

## FAMILY RESOLUTION SERVICE — Intake Form

Separating, leaving a relationship or working out parenting arrangements can be difficult. Information from the Family Resolution Service can help you manage the changes and important decisions ahead. Identifying what you and your family might need in this transition is part of that process.

Please save this form to your computer and complete it electronically and email it to the Family Resolution Service at [GetGuidance@gov.mb.ca](mailto:GetGuidance@gov.mb.ca). If you do not have access to a computer or need assistance please call us at 204-945-2313 (Winnipeg) or 1-844-808-2313 (toll-free) and an Intake Coordinator will assist you.

The Privacy Notice below explains why we need to collect your personal information. If you do not feel comfortable answering some of the questions, please feel free to contact us at the numbers above for support and guidance.

### 1) Information about you

What would you like us to call you? (*Preferred Name*) \_\_\_\_\_

Your Legal Name: \_\_\_\_\_

Past Legal Names (ex. Birth Name): \_\_\_\_\_

Your pronouns:

She/Her/Hers

He/Him/His

They/Them/Theirs

Your date of birth: (*Month / Day / Year*) \_\_\_\_\_

Best way to contact you:

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Other: \_\_\_\_\_

If you have safety concerns, what is the safest time to contact you:

\_\_\_\_\_

Your physical address (where you live): \_\_\_\_\_

Your mailing address: \_\_\_\_\_

City/town: \_\_\_\_\_

Manitoba Province/State: \_\_\_\_\_

Canada Country: \_\_\_\_\_

Postal code: \_\_\_\_\_

I would like to self-declare as:

Indigenous  
*First Nations, Métis, and/or Inuit*

Francophone

A Newcomer to Canada

**2) Information about your former partner / other parent**

*We will not contact your former partner / other parent without your consent*

**Their Legal Name:** \_\_\_\_\_

**Their Past Legal Names (ex. Birth Name):** \_\_\_\_\_

**Their pronouns:**

She/Her/Hers

He/Him/His

They/Them/Theirs

**Their Date of Birth:** *(Month / Day / Year)* \_\_\_\_\_

**Best way to contact them:**

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Other: \_\_\_\_\_

Unsure

**Their physical address (where they live):** \_\_\_\_\_

**Their mailing address:** \_\_\_\_\_

**City/town:** \_\_\_\_\_

**Manitoba**            **Province/State:** \_\_\_\_\_

**Canada**            **Country:** \_\_\_\_\_

**Postal code:** \_\_\_\_\_

### 3) [Services and supports you need](#)

Do you need help urgently? [Click here for information on urgent help](#)

No

Yes

Immediate or imminent risk of harm to you or your child(ren)\*  
Concern the other parent may remove your children from Manitoba\*  
Other parent not returning your child(ren) with/without a Court Order\*  
Other parent has cut off your contact with your child(ren)\*  
Loss or destruction of property\*  
Urgent Child Support  
Emergency Housing

*\*These concerns could be eligible for an emergent or expedited Court hearing. A Family Guide can provide information on how to complete this type of Court application.*

How can we help you?

**I need...**

Guidance and Support  
Legal Information  
Help with a disagreement  
Other

**About...**

[Safety](#)

[My safety](#)  
[Safety of my children](#)  
[Safety of my family/friend](#)  
[Safety Planning](#)

[Relationships](#)

[Married or Common-Law](#)  
[Separation and Divorce](#)

[Parenting](#)

[For The Sake Of The Children](#)  
[Parenting Plan](#)  
[Parenting Agreement](#)  
[Enforcement of Arrangements](#)

[Money](#)

[Financial Disclosure](#)  
[Child Support](#)  
[Spousal or Common-Law Partner Support](#)  
[Enforcement of Support](#)

[Property](#)

[Family Property/House](#)  
[Pension](#)

[Resolution Options](#)

[Mediation](#)  
[Collaborative Law](#)  
[Arbitration](#)  
[Court](#)

Other

**Have you completed any of the following prerequisites for Court?**

- [For the Sake of the Children online course](#)
- [Financial Disclosure](#)
- [Parenting Plan](#)

You and your former partner / other parent met and attempted to resolve the issues in dispute  
A court order prohibits contact or communication between the parties.  
None of the above

**Would you like a mediator to help you resolve outstanding disagreements with your former partner / the other parent?**

No  
**Yes**

**Other than a lawyer, is anyone helping you with your family dispute?**

No  
**Yes**

- |                            |                                |
|----------------------------|--------------------------------|
| Child counsellor           | Family Counsellor              |
| Child and Family Services  | Financial Advisor / Accountant |
| Religious Person           | Mediator                       |
| Community resource/support | Therapist                      |
| Doctor                     | Other:                         |
| Elder                      |                                |

