



Department of Justice

Maintenance Enforcement Program

Enrollment Kit

Name: _____ MEP Case ID: _____

1. Terminology used in this Kit

2. NS MEP Recipient Enrollment Form

Note: Please fill in every line of the enrollment form. If the information does not apply, write "N/A" or "Not Applicable". If you do not know the information requested, write "DON'T KNOW". ***Please be sure that you read and sign the conditions for enrollment at the end of the form.***

3. Arrears Calculation Package

4. Declaration of Arrears

Important Note: If you wish the Maintenance Enforcement Program to enforce arrears of maintenance which are owed to you, you must read the Arrears Calculation Instruction form, fill in Schedule 1 and/or 2 as appropriate, and then **complete, sign and return the Declaration of Arrears.**

5. Arrears Schedule 1 - Record of Maintenance Payments

6. Arrears Schedule 2 - Record of Maintenance Payments for Fixed Arrears

7. Direct Deposit Application

8. Request for Withdrawal or Opt Out

9. Check List

Important Notes

- Unless you have been notified that we have a copy of the Court Order, you must provide with your Enrollment Kit a copy of your Maintenance Order made or registered in a Nova Scotia court. If you do not have a copy, you can obtain one from the court where it was made. If you have a maintenance agreement, it must be registered with a Nova Scotia court and a copy must be provided with this Enrollment Kit.
- If you have a Maintenance Order made outside of Nova Scotia, then it is your responsibility to obtain 3 (three) certified copies of each Maintenance Order from the court which made the order and enclose them with this kit. Your enrollment with MEP cannot be completed until you submit the required copies.
- If more than one person is required to pay you maintenance, you must complete a separate Enrollment Kit in relation to each person.

Terminology Used in this Kit

These are some terms you need to know before you complete this kit:

<i>agreement:</i>	a legal arrangement, usually between you and your former partner/spouse, which contains a provision for financial support to be paid for you and/or your children. Agreements must be registered with the Family Court or Supreme Court (Family Division) to be enforceable.
<i>arrears:</i>	money which was required to be paid under the terms of a Maintenance Order or Agreement but which has not been paid.
<i>CPPU:</i>	the Central Payment Processing Unit of the Maintenance Enforcement Program. All payments received by MEP are processed by the Central Payment Processing Unit.
<i>CEU:</i>	the Central Enrollment Unit of the Maintenance Enforcement Program. All MEP files are set up by the Central Enrollment Unit.
<i>declaration of arrears:</i>	a document which you complete and sign to declare to the Director of Maintenance Enforcement the total amount of arrears owing to you. This will be the amount of arrears which the MEP will enforce.
<i>EO:</i>	Enforcement Officer is the staff person from MEP who manages your case.
<i>enforcement order:</i>	an order made by the court, usually at the conclusion of a default hearing, that fixes the amount of arrears at a specific amount and may order the repayment of arrears at a certain amount and within a specific time period.
<i>garnishee:</i>	the person, corporation or entity who owes or will owe money to the payor and has received a Notice of Garnishment.
<i>garnishment:</i>	a legal document issued by MEP that requires payment of funds.
<i>MEP:</i>	the Nova Scotia Maintenance Enforcement Program.
<i>maintenance or support order:</i>	a Court Order or a court registered agreement requiring payment of money for the support of children and/or a former spouse.
<i>payor:</i>	the person required to pay maintenance under a Court Order or registered agreement.
<i>recipient:</i>	the person to whom the order says the maintenance is to be paid.

Should you have any difficulties in completing this Enrollment Kit, please call MEP INFOLINE at (902) 424-0050 in the Metro Halifax/Dartmouth area or 1-800-357-9248 from elsewhere in the province. Choose Option (2) "To Get Help with the Enrollment Kit". In order to access the INFOLINE you will have to provide your MEP case number and your PIN, which are provided in the letter and INFOLINE card sent to you with this kit.

PLEASE RETURN COMPLETED PAGES TO THE ADDRESS BELOW AND RETAIN ALL OTHER PAGES FOR YOUR REFERENCE.

