

**Request for Administrative Suspension of Enforcement**



Maintenance Enforcement Program Telephone: 204-945-7133  
100-352 Donald St Winnipeg, MB R3B 2H8 Facsimile : 204-945-5449  
ManitobaMEPinquiries@gov.mb.ca Toll free in Canada: 1-866-479-2717

Support Payor Name: \_\_\_\_\_

MEP File No(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(List all relevant files)

Address: \_\_\_\_\_

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

\*Providing your email address authorizes MEP to communicate with you and send documents by email until you cancel this authorization.

**1) Reason for your Request (check all that apply):**

- You are experiencing a reduction in income:
  - a) Long Term Change  Short Term Change
  - b) Current Status: Employed  Unemployed  Self Employed
- You are in the process of changing the support order:
  - a) End Ongoing Support  Reduce Ongoing Support
  - b) Deleting Arrears  Reducing Arrears
- There has been a change in circumstances of the child(ren) requiring child support
- If none of the above apply to you or your circumstances, provide reason:

**2) List the documents you have attached – see next page for requirements\***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\*If you are reapplying, please note that we require updated documents to support this request.

**3) Provide an explanation for your request:**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

|  |                      |                |
|--|----------------------|----------------|
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## What is an administrative suspension of enforcement?

An administrative suspension of enforcement provides temporary enforcement relief for support payors to have their support order changed or resolve a change in their circumstances. If a support order no longer reflects a support payor's current situation or the circumstances set out in the support order, they can request an administrative suspension and provide the required information to support that request.

## Things to know before submitting a request:

- Up-to-date documents must be provided to support the request, otherwise your request will be delayed or possibly denied.
- **A copy of this completed form and information including documents and records you provide is required to be shared with the support recipient upon their request.**
- An administrative suspension does not change a court order, agreement or the amount of arrears owed on a file.

## What information do you need to provide?

- You are experiencing a reduction in income and are:
  - **Employed:** provide copies of your 3 most recent paystubs.
  - **Unemployed:** provide copies of benefit statements for all income you are receiving (Employment Insurance, WCB, CPP or other benefits). If you have no source of income, please complete the Statutory Declaration – No Income which is available here: [https://www.gov.mb.ca/justice/courts/mep/pubs/stat\\_declaration\\_noincome.pdf](https://www.gov.mb.ca/justice/courts/mep/pubs/stat_declaration_noincome.pdf).
  - **Self Employed:** provide a completed Financial Statement and copies of receipts, invoices, remittances and/or bookkeeping records that demonstrate your total current income. Financial Statements are available here: [https://www.gov.mb.ca/justice/courts/mep/pubs/financial\\_statement.pdf](https://www.gov.mb.ca/justice/courts/mep/pubs/financial_statement.pdf)
- You are in the process of changing your support order
  - Explain what you are seeking to have changed in the details section on page 1 (ex: reduce/stop support, reduce/eliminate support arrears)
  - Provide documents to confirm the legal steps you have taken. Examples: copies of court documents, a letter from your lawyer, or confirmation you have applied to Legal Aid or the Family Resolution Service (FRS) for legal assistance. If you provide an FRS Intake form with your request, please ensure you have also submitted it to [getguidance@gov.mb.ca](mailto:getguidance@gov.mb.ca)
- There has been a change in circumstances of the child(ren) requiring child support
  - Provide confirmation of the change in custody or circumstances such as documents from a social services agency (ex. Child & Family Services) or proof of child's residency (ex. Manitoba Health card, school registration record, driver's license).