

## How to Complete A Settlement Conference Brief

## Instructions

A **settlement conference** is a meeting between you, the other person, and a judge. In a settlement conference, you and the other party may be able to work out your family law issues without having to go to trial.

If a request for a settlement conference has been granted or ordered by a judge, you must complete a **Settlement Conference Brief**. This Brief will tell the other person and the Court what your position is on the issue(s) that you will discuss in your settlement conference.

### Completing a Settlement Conference Brief

You can fill out this form by hand or you can download and fill out this form electronically at <https://www.court.nl.ca/supreme/rules-practice-notes-and-forms/family/general/> (If you fill out the form electronically, you must still print the form, provide it to the Court, and give a copy to the other person).

If you need more space to fill out any section of this form, attach an extra page and indicate which section is continued on the extra page.

### Filing a Settlement Conference Brief

You must make **2 extra copies** of your signed Settlement Conference Brief. To file your Brief, bring the original Brief to the Supreme Court location where your family law file is or mail the Brief to that Supreme Court location.

You must file your Settlement Conference Brief **at least 7 days** before your scheduled settlement conference date.

### Serving a Settlement Conference Brief

You must give a copy of your Settlement Conference Brief to the other person **at least 7 days** before your scheduled settlement conference date. This is called *service*. You can serve the other person by: personal service (an adult, who is not you, can hand-deliver the document), leaving a copy with the other person's lawyer, leaving a copy at the other person's address, registered mail/courier, or regular mail. You can also serve the other person using fax, email, or electronic document exchange, if the other person has provided that information.

### More Information

Questions? Go to <https://www.court.nl.ca/supreme/family-division/> or contact a Court near you:

Corner Brook: (709) 637-2227

Grand Falls-Windsor: (709) 292-4260

Gander: (709) 256-1115

Happy Valley-Goose Bay: (709) 896-7892

Grand Bank: (709) 832-1720

St. John's: (709) 729-2258

**--- It is highly recommended that you get advice from a lawyer ---**

If you need help finding or getting a lawyer, you can contact:

Public Legal Information Association of NL (PLIAN): [www.publiclegalinfo.com](http://www.publiclegalinfo.com) or 1 (888) 660-7788

Legal Aid: [www.legalaid.nl.ca](http://www.legalaid.nl.ca) or 1(800) 563-9911

# Settlement Conference Brief (Family Law)



**In the Supreme Court of  
Newfoundland and Labrador  
(General/Family)**

<i>FOR COURT USE ONLY</i>
COURT FILE NO: _____
CENTRAL DIVORCE REGISTRY NO: _____
Received at _____, Newfoundland and Labrador, this _____ day of _____, 20____.
_____ Registry Clerk of the Supreme Court of Newfoundland and Labrador

BETWEEN: \_\_\_\_\_ APPLICANT  
*(Print full name)*

AND: \_\_\_\_\_ RESPONDENT  
*(Print full name)*

AND: \_\_\_\_\_  NOT APPLICABLE  
*(Print full name)*  SECOND APPLICANT  
 SECOND RESPONDENT

## **Part A Background**

Fill in the information below:

<b>Applicant's Full Name</b> <small>Write previous names in brackets</small>	
<b>Applicant's Date of Birth</b>	Month: _____ Day: _____ Year: _____
<b>Respondent's Full Name</b> <small>Write previous names in brackets</small>	
<b>Respondent's Date of Birth</b>	Month: _____ Day: _____ Year: _____

- Check this box if there is a proceeding against more than one Respondent. Attach an extra page to provide the details of the other Respondent(s).

Fill in the information about your relationship below:

<b>Relationship of the parties</b> (eg. married)	
<b>Date the parties started living together</b>	Month: _____ Day: _____ Year: _____ OR <input type="checkbox"/> Not applicable
<b>Date of marriage</b>	Month: _____ Day: _____ Year: _____ OR <input type="checkbox"/> Not applicable
<b>Place of marriage</b>	OR <input type="checkbox"/> Not applicable
<b>Prior to the marriage, you were</b>	<input type="checkbox"/> Unmarried <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed OR <input type="checkbox"/> Not applicable
<b>Prior to the marriage, the other party was</b>	<input type="checkbox"/> Unmarried <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed OR <input type="checkbox"/> Not applicable
<b>Date of separation</b>	Month: _____ Day: _____ Year: _____ OR <input type="checkbox"/> Not applicable
<b>Date of divorce</b>	Month: _____ Day: _____ Year: _____ OR <input type="checkbox"/> Not applicable

- Check this box if there is a proceeding against more than one Respondent. Attach an extra page to provide the details of your relationship with the other Respondent(s).

Fill in the information for every child of your relationship (Include children under and over 19 and non-dependent children):

	Child 1	Child 2
<b>Child's Full Name</b>		
<b>Date of Birth</b> (month/day/year)		
<b>Child is Currently Living With</b> (Name)		
<b>Disabilities and/or Special Needs</b>		

	Child 3	Child 4
<b>Child's Full Name</b>		
<b>Date of Birth</b> (month/day/year)		
<b>Child is Currently Living With</b> (Name)		
<b>Disabilities and/or Special Needs</b>		

- Check this box if there are no children.
- Check this box if there are more than 4 children. Attach an extra page to provide the details of those children.

Fill in the income information for both parties for the current year and the 3 most recent tax years below (to the best of your knowledge)

<b>Applicant's Current Annual Income (net of union and other dues)</b>	\$
Applicant's Income for Year 20_____	\$
Applicant's Income for Year 20_____	\$
Applicant's Income for Year 20_____	\$
<b>Respondent's Current Annual Income (net of union and other dues)</b>	\$
Respondent's Income for Year 20_____	\$
Respondent's Income for Year 20_____	\$
Respondent's Income for Year 20_____	\$

Fill in the current and past employment information for both parties below:

<b>Applicant's Current Employment</b>	Job Title:
	Name of Employer:
	Working for this employer since (month/day/year):
	Level of Education Achieved:
<b>Respondent's Current Employment</b>	Job Title:
	Name of Employer:
	Working for this employer since (month/day/year):
	Level of Education Achieved:

Fill in the current support arrangements below:

<i>Child Support currently paid</i>	Paid by:	In the amount of: \$ _____ per month
<i>Spousal or Partner Support currently paid</i>	Paid by:	In the amount of: \$ _____
<i>Other support currently paid</i>	Paid by:	In the amount of: \$ _____

## **Part B** *Issues that have been resolved*

Check the issues that have been resolved or about which an order has been made: (Provide brief details)

- Child Support:
- Parenting (Custody and/or Access):
- Spousal or Partner Support:
- Parental or Dependant Support:
- Division of Matrimonial or Common Law Property:
- Reimbursement Payments:
- Adjustments:
- Other:

## **Part C** *Issues that have not been resolved*

Check the issues that have not been resolved: (Provide brief details)

- Child Support:
- Parenting (Custody and/or Access):
- Spousal or Partner Support:
- Parental or Dependant Support:
- Division of Matrimonial or Common Law Property:
- Reimbursement Payments:
- Adjustments:
- Other:

Set out your position for settlement and a proposal for each of the issues that have not been resolved. Provide information, details, and reasons.

**Signature and Date**

DATED at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Lawyer (if any)