

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, complete it electronically and email it to the Family Resolution Service at 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. Tell us about yourself

Your Legal Name: _____ **Birth Date:** _____
First Middle(s) Last Month / Day / Year

What would you like us to call you (ex. correct name): _____

Past legal names or also known as (ex. birth name): _____

Your Pronouns: She/Her/Hers He/Him/His They/Them/Theirs Other: _____

Would you like to self-declare as (check all that apply):

- First Nations Métis Inuit
 Francophone Newcomer to Canada Person with a disability

What reasonable accommodations can we provide: _____

Your Physical Address

Street and number: _____ **Apt. #** _____ **Postal Code:** _____

City/town:

- Manitoba or Province/Territory/State: _____
 Canada or Country: _____

Mailing address (if different from above): _____

Your Contact Information

Daytime Phone #: _____ **Work Phone #:** _____ **Cell Phone #:** _____

Fax #: _____ **Email Address:** _____

What is the best way to contact you:

- Daytime Phone Work Phone Cell Phone Fax
 Email Other: _____

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

Additional details

Note that this information is used to determine if you may be eligible for additional support programs

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

Do you receive income assistance: Yes No

Do you have a lawyer helping you: Yes No

Is anyone else helping you:

- | | |
|--|--|
| <input type="checkbox"/> Child counsellor | <input type="checkbox"/> Financial Advisor / Accountant |
| <input type="checkbox"/> Child and Family Services | <input type="checkbox"/> Mediator |
| <input type="checkbox"/> Religious or spiritual leader | <input type="checkbox"/> Therapist |
| <input type="checkbox"/> Community resource/support | <input type="checkbox"/> Child Support Service |
| <input type="checkbox"/> Doctor | <input type="checkbox"/> Maintenance Enforcement Program |
| <input type="checkbox"/> Elder | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Family Counsellor | <input type="checkbox"/> None of the above |

2. Tell us about your former partner / other parent / other party

We will not contact this person without your consent

Their Legal Name: _____ **Birth Date:** _____
First Middle(s) Last Month / Day / Year

Their past legal names or also known as (ex. Birth name): _____

Their Pronouns: She/Her/Hers He/Him/His They/Them/Theirs Other: _____

Their Physical Address

Street and number: _____ **Apt. #** _____ **Postal Code:** _____

City/town:

Manitoba or Province/Territory/State: _____

Canada or Country: _____

Mailing address (if different from above): _____

Unsure

Their Contact Information

Daytime Phone #: _____ **Work Phone #:** _____ **Cell Phone #:** _____

Fax #: _____ **Email Address:** _____

What is the best way to contact them:

- | | | | |
|--|-------------------------------------|---------------------------------------|------------------------------|
| <input type="checkbox"/> Daytime Phone | <input type="checkbox"/> Work Phone | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Email | <input type="checkbox"/> Unsure | <input type="checkbox"/> Other: _____ | |

3. Tell us about your relationship with your former partner / other parent / other party

What is your current relationship with this person?

- | | |
|--|---|
| <input type="checkbox"/> Separating/divorcing, living apart | <input type="checkbox"/> Already divorced |
| <input type="checkbox"/> Separating/divorcing, living together | <input type="checkbox"/> Dating relationship |
| <input type="checkbox"/> Never married, never lived together | <input type="checkbox"/> Relative of the child(ren) |
| <input type="checkbox"/> Never married, used to live together | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Never married, living together | |

Provide the following dates, if applicable, to the best of your ability:

Date you started living together: _____ Separation date: _____

Marriage date: _____ Divorce date: _____

Do you feel like there is an immediate risk of violence from this person? Yes No

Please call 911 if you feel like you are in immediate danger

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

Yes No

Has the other person ever caused you to be concerned for your safety or well-being?

Yes No

Has the other person ever caused you to be concerned for your children's safety? Yes No

Feeling safe in our relationships is important. Our staff are available to support you with your safety and well-being concerns. Would you like someone to connect with you?

Yes No

Are there any outstanding protection orders (ex. protection order, prevention order, peace bond, probation, or bail order)? Yes No Unsure

If yes, what is the court file number: _____

4. Tell us about your family

How many children are involved in this family matter?

Children under 18? Yes No If yes, how many: _____

Children over 18 and dependant? Yes No If yes, how many: _____

Where are the children living now?

Mainly/only with me

Share time with both of us

Mainly/only with the other person

Other:

Are there any children from a different relationship?

Children under 18? Yes No If yes, how many: _____

Children over 18 and dependant? Yes No If yes, how many: _____

Not applicable

5. How can we help you?

Do you need urgent help with any of the following (check all that apply):

- 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/Shelter

**These concerns could be eligible for an emergent or expedited court hearing.*

A Family Guide can provide information on how to make this type of Court application.

