

1. **SERVICE:** Once you have filed your completed Originating Application with the Court, you must provide a copy of the Originating Application to the Respondent. This is called *service*. You have **180 days** to serve the Respondent after you have filed the Application.
 - If your Application involves divorce and/or parenting, **an adult (who is not you) must hand-deliver** the Application to the Respondent. This is called *personal service*.
 - If your Application does not involve divorce or parenting, you can serve the Respondent by: personal service, leaving a copy with the Respondent's lawyer, leaving a copy at the Respondent's address, registered mail/courier, or regular mail. You may also serve the Respondent using fax, email, or electronic document exchange, if the Respondent has provided that information. Note that, unlike Applications involving divorce and/or parenting, you can be the adult who serves the Application to the Respondent.
2. **PROOF OF SERVICE:** Once you have served your Originating Application, you will need to prove to the Court that the Respondent has received it.
 - If you have served the Respondent by *personal service*, the person who served the Originating Application must fill out an Affidavit of Service. The Affidavit must be signed at the Court Registry (or in front of any notary public, justice of the peace, lawyer, or commissioner of oaths). The person who served the Originating Application must be present when the affidavit is signed.
 - If you have served the Respondent by some other method of service, you must file a delivery confirmation, Acknowledgment of Service (Form 8.04A found on the Family Division Website) or some other document that proves that the Respondent received the Originating Application.
3. **FAMILY JUSTICE SERVICES:** Once proof of service has been filed with the Court, and if your file relates to child support and/or parenting, your file will be referred to Family Justice Services ("FJS"). FJS delivers Parent Information Sessions and provides Mediation services. Their contact number is: 709-729-1183.
4. **PARENT INFORMATION SESSION:** The FJS Parent Information Session is an **important** 2-hour online information session. It provides information on parenting, child support, and how to help children adjust to the changes following separation and/or divorce. FJS will contact you and the Respondent to schedule separate attendances. Non-attendance may result in Court delays as a judge may refer parties back to FJS to attend the Parent Information Session prior to scheduling a Case Management Hearing.
5. **MEDIATION:** You will also have to participate in a screening interview for mediation. At the interview, FJS will determine whether your file is suitable for mediation. If your matter is suitable, you will be contacted by your mediator to schedule mediation sessions. If deemed not suitable, your file will be referred back to Family Division and a Case Management Hearing will be scheduled.
6. **CASE MANAGEMENT HEARING:** If mediation is not successful or your matter is not suitable for mediation, your file will be referred back to the Court to be scheduled for a Case Management Hearing in front of a Judge. The Court will contact you and the Respondent with a date and time for your Court hearing by registered mail.

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

Registry Service Hours: by appointment only - Monday to Friday – 9:30 a.m. to 11:30 a.m. and 1:45 p.m. to 3:45 p.m.