

# Application for Case Management Order

## Form 10

Provincial Court Family Rules  
Rules 54, 55, 62, 63, 64, 83,  
118 and 159

COURT STAMP

Registry location:

Court file number:

Document number:

For registry use only

This Application for Case Management Order sets out the details of a case management order that a person is applying for. The order requested may be made without a court appearance with the consent of all other parties including any person directly affected by the order or at a court appearance with notice to each party and any other person who may be directly affected by the order.

### Please read before completing the form:

- You can use this form to apply for a case management order by consent without attending before the court, or to request a court appearance for the order.
- For guidance filling in this form, please read the guidebook. The guide is available online at [www.gov.bc.ca/court-forms](http://www.gov.bc.ca/court-forms) or from your local court registry.

## Part 1 | About the parties and any other person who may be directly affected

1. My full name is:

Full name of party/person

My date of birth is:

(dd/mmm/yyyy)

2. The other party's full name is:

Full name of party/parties

3. Complete only if applicable. You may leave this question blank.

The following other person(s) who may be directed affected by the order is/are:

Full name of other person(s)



A case management order may be about something that a person who is not a party needs to do, for example a family justice counsellor. If it is, they also need to be identified.

## Part 2 | Information about children

4. Select the correct option below and provide the additional information if applicable

- ☐ I am not a party to the case
- ☐ I am a party to the case and the case **does not involve a child-related** issue
- ☐ I am a party to the case and the case **involves a child-related** issue about the following child or children:

Provide the requested information below for each child

Child's full name

Child's date of birth

(dd/mmm/yyyy)

Child's full name	Child's date of birth (dd/mmm/yyyy)

## Part 3 | Notice of the application

5. ☐ I understand I must give notice of this application to each other party, and any other person who may be directly affected by the order.  
**To give notice, they must be served** with the application and supporting documents at least 7 days before the date of the court appearance unless the court allows the application to be made without notice or with less than 7 days' notice.



For more information about serving court documents, see the guidebook.

## Part 4 | Case management order

6. I am applying for the following **case management order(s)**:

- ☐ Transferring a court file to another registry for all purposes or specific purposes
- ☐ Relating to the management of a court record, file or document, including access to a court file
- ☐ Correcting or amending a filed document, including the correction of a name or date of birth
- ☐ Setting a specified period for the filing and exchanging of information or evidence, including a financial statement in Form 4 [Financial Statement]
- ☐ Specifying or requiring information that must be disclosed by a person who is not a party to a case
- ☐ Requiring that a parentage test be taken under section 33 [*parentage tests*] of the *Family Law Act*
- ☐ Requiring access to information in accordance with section 242 [*orders respecting searchable information*] of the *Family Law Act*
- ☐ Authorizing an official of the court, in accordance with section 10 of the *Family Orders and Agreements Enforcement Assistance Act* (Canada), to make an application under section 12 of that Act for the release of information
- ☐ Recognizing an extraprovincial order other than a support order
- ☐ Waiving or modifying any requirement related to service or giving notice to a person, including allowing an alternative method for the service of a document
- ☐ Waiving or modifying any other requirement under these rules, including a time limit set under these rules or a time limit set by an order or direction, even after the time limit has expired
- ☐ Allowing a person to attend a court appearance using a different method of attendance
- ☐ Adjourning a court appearance
- ☐ Respecting the conduct of a party or management of a case
- ☐ Relating to a report under section 211 [*orders respecting reports*] of the *Family Law Act*, including requiring that a person who prepared the report attend a trial as a witness
- ☐ Adding or removing a party to the case, including leave to intervene under section 204 (2) [intervention by Attorney General or other person] of the *Family Law Act*
- ☐ Respecting the appointment of a lawyer to represent
  - i) the interests of a child, or
  - ii) a party
- ☐ Settling or correcting the terms of an order made under the rules
- ☐ Cancelling a subpoena
- ☐ Changing, suspending or cancelling an order made in my absence



For more information about the different case management orders you can apply for, see the guidebook or Rule 62.

## Part 5 | Details of the order

7. The **details of the order** I am applying for are as follows:

*List the specific details of the order(s) you are asking for*


## Part 6 | The facts

### 8. The **facts** on which this application is based **are as follows**:

*Explain why you are making the application and why the order you are requesting should be made*




If you are applying to change, suspend, or cancel an order made in your absence, you must explain:

- why you did not file a reply or attend court when required,
- why the order to change, suspend or cancel an order should be made, and,
- the reason(s) for any delay in making this application.

Rule 54 and 159

## Part 7 | Consent of other party and any other person

### 9. Select one of the following options, and complete the additional information as applicable

- ☐ I **do not have the consent** of each party, and any other person directly affected by the order
- ☐ Each party, and any person directly affected by the order, has consented to the case management order and:
- ☐ a draft Consent Order Form 18 signed by each party, and any other person directly affected by the order, or their lawyer, is submitted with this application and supporting documents for review without attending before the court
- ☐ a court appearance is requested



Before filing your application, it is good practice to contact the other party to see if they will consent to the order. If they do agree, you can choose to:

- prepare and file a Consent Order Form 18, or
- go to a court appearance.

Rule 83

## Part 8 | Availability for court appearance

### 10. Select only one of the following options

- ☐ I **contacted** the other party, and each other person affected, and **they have agreed** to a date and time for the court appearance
- ☐ I **contacted** the other party, and each other person affected, **but we have not agreed** to a date and time for the court appearance
- ☐ I **have not contacted** the other party, and each other person affected, to discuss available dates and times for the court appearance



The court prefers to schedule a court appearance for a date that works for everyone to help reduce delays.

Try to pick a few dates that may work for you. The registry or judicial case manager will work with you to schedule a date based on the court's availability too.

## Part 9 | About your court appearance

*For registry or judicial case manager use only*

The application, which requires a court appearance, will be heard by the court on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

date

time

☐ in person at \_\_\_\_\_

court location

☐ by another method of attendance, as specified \_\_\_\_\_

attendance details



The registry or judicial case manager will work with you to schedule a date for the court appearance and will fill in the actual date and method of attendance on the form. Be prepared to talk about your availability if there are options for dates.

### NOTE TO THE OTHER PARTY:

If you do not attend court on the date and time scheduled for the court appearance, the court may make an order in your absence.

You may also choose to **file a written response** in reply to the application in Form 19 Written Response to Application.

## Part 10 | Filing location

### 11. I am filing this application in the court registry:

*Select only one of the options below*

- ☐ Where my **existing case** with the same party/parties is located. I already have a file number.
- ☐ Closest to **where the child lives** most of the time, because my case involves a child-related issue
- ☐ Closest to **where I live** because my case does not involve a child-related issue
- ☐ Permitted by **court order**

## Part 11 | Address for service

### 12. My **address for service** of court documents and contact information is:

*You must provide an address for service and contact number, but it does not have to be your own if you don't want to*

Address:		
City:	Province:	Postal Code:
Email:		Telephone:
Lawyer's name and firm name (if applicable):		



For more information about how this information will be used and who will have access to it, see the guidebook.