an Originating Application or Originating Application for Variation for basic child support, the payor is required to file the following documentation:

- Copies of personal Income Tax Returns and Notices of Assessment (and any Notices of Reassessment) for each of the three most recent taxation years
  - If you do not have copies of your Returns/Notices of Assessment, the payor may print “Option C” printouts online or contact the CRA at 1-800-267-6999 or 1-800-959-8281 to have the “Option C” printouts sent to them.
- Three most recent statements of earnings
  - If the payor is in receipt of employment insurance (EI) benefits, social assistance, pension, workers’ compensation, disability assistance or any other type of income, they must provide the three most recent statements of income (stub) showing the total amount of income from that income source

If the Applicant is the payor who is filing an Originating Application or Originating Application for Variation, the onus is on them to provide this financial documentation when submitting the application.

**If there is a shared parenting arrangement, both the Applicant and Respondent are required to provide the required financial documentation.**

**COPIES:** The Applicant or Respondent who is providing the financial information as listed above is required to submit three copies of each document. One copy is for the court file, one copy is for the other party and one copy is for Family Justice Services.

**UNDERTAKING:** If financial information is unable to be provided, form F10.02A: Financial Statement including “Schedule 4: Undertaking to Provide Financial Information” must be completed:

- If the Respondent is the payor and is filing a Response, the onus is on them to provide this financial information with the Response. If the Respondent is unable to provide this information an Undertaking can be completed.
- If the Applicant is the payor and is filing a Reply to a Response where child support was claimed, the onus is on them to provide this financial information with the Reply. If the Applicant is unable to provide this information an Undertaking can be completed.

### Resources

- <https://www.court.nl.ca/supreme/family-division/>
- <https://www.court.nl.ca/supreme/family-division/family-justice-services/>
- <https://publiclegalinfo.com/>
- [Legal Aid - Newfoundland and Labrador](#)

### Contact Information

Supreme Court of Newfoundland and Labrador  
Family Division, 68 Portugal Cove Road  
St. John’s, NL A1B 2L9  
Phone: 709.729.2258 | Fax: 709.729.0784  
Email: [familyinquiries@supreme.court.nl.ca](mailto:familyinquiries@supreme.court.nl.ca)

**Registry Service Hours: by appointment only - Monday to Friday – 9:30 a.m. to 12:00 p.m. and 2:00 p.m. to 4:00 p.m.**