Once you have completed the appropriate sections of this kit and attached all of the required documents, return to the following address:

NOVA SCOTIA MAINTENANCE ENFORCEMENT PROGRAM
CENTRAL ENROLLMENT UNIT (CEU)
PO BOX 803
HALIFAX, NS
B3J 2V2

9. Last Known Address of Payor:

Phone (Home) (____) _____
Cell/Message (____) _____
Phone (Work) (____) _____

10. Last date you know the Payor lived there:

11. Payor's NS Health # _____ 12. Payor's Social Insurance # _____

13. Payor's Driver's License # and Province _____

14. Does the Payor take part in recreational hunting or fishing? _____

15. If you believe the Payor lives in another province, state or country, name the place below:

City Province/State Country

16. Dependants living with the Payor (include present spouse/common law spouse and any children, and their ages):

NAME:

AGE:

17. Description: This information will help identify the payor should documents need to be served.

Height: _____ Ft / _____ inches

Weight: _____ Lbs

Eye Color: _____

Hair Color: _____

Complexion: _____

Glasses: Yes No

18. Visible distinguishing marks or features:

19. Payor's Trade / Union / Professional Association Memberships:

20. Relative(s) (or friends and associates) who may know where payor is:

1) _____
Name Relationship to Payor Phone No.

Address City Province/State

2) _____
Name Relationship to Payor Phone No.

Address City Province/State

21. Payor's Mother's Maiden Name: _____

22. Payor's Father's Last/First Name: _____

23. Payor's present or last known employer:

Name Length of time there (____) Phone No

Address City Province/State

24. Last date you know payor worked there: _____

25. Payor's occupation: _____

26. Payor's employment sources and monthly income (or approximate) from each source:

Payor's income from other sources (ie, Employment Insurance, CPP, pensions, etc)

27. Payor's bank accounts:

1) _____
Financial Institution and Address Name Acct. is under Acct. No.

2) _____
Financial Institution and Address Name Acct. is under Acct. No.

28. Motor vehicles payor owns (include cars, motorcycles, boats, recreation vehicles, etc.):

1) _____
Make and Model Year Color License Plate Province

2) _____
Make and Model Year Color License Plate Province

29. Real Estate payor owns (include home(s), cottages, investment properties, etc.)

Street address: _____ County _____

Legal description (if known): _____

30. Other financial investments or assets (provide details) e.g. businesses owned, pensions, RRSP, inheritances, stocks, insurance claims, etc.:

31. Please answer to following questions:

1) Do you have a Peace Bond against the payor? Yes No

2) Have there been any reports to police or criminal charges laid against the payor for threatening or assaulting you? Yes No

INFORMATION ABOUT MAINTENANCE ORDER

32. List the Name(s) of the child(ren) for whom the maintenance is to be paid. Provide the name the child now uses and the name in the Maintenance Order, if different.

# of Children named in order	Child's Name	Child's Name if different from what is on the Maintenance Order	Birth Date	Is the child living with you?

33. Name of the Nova Scotia Court where your Order/Agreement is currently filed:

_____ City/Town _____ Level of Court: Family, Supreme _____ Court File #

34. Has your original Maintenance Order ever been varied (changed) by the Court or by written agreement between you and the payor? Yes No

If yes, provide details:

DD/MM/YYYY Level of Court: Family, Supreme Court Location Court File No.

35. Has the Court made an enforcement order in the past regarding arrears owed to you by the Payor?

If yes, provide details:

DD/MM/YYYY Level of Court: Family, Supreme Court Location Court File No.

36. Is a Maintenance Enforcement Program/Court in another Province or State or Country currently enforcing your Maintenance Order? If yes, give name and address of the program/court and its case/account/file number:

Yes No If yes, case/account file # _____

Please attach a photograph of the payor, if you have one, and write the payor's name and the date it was taken on the back .