Do you want help with any of the following (check all that apply):

Relationships

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

Parenting

- [For the Sake of the Children](#)
- [Parenting Plan](#)
- [Parenting Arrangement](#)
- [Enforcement of Arrangements](#)

Safety

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

Property

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

Money

- [Financial Disclosure](#)
- [Child Support, Initial Calculation](#)
- [Child Support, Recalculation](#)
- [Child Support, Early Recalculation](#)
- [Child Support, No Recalculation](#)
- [Spousal or Common-Law Partner Support](#)
- [Enforcement of Support](#)
- [Support where the other person lives outside Manitoba](#)

Resolution Options

- [Collaborative Law](#)
- [Arbitration](#)
- [Mediation](#)
- [Court](#)
 - [Process and procedure instructions](#)
 - [Court forms](#)
 - Rejected documents
 - [Legal information/referral to resource](#)

Would you like a mediator to help you resolve a new disagreement or any outstanding disagreements with your former partner / other parent / other party?

- Yes No

6. Tell us about your Legal Situation

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.

Existing agreements or court orders

Do you have any existing written agreements about your relationship and /or parenting arrangements?

- Yes No Unsure

Have you ever been to court with your former partner/other parent/other party?

- Yes No Unsure

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

- Yes No Unsure

If yes, what is your court file number (ie. FD19-01-12345)?

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

- Yes No Unsure

If 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?

- Yes No Unsure

If yes, can you provide any details? (*Ex. Title of order(s), date of order(s), court file #, court location*)

Court preparedness

Have you completed any of the following steps required for Court?

- [For the Sake of the Children online course](#)
- [Financial Disclosure](#)
- [Parenting Plan](#)
- You and your former partner/other parent/other party met and attempted to resolve the issues in dispute
- A court order prohibits contact or communication between the parties.
- None of the above

7. Additional Information

How did you hear about the Family Resolution Service?

- | | |
|---|--|
| <input type="checkbox"/> Court | <input type="checkbox"/> Family Law Manitoba website |
| <input type="checkbox"/> Lawyer | <input type="checkbox"/> Family or friend |
| <input type="checkbox"/> Another service provider | <input type="checkbox"/> Other: |

Is there anything else you want us to know (maximum 500 words)?

8. Can FRS Staff Communicate With You By Email?

The Family Resolution Service staff, such as your Family Resolution Service staff, would like to request your permission to communicate with you by email while you receive services from the Family Resolution Service.

Please note that when you and the Family Resolution Service staff communicate by email, there are risks of your personal information and information shared between you and the Family Resolution Service being seen and used by others who may have access to your email account or electronic device. For example, if you download/save email messages between you and the Family Resolution Service to your computer, cell phone or a flash drive, the messages could be accessed by others. If you share a computer, email, or your user ID or login information, others could view the messages between you and the Family Resolution Service. If the settings on your electronic devices display notices on your screens when you receive an email, others may see the notice and any information contained in it.

You can ask the Family Resolution Service to stop communicating with you by email at any time. However, your request will not apply to emails already sent to you by the Family Resolution Service. To stop the email communication, , please tell your Family Resolution Service staff that you no longer wish to receive emails from the Family Resolution Service.

Please tell us if you wish to communicate with us by email:

Yes, I want to communicate with the Family Resolution Service by email. By checking this box, I understand and accept the risks stated above. I understand that the Family Resolution Service will continue to communicate with me by email until I no longer receive services from the Family Resolution Service or I tell the Family Resolution Service that I no longer wish to communicate by email. If you checked the box above, please tell us the email address you would like us to use to communicate with you: _____

No, I do not want to communicate with the Family Resolution Service by email.

If at any time the Family Resolution Service staff feel that email is not a suitable way of communicating with you, this option may be stopped and your Family Resolution Service staff or a Family Resolution Service Manager will work with you to find a different way to communicate with you.

9. Consent/Agreement

By checking the boxes below, you are agreeing:

- That you have read and understand the information in this intake form.
- That the information you provided in this form is true, to the best of your knowledge.
- That if you checked "Yes" to communicating with the Family Resolution Service by email, you understand the risks.

DATE: _____

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.

Our legal responsibility to report a child in need of protection

In accordance with section 18.1 of the [Child and Family Services Act](#), when information is shared with the Family Resolution Service that leads the Family Resolution Service reasonably to believe that a child is or might be in need of protection, the Family Resolution is legally obligated to report the information to a Child and Family Services agency.

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 or call: 204-761-7388