**4) [Information about your relationship with you former partner / other parent](#)**

**What is your current relationship status?**

**I am a grandparent, family member, and/or legal guardian of a child involved in the family dispute**

**We have never lived together**

**Common law**

When did you start living together? \_\_\_\_\_  
(Date of cohabitation)

**Married**

When did you start living together? \_\_\_\_\_  
(Date of cohabitation)

When did you get married? \_\_\_\_\_  
(Date of marriage)

**Separated**

When did you separate? \_\_\_\_\_  
(Date of separation)

**Divorced**

When did you divorce? \_\_\_\_\_  
(Date of divorce)

**5) Information about your family**

**Do you and your former partner have children together?**

No

**Yes**            How many are under 18?  
                      How many are over 18 and dependent?

**Do you have children from a different relationship?**

No

**Yes**            How many are under 18?  
                      How many are over 18 and dependent?

**Do you have an imminent safety concern for yourself or children?**

No

**Yes (Please call 911)**

**Has there been violence in the relationship with your former partner / other parent?**

No

**Yes**

**Are you concerned for your well-being?**

No

**Yes**

**What is your average annual income?**

\$0-26,000

\$26,001-\$38,000

\$38,001-\$50,000

\$50,001 - \$75,000

\$75,001 - \$100,000

Over \$100,000

## 6) Legal Information

The Family Resolution Service can provide you with legal information and may refer you to resources that can help you with legal advice. The Service cannot provide you with independent legal advice related to your case. If you have a lawyer, we encourage you to let your lawyer know that you are requesting our services.

**Do you have a lawyer assisting you with your family dispute?**

No  
Yes

**Have you ever been to court with your former partner?**

No  
Yes

**Is there a court application underway relating to your family law dispute?**

No  
Yes      If yes, what is your court file number? \_\_\_\_\_

**Are there any court orders involving the other parent/your former partner, the child(ren), and you?**

No  
Yes      Can you provide any details? (Ex. Title of order(s), date of order(s), court file #, court location)

\_\_\_\_\_

**Is there a specific court order that does not allow either of you to communicate or be in contact with the other person or a child?**

No  
Yes      Can you provide any details? (Ex. Title of order(s), date of order(s), court file #, court location)

\_\_\_\_\_

## 7) Additional Information

**Is there anything else you want us to know?**

\_\_\_\_\_

**How did you hear about the Family Resolution Service?**

Court  
Lawyer  
Another service provider  
Family Law Manitoba website  
Family or friend  
Other: \_\_\_\_\_

## Privacy Notice

### Why the Family Resolution Service needs to collect and use your information ("purposes")

The Family Resolution Service of the Department of Justice will collect personal information about you on this Intake Form. The Family Resolution Services needs to collect your personal information for the following purposes:

- to assess if you are eligible to participate in the Family Resolution Service and determine services that you may require;
- to determine if you require, and may be eligible, to receive additional services from organizations outside of the Family Resolution Service;
- to assess if referrals for additional services are needed, including the Child Support Service;
- to facilitate mediation, domestic violence and/or family law specialist services that may be provided to you;
- to evaluate court readiness of your family law matter, if necessary;
- to help you prepare for court, if necessary; and
- to keep aggregate statistics for the purpose of monitoring and evaluating the Family Resolution Service.

### Our legal authority to collect your information

Your personal information is necessary for the Family Resolution Service to provide you with services and to carry out the activities of the Family Resolution Service. Your personal information is collected under the authority of clause 36(1)(b) of *The Freedom of Information and Protection of Privacy Act* of Manitoba ("FIPPA"). The Family Resolution Service limits the personal information it collects about you to the minimum amount necessary for the purposes described above.

Your personal information is protected by FIPPA. The Family Resolution Service cannot use or disclose your information for other purposes unless you consent or it is authorized to do so by FIPPA. Your personal information may be disclosed to the Child Support Service under *The Child Support Service Act* for child support calculation or recalculation purposes and the Maintenance Enforcement Program under *The Family Maintenance Act* for the purposes of enforcing a support order.

### Who do I contact if I have questions?

If you have any questions about the Family Resolution Service's collection, use or disclosure of your personal information, please contact a Pamela Taylor, Director of Early Resolution Supports at [Pamela.Taylor@gov.mb.ca](mailto:Pamela.Taylor@gov.mb.ca) or call: 204-761-7388