MAINTENANCE ORDER/AGREEMENT INFORMATION

In order to enroll in the Nova Scotia Maintenance Enforcement Program (MEP), you must already have a Maintenance Order or Agreement registered with the court. *If MEP has not contacted you to inform you that we have already received a copy of your order from the court, please provide a copy of your order with your Enrollment Kit.* If you do not have a Maintenance Order, contact your local family court on how to obtain one. If you have an order made outside Nova Scotia, you must obtain three certified copies and enclose them with this Enrollment Kit. If the out-of-province orders are not received with this kit, enrollment cannot proceed.

Now that you have completed the questionnaire portion of this enrollment application, please review and sign the forms below and return them with the questionnaire.

- Declaration of NO Arrears (if appropriate)
- Conditions of Enrollment

INCLUDE ONLY THOSE PAYMENTS YOU HAVE ACTUALLY RECEIVED, NOT THOSE BEING HELD AT MEP.

Declaration of NO Arrears

If no arrears are owing to you, please complete this declaration. (Note: the Declaration of Arrears form in this Kit must be completed if there are arrears owing to you by the Payor). Sign here only if there are no arrears owing to you.

I declare:

All maintenance payments are up-to-date, with no arrears owing. I request the Director of Maintenance Enforcement to enroll my order and enforce any payments which become due after the date I have signed this Declaration.

Signature of Recipient

Date

Conditions of Enrollment

All recipients must sign this Section. If you want your Maintenance Order enrolled in MEP, please read the following carefully and sign, date and return this form.

I hereby apply to enroll my Maintenance Order(s) with the Nova Scotia Maintenance Enforcement Program (MEP). Once I receive notice that my Order is enrolled in MEP, I agree to the following conditions:

- A. I will not accept any payments directly from the payor unless authorized in writing by MEP.
- B. MEP will take whatever steps it considers reasonable on my behalf to enforce my Maintenance Order or Agreement. While the Order is enrolled with MEP, I will not take any enforcement action myself unless authorized in writing by the Director of Maintenance Enforcement.
- C. I will keep MEP informed of any changes in my address, telephone number, dependent's status or other circumstances.
- D. I will give notice to MEP in writing of any legal actions which may affect the Order or Agreement.
- E. I will inform MEP of any changes in the information that I have provided or new information of which I become aware related to the payor that could assist with enforcement of the Order.

I hereby declare that the information given in this Recipient Enrollment Form and accompanying Declaration of Arrears (or Declaration of NO Arrears) is true and correct to the best of my knowledge and belief.

Signature of Recipient

Date

ARREARS CALCULATION PACKAGE

What is the Declaration of Arrears?

Arrears is the money, that was required to be paid to you up to today under the terms of a Maintenance Order or Agreement, that has not been paid. The Declaration of Arrears is your statement of the amount of arrears owed to you up to this date by the payor. It is essential that it be accurate in order for the arrears to be enforced by the Maintenance Enforcement Program (MEP). If the amounts are not correct or if the payor can show that the arrears that you are claiming have been paid, MEP may not enforce your Maintenance Order for arrears.

This arrears calculation package contains 3 forms: Declaration of Arrears, Schedule 1: Record of Maintenance Payments and Schedule 2: Record of Maintenance Payments for Fixed Arrears. The Declaration of Arrears is required if arrears are owed to you. The schedules are worksheets to help you calculate the amount of arrears to enter on your Declaration of Arrears. They must be completed and returned with your Declaration of Arrears. If you are submitting a Declaration of Arrears, you must also submit a Schedule 1. You only have to complete and return Schedule 2 if your Maintenance Order has a set or 'fixed' amount of arrears stated.

If you have any questions when completing the forms, please call MEP INFOLINE at 1-800-357-9248 or (902) 424-0050 in the Metro Halifax/Dartmouth area. Choose Option (2) "To Get Help with the Enrollment Kit" or request a call back from one of our enrollment staff.

How to Complete Schedule 1 and Schedule 2

Schedule 1 - Record of Maintenance Payments

Use this schedule to record payments due and payments received based on the maintenance amount set out in your Court Order.

