

This is one of the forms that the ‘reciprocating jurisdiction’ (the place where the respondent lives) needs if it is to do its job. Before the court can make an order, the respondent is given formal notice that a court hearing is going to happen. The information you provide on Form B is very important. It helps the court find the respondent, and give him/her notice that you have applied for an order. If the respondent can’t be found and given notice, there will be no hearing, and no order.

Most of the information asked for in Form B is quite straight-forward. If you are not sure what to write down, this FormSupport guide will give you more details.

1. Information About Me

- The “me” is you – it’s your application. Fill in your full name.
- Your social insurance number is personal. You do not have to provide it if you do not wish to. It can be useful if the court needs to trace the respondent’s location. A computer database may ‘link’ your social insurance number (SIN) with that of the respondent. Sometimes this ‘link’ can confirm that the respondent is the proper person to go to court, especially if the respondent has a common name.
- Check the ‘M’ box if you are male, the ‘F’ if you are female.
- Write in your date of birth. Again, your date of birth, linked to information about the respondent, can help in finding the respondent to give notice of the court hearing.

2. Child(ren)

- Write the full names of the children involved in your application. If you have a child or children who are **not** part of your claim, do not list the name(s). Example: if you have an adult child, who is not living at home, or counting on you for day-to-day needs. If you are not asking for a declaration of parentage, or child support, do not include that child’s name.
- Where has each child lived for the past 6 months? This is to show the usual residence of the child.

- For each child listed, check the ‘M’ box for a male child, and ‘F’ for a female child.
- Write each child’s date of birth.

3. Information about the Respondent

- The respondent is the other person. The respondent will be given notice to go to court to respond to (deal with) your application.
- The court is counting on you to give it the best information you can. Without facts about the respondent it can be difficult, slow, or impossible to bring the respondent to court. If the court can’t identify or find the respondent, it can’t have a hearing, and can’t make a court order.

The large #3 box on Form B is divided into three main parts:

Respondent Identification

- Write the respondent’s full legal name.
- Fill in the respondent’s social insurance number (SIN). If you do not have the respondent’s SIN, please try to find it. The SIN may be on old income tax records, T4 slips, insurance documents, some bank statements, school records, loan applications, employment records, Employment Insurance statements, etc.
- Check the ‘M’ box if the respondent is male, the ‘F’ box if female.
- Add the respondent’s date of birth. This is another important piece of information used to locate the respondent. Example: *if you know that the date of birth is March 17, but are not sure if it is 1970 or 1971, write “17 Mar ’70 or ’71”.*
- Aliases are other names that a person uses. Example: *if the respondent’s legal name is Rudolph Jonathan Schmidt, and he always goes by ‘John Schmidt’, write that name in the aliases box.*
- If you know the respondent’s health care number, put it in the box. If children are covered under the respondent’s health care plan, you may have the number on documents.
- Is the respondent living with someone else? Write that person’s name.
- If you know any other identification numbers for the respondent, add them to this box. Be sure to say what kind of number it is. You might know a

drivers licence number, passport, car licence plate number, a maintenance or support enforcement program case number, or a different SIN that the respondent has used.

- The maiden name of the respondent's mother can sometimes confirm that a person is the proper person to bring to court. The maiden name is the name she had at birth. You may know her as Eliza Marks, but if you know she was born Eliza Peters, that's the name you will put in this box.

Respondent Address

- In the box 'Current, or last known address' write the respondent's address. Use the most recent street and city address you have for the respondent.
- If you know that the respondent still lives at that address, check off the 'current' box. If you are not sure whether the respondent still lives there, check off the 'as of' box and write in the most recent date when you knew this is where the respondent lived. Example: your child got a birthday card on August 12 from that address, but the note inside said the respondent might be moving. August 12 would be the 'as of' date.
- On the next line, write in the province, territory, or state where the respondent lives. Add the country, and the postal or zip code if you know it.
- If you have the respondent's home phone number, write in the area code and number.

Respondent Employment

- Do you know where the respondent works? Write the name of the employer. Put a check mark in either the 'current' or 'last known employer' box. Check 'current' if you know the respondent still works there. Check 'last known' if it's the most recent employer you know for sure.
- In the 'usual occupation' section, write down the kind of work the respondent normally does. Examples: *Carpenter, Local 1598; Cook, in hospitals or nursing homes; Accountant, CGA; Gardener, self-employed.*
- On the next lines, write the address and telephone and fax numbers of the employer, if you know this information.

4. Description of Respondent

- Some 'reciprocating jurisdictions' (the place where the respondent lives) give notice of the court hearing by letter. In other places, the respondent is "served" with documents. Where a process server, sheriff or other official hands the respondent the notice, a physical description can help. This

information can also be used to locate the respondent, or confirm identity, when computer searches are done to find the respondent.

- Write in the details of the respondent's physical description in the boxes. Add the respondent's place of birth, if you know it.
- 'Visible distinguishing marks or features' are things that can be seen. A tattoo (one that the respondent doesn't have undress to show), a scar, missing finger, a limp, or being in a wheelchair, are all visible and can help to identify the respondent. Please remember that Form B will be on your court file, and can be seen by the respondent.
- If you do not have much information about the respondent, but you know people who do, write the name(s) of those people in the 'Friends and/or Relatives' section. In most cases the court authorities will make every effort to get information from other sources, before contacting friends or relatives.

If you have a photograph of the respondent, you can attach it to Form B. Check off either the 'not attached' or 'attached' box at the bottom of the page. If you attach a photograph, be sure to write in the year the photo was taken. If the photo is old, blurry, or you know that it looks nothing like the way the respondent looks now, it may be of little use in identifying the respondent.

Finally, if you already have a file with the Maintenance Enforcement Program in Manitoba, write your Case number (**not** your personal identification number) on the 'File #' line at the bottom of Form B.

Notes

In this space, write down any information you need to get to finish Form B.

REMINDER

Don't forget to sign the bottom of the Form in the space provided and attach any documents that might help the other jurisdiction to find the respondent.