

## **Instructions for completing the Declaration**

The Statutory Declaration is a two-page document. You will need to have a copy of your court order or agreement handy to complete the first portion of the declaration.

To arrive at the total maintenance owing at number three of the Declaration, you must complete the Schedule of Payments. On the Schedule of Payments, for the entire period of time you are claiming maintenance is owing to you, you must list each payment due and whether or not it was paid.

- Under **Due Date**, the full date each payment is due (the due date according to the order or agreement)
- Under **Amount Due**, the amount of each payment (the amount due according to the order or agreement)
- Under **Amount Received**, the amount that was paid to you (enter “zero” if not paid)
- Subtract the Amount Received from the Amount Due to arrive at the **Amount Owing**.

Total the Amount(s) Owing to arrive at the **Total Maintenance Owing** at the bottom of the Schedule. Insert this amount at number three on the Declaration.

You may choose to list monthly expenses (such as day care) that are present in the order or agreement separately or together with the monthly maintenance payments.

If a payment is not listed on the Schedule, it will not form part of the arrears’ claim.

Complete the balance of the Declaration.

### **Signing and witnessing the declaration:**

Do not sign the declaration until you appear before one of the noted officials to witness your signature. It is to be signed in the presence of one of the noted officials.

Persons who have the power to take and receive oaths are Commissioners for Oaths, Deputy Registrars, and Notary Publics. Commissioners or Registrars are available in all municipal offices, government offices, provincial courts, financial institutions, many insurance agencies and educational institutions, if you are unable to attend a lawyer’s office or one of our program offices.

Maintenance Enforcement Program