To complete Schedule 1:

1. Enter the payments due in the "Payments Due" column.
2. Enter the payments received in the "Payments Received" column. Enter only those payments that you have already personally received.
3. Total the "Payments Due" and "Payments Received" columns.
4. Subtract the total of "Payments Received" from the total of "Payments Due" to determine the arrears owed. Enter the difference on the "Total Amount of Arrears" line.
5. Enter this amount in paragraph 3 of the Declaration of Arrears form.

Schedule 2 - Record of Maintenance Payments for Fixed Arrears

Use this schedule if your Court Order states an amount of arrears owed to you and orders the payor to pay that amount. This may be in addition to the regular maintenance due to you for which you should have completed Schedule 1.

To complete Schedule 2:

1. Enter the fixed amount of arrears established by the Court at the top of this form.
2. Enter the amount the payor was ordered to pay towards the payment of these arrears in column number 2, marked "Payment Due". Enter the date the payments are due in column 1.
3. Each time a payment was made towards these arrears, enter it in column number 4, marked "Payment Received". Enter the date the payment was made in column 3.

4. Subtract column 4, Payment Received from column 2, Payment Due and enter the difference in column 5, marked "Total Arrears Remaining".
5. Enter the final "Total Arrears Remaining" in paragraph 4 of the Declaration of Arrears. (Remember the amount recorded in column 5, Total Arrears Remaining, cannot exceed the amount of arrears fixed by the Court).

******* PLEASE DOUBLE-CHECK YOUR ADDITION AND
SUBTRACTION TO ENSURE THEY ARE CORRECT *******

Tips to consider:

- if there was a Cost of Living Adjustment included in your Court Order, you should include this in your calculation of arrears.
- are there annual lump sum payments due or payments due on a variable (occasional) basis?
- were "costs" awarded in your Court Order?

Once you have calculated the arrears owing to you, complete the Declaration of Arrears form. Attach your calculation worksheets (Schedules 1 and 2) to the Declaration of Arrears and mail this with your Enrollment Kit to:

Central Enrollment Unit (CEU)
Nova Scotia Maintenance Enforcement Program
P. O. Box 803
Halifax, NS
B3J 2V2

The Nova Scotia Maintenance Enforcement Program (MEP) realizes that this may appear to be a difficult and lengthy process. However, it is important that all required documentation be completed and that a correct arrears figure be established before enforcement begins. The Nova Scotia Maintenance Enforcement Program is committed to collecting the money owed to you and/or your children. Your efforts in completing these forms in detail will assist in future enforcement.

DECLARATION OF ARREARS

In the matter of the NOVA SCOTIA MAINTENANCE ENFORCEMENT ACT,

RECIPIENT	and	PAYOR
Name/Address/Postal Code		Name/Address/Postal Code
_____		_____
_____		_____
_____		_____

Canada } I, THE RECIPIENT, DECLARE AND SAY THAT:
Province of Nova Scotia

1. There is a Court Order made on the _____ day of _____, _____ in the _____ Court at _____, _____.
(Family or Supreme) (City) (Province)

2. The above Court Order has been varied (changed). Yes ____ No ____

If yes:

Date of the new Order:

Court where the new Order was made:

dd mm yyyy (Family or Supreme) (City, Province)

3. The arrears owed by the payor which have accumulated under the Court Order and any variation to the Order are:

From _____ to _____
dd mm yyyy dd mm yyyy

Amount Owing is \$ _____

4. The fixed arrears owed by the payor which have accumulated under any Court Order are:

From _____ to _____
dd mm yyyy dd mm yyyy

Amount Owing is \$ _____

5. The number of children I am claiming for is _____.

(Note: you cannot claim for children not specifically listed in your Court Order).

6. I am claiming arrears in spousal support. Yes ____ No ____

(Note: this only applies if your Court Order requires the payor to pay support for you.)

7. I make this declaration for the purpose of the Director of Maintenance Enforcement proceeding against the payor for enforcement of payment of the money owing with respect to the above order(s).

