

KIDS FIRST



## Yukon Maintenance Enforcement Program Registration Package

This registration package  
includes the forms and information you need  
to register with  
the Yukon Maintenance Enforcement Program (MEP).  
Please follow the instructions as you fill in the  
registration form.

If you have questions  
or if you need help with the form,  
please call the MEP in Whitehorse at (867) 667-5437 or  
1-800-661-0408 local 5437 (toll free from outside Whitehorse).

**Yukon**  
Justice

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## About this Registration Package:

This registration package includes the forms and information you need to register with the Yukon Maintenance Enforcement Program (MEP). It contains:

- the MEP Registration Information Form;
- an Affidavit of Arrears (which you fill in if you, the claimant, are owed money from the past);
- a brochure called *A Guide for People Who Pay or Receive Child Support*.

If you have questions about the MEP Registration Form, or if you need help to fill it in, please call the MEP office in Whitehorse at (867) 667-5437 or 1-800-661-0408, local 5437 (toll free from outside Whitehorse).

## Terms used in this Registration Package:

*Parents who separate can get a court order or agreement to set up the terms and conditions of their on-going relationship, including how they will provide support payments.*

- **arrears** — the amount of money that a court order requires a respondent to pay, but has not yet been paid (the amount of arrears owing grows larger each time a payment is missed; if a respondent dies, arrears may be claimed against the estate of the respondent)
- **child support** — see support
- **claimant** — a person who may register a court order for child or spousal support with the Maintenance Enforcement Program; a person who receives support; also called a recipient or creditor
- **maintenance order** — an order of the court that sets out the amount of child or spousal support that a respondent must pay
- **MEP** — the short form for the Maintenance Enforcement Program
- **respondent** — a person who may register a court order for child or spousal support with the Maintenance Enforcement Program; a person who is ordered by the court to pay support; also called a paying parent or debtor
- **spousal support** — see support
- **support** — money paid by a respondent to a claimant as child support or spousal support
- **variation** — a change or alteration to a court order for child or spousal support

**Affidavit of Arrears:**

When you have completed the affidavit of arrears, take it to a Notary Public to be sworn. There are notaries in courthouses, RCMP detachments, territorial agents and most law offices.

Fill in the Affidavit of Arrears (in this package) if you have money owing to you. Remember:

- to put the name of the court that made the order in the space provided (i.e. Supreme Court or Queen’s Bench — If you have an agreement that does not name a court, please leave the space blank.);
- to refer to your maintenance agreement to calculate the amount of money owed to you in arrears; and
- to sign your affidavit in front of a Notary Public.

<p><b>Maintenance Enforcement Program</b>  <b>Affidavit of Arrears</b>                  (be sure to fill in this form and sign it in front of a Notary Public)                  In the matter of the  <i>Maintenance Enforcement Act, (R.S.Y. 2002 c.145)</i></p>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> File number (leave blank)	<p><i>This is what the Affidavit of Arrears form looks like.</i></p>
<p>BETWEEN: <u>Jane Alice Doe</u>                  Claimant/Creditor (name of person to receive money)</p>		<div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;"> <i>claimant's name (person who is owed the money)</i> </div>
<p>AND <u>John Norman Doe</u>                  Respondent/Debtor (name of person to pay money)</p>		<div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;"> <i>respondent's name (person who must pay the money)</i> </div>
<p>I, <u>Jane Alice Doe</u>, the Claimant, <b>MAKE OATH AND SAY THAT:</b></p>		
<p>1. A Maintenance Order/Agreement was made on the <u>14th</u> day of <u>October</u> 19<u>88</u> in the  <u>Supreme Court of the Yukon Territory</u>                  (Name of Court)</p>		<div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;"> <i>date of your order</i> </div>
<p>ordering the above-named respondent/debtor to pay maintenance in the amount of <u>\$250.</u> per month                  with said payments to commence <u>1 November 1988.</u>                  Day Month Year</p>		<div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;"> <i>payments ordered</i> </div>
<p>2. The arrears which have accumulated under the said Order/Agreement and any Orders/Agreements or Variation are contained in the attached Record(s) of Payments as outlined below:</p>		<div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;"> <i>date specified as start date in your order</i> </div>
<p>FROM: <u>01 November 1988</u> TO <u>01 February 1995</u>                  Day Month Year Day Month Year</p>		<div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;"> <i>FROM = start date in order; TO = date when you completed and signed your Affidavit (enter dates that apply to you)</i> </div>
<p><b>Total Amount of Arrears Outstanding: \$18,500.</b></p>		<div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;"> <i>total coming from record of payment</i> </div>
<p>3. I make this Affidavit for the purpose of proceeding against the repondent/debtor for enforcement of payment of the monies owing in respect of the said Order/Agreement.</p>		
<p>SWORN BEFORE ME THIS _____ day of                  _____</p>		
<p>at _____, Yukon.</p>		<div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;"> <i>must date and sign in the presence of a Notary Public</i> </div>
<p>_____                  Notary Public in and for the Yukon Territory</p>	<p>_____                  Claimant</p>	

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## Your MEP application check list:

Make sure that your MEP application contains all of the information asked for:

- ✓ your completed MEP Information Registration Form;
- ✓ your completed Affidavit of Arrears (if this applies to you);
- ✓ a photograph of the respondent (if you have one); and
- ✓ court orders.

**Be sure to follow these instructions when you prepare your court orders.**

- a) If your court order originates in any Canadian territory or province *other than British Columbia or Quebec*, you must provide a copy of all of the court orders you have that detail support arrangements; or
- b) If your court order originates in *British Columbia or Quebec or any place outside Canada*, you must provide *three certified true copies* of all of your court orders or other agreements that apply to your situation.

**In both cases, the forms required could include:**

- separation/maintenance/alimony/paternity agreement(s);
- divorce papers;
- court order for maintenance/support;
- orders that change the terms of an original maintenance order or agreement;
- enforcement orders resulting from any court action taken to enforce payment; and
- any other documents that apply to your situation.

*Family break-up does not mark the end of a parent's responsibility for the children — and financial support is an important part of this responsibility.*

Sign and date your application, then take it to the MEP office in the Law Building on Second Avenue in Whitehorse, or to any Territorial Agent, or, mail it to:

Maintenance Enforcement Program (J-3M)  
Government of the Yukon, Department of Justice,  
Box 2703, Whitehorse, Yukon Y1A 2C6

## The Child Support Guidelines:

*The Child Support Guidelines include rules for determining child support and a table for each territory and province that sets out the basic amount of child support.*

On May 1, 1997, the federal government amended the *Divorce Act* for families whose child support orders are made in divorce cases. In the fall of 1998, the Yukon government amended its *Family Property and Support Act*. In 2000, the Child Support Guidelines were added as regulations to the *Family Property and Support Act* so that the same support standards apply to all parents regardless of whether they divorce or separate.

For details about the Child Support Guidelines, contact your lawyer, the Law Line at 867-668-5297 (1-866-667-4305 toll free) or the Yukon Family Justice Office at 867-667-3066 (1-800-661-0408 local 3066 toll free).

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