I make this Declaration after having read the enclosed instructions and after having completed the calculations as instructed and detailed in Schedules 1 and/or 2, attached. I am aware that if I make a false statement in this Declaration, the Director of Maintenance Enforcement may withdraw my file from the Nova Scotia Maintenance Enforcement Program and refuse to enforce the arrears.

Declared at _____ }
Province of _____ }
this _____ day of _____ }
20 _____. }

SIGNATURE OF RECIPIENT

(Note: PLEASE ENSURE THAT YOU ATTACH SCHEDULES 1 AND/OR 2 TO THIS DECLARATION. WITHOUT THESE ATTACHMENTS, THIS DECLARATION IS NOT VALID.)

DIRECT DEPOSIT INFORMATION

The Maintenance Enforcement Program (MEP) forwards your maintenance payments to you in two ways. The first is what we call a 'flow through' or a 'post-date' which is a payment by cheque or money order written out payable to you by the payor. We forward the post-dated cheques to you and you make the deposit into your bank account. The second way is by direct deposit by MEP directly into your bank account of any payments received.

The "flow through" or "post-date" method of payment is preferred in cases where MEP receives post-dated cheques from the payor in advance of the payment date. Cheques are usually requested for a 12-month period. We forward the cheques to you and you deposit each cheque into your bank account on the date on the cheque. This works well with payors who make their payments regularly and the funds are available in the payor's account. If cheques from the payor are sent back to you from the bank due to non-sufficient funds (NSF) in the payor's account, MEP will contact the payor for payment of the NSF cheque. If there are repeated NSF cheques, MEP will usually require the payor to have the cheques certified, or pay by money order.

Direct deposit is required for any payments that we receive for you from any source that makes the payment payable to MEP; for example, payments payable to MEP by the payor, payments that come from an income source such as the payor's employer due to a garnishment on the payor's wages or payments from another jurisdiction if the payor lives outside of Nova Scotia. In order for MEP to deposit those payments in your bank account, you will be required to fill out the Direct Deposit Application form, attached. If you do not have a bank account, you will have to make special arrangements with MEP to mail payments to you.

Direct deposit to your bank account is preferred in situations where the payor makes payment through electronic banking; i.e. the funds are forwarded to MEP electronically by the payor's bank and we then deposit them directly into your bank account within a day or two. This is preferable as there is little delay in your receiving payment once it is received by MEP.

For non-electronic payments that are made payable to MEP from either the payor or from another source, MEP must ensure that the payment clears the bank (i.e. there are sufficient funds in the payor's or other payment source's bank account) before the payment can be released to you. If the payment is by personal cheque from the payor or from a payment source that is not secure or well-established in Nova Scotia, it will be held for 6 days if it is a payment from a source in-province or 10 days if it is from out-of-province, before it is released to you.

A direct deposit form is attached, please read the following information carefully before completing it:

1. **MEP holds all payor personal cheques made payable to MEP, unless certified, for a six (6) business-day clearing period and for ten (10) days if the payment is from outside of Nova Scotia.** Note: the six day to ten day hold for personal cheques applies with or without direct deposit payments. This means your payment will not be released until at least six days after MEP processes the payment. Through direct deposit, your payment is available to you within a couple of days after the 'hold' period so you do not have a further wait while a cheque is delivered to you from MEP through the Postal Service. The six to ten day hold is necessary to ensure the payor's cheque has cleared the bank. The clearing period usually applies to personal cheques only. It does not usually apply to payments by garnishees (unless over \$800.00 or the garnishee is not well established in Nova Scotia or has submitted NSF cheques in the past), money orders or cheques from government or to payments received electronically directly from the payor's bank account.

2. The direct deposit process will take approximately two business days from the time MEP clears the payor's payment until the time it is deposited in your bank account. For example, if your payment is cleared on Monday, our computer will update your file overnight and your payment information will be electronically sent to MEP's bank on Tuesday. Our bank will electronically transfer your payment to your bank account on the next **business day**, Wednesday in this example. This time frame may vary depending on the bank's work flow and with the financial institution where your account is held.
3. If you currently have post-dated cheques in your possession from the payor and opt for direct deposit, you must return these cheques to MEP.
4. It is important that you **advise MEP immediately upon closing or changing bank accounts**. If your banking information is not accurate, the bank will reject your payment and it will be returned to us. That will cause a delay in you receiving your payment. **Remember that we will still need your current address even if your payment is directly deposited.** If we are notified that your bank account is no longer valid we can send your payment by cheque until you are set up for direct deposit again.
5. **If you have more than one case with MEP, you will be on Direct Deposit for all cases.** Please be sure to list all of your case numbers on the Direct Deposit form, where applicable.

Please complete the Direct Deposit Application information form and return it to:

**Nova Scotia Maintenance Enforcement Program
Attention: Central Enrollment Unit (CEU)
PO Box 803, Halifax, NS B3J 2V2**

or fax to (902) 428-2166

It is important that you sign the Direct Deposit Application form and attach a void cheque or have your financial institution's verification sign/stamp on the form.

MEP staff will send you a confirmation letter and you can check the bank information we have entered.

Nova Scotia Maintenance Enforcement Program (MEP)
REQUEST FOR WITHDRAWAL

MEP Case #: _____

Please check one:

- I am the recipient (person entitled to receive maintenance)
- I am the payor (person ordered to pay maintenance)

Please print:

Last Name	First Name	Middle Name
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Mailing Address	City/Town	Province	Country	Postal Code
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Name and Address of other party:

Last Name	First Name	Middle Name
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Mailing Address	City/Town	Province	Country	Postal Code
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I wish to withdraw from the Program because:

I understand that I can enroll at a later date but the Director may not enforce arrears that have accumulated.

Signature

Date

**Please mail this form to: Maintenance Enforcement Program, Central Enrollment Unit
PO Box 803
Halifax, NS B3J 2V2; or
fax to (902) 428-2166**

Nova Scotia Maintenance Enforcement Program (MEP)

OPT-OUT

(Please return this form if you wish to opt out of the Program)

MEP Case #: _____

We do not wish to be enrolled with the Maintenance Enforcement Program. We understand that either of us may enroll at a later date but the Director may not enforce arrears that have accumulated. Payments will be made directly to the recipient by the payor in compliance with the Court Order.

Recipient's Signature:

Payor's Signature:

Date:

Date:

**Please mail this form to: Maintenance Enforcement Program
Central Enrollment Unit
PO Box 803
Halifax, NS B3J 2V2**

or fax to: (902) 428-2166

CHECK LIST

- I have signed the 'Declaration of NO Arrears' if necessary
- I have signed the 'Conditions of Enrollment'
- I have signed my 'Declaration of Arrears'
- I have filled in 'Arrears Schedule 1'
- I have filled in 'Arrears Schedule 2' if my Maintenance Order stated a fixed arrears amount
- I have filled in the 'Direct Deposit Application' form
- I have filled in and attached a void cheque or had my bank verify my bank information.

Please keep all other pages for your reference and information

The Nova Scotia Maintenance Enforcement Program realizes that this may appear to be a difficult and lengthy process. However, it is important that all required documentation be completed and that a correct arrears figure be established before enforcement begins. The Nova Scotia Maintenance Enforcement Program is committed to collecting the money owed to you and/or your children. Your efforts in completing the Enrollment Kit in detail will assist in future enforcement.

HELP

Should you have any difficulties in completing the Enrollment Kit, call the MEP INFOLINE at (902)424-0050 in the Metro Halifax/Dartmouth area or 1-800-357-9248 from elsewhere in the province. Choose option (2) "To Get Help with the Enrollment Kit", and request a call back.

Once you have completed the appropriate sections of this kit and attached all of the required documents, return it to the following address:

NOVA SCOTIA MAINTENANCE ENFORCEMENT PROGRAM
CENTRAL ENROLLMENT UNIT (CEU)
PO BOX 803
HALIFAX, NS
B3J 2V2