



## GUIDANCE NOTES ON FORMS IN THE MAGISTRATES COURT

### PAYEE FORM - Form 1

Persons who have an order from the Court to receive Support Payments and or Payments relating to Civil Judgments, and wish to have payments, when made, deposited to a Bank Account are to print and complete the "Payee Form" – Form 1 and submit it to the Accounts Department of the Magistrates Court along with copies of the requisite supporting documents.

### CIVIL FORM - Form 2

Parties who have applied for and received a Summons for hearing of a Civil Matter are to print and complete the "Civil Form" – Form 2 and submit it to the Magistrates Court Registry along with a counterpart (i.e. a copy) of the Summons served on the Defendant(s)/Respondent(s) within the time period specified by the staff of the Registry.

### DOMESTIC FORM - Form 3

Persons wishing to apply for a hearing date in domestic matters are to print and complete the "Domestic Form" – Form 3 and submit it to the Magistrates Court Registry along with the requisite accompanying documents.

### NOTICE - Form 4

This is for information purposes only as it relates to the Affidavit of Means.

### ARREARS FORM - Form 5

Persons wishing to apply for a hearing date for arrears of support payments are to print and complete the "Arrears Form" – Form 5 and submit it to the Magistrates Court Registry.

### BOUND OVER FORM - Form 6

Persons who wish to make an application to the Court to have a person bound over to keep the peace are to print and complete the "Bound over to Keep the Peace Application Form" – Form 6 and submit it to the Registry of the Magistrates Court along with a Government Issued photo identification.

### CIVIL SUMMONS - Form 7

Persons who wish to have a small claims matter (i.e under the amount of \$5,000.00) heard before the Court are to print and complete a Civil Summons - Form 7 in **duplicate** and submit it to the Registry of the Magistrates Court along with any supporting documents.

### JUDGMENT SUMMONS - Form 8

Persons who have obtained a Judgment in a small claims case and payments are in arrears by the Defendant are to print and complete a Judgment Summons Form – Form 8 in **duplicate** and submit it to the Registry of the Magistrates Court along with any supporting documents.

### AFFIDAVIT OF MEANS

An Affidavit of Means is to be prepared and submitted by both the Applicant/Plaintiff and Respondent/Defendant when appearing for the first time in respect of an application for financial support in a domestic matter in **triplicate**. Copies of documents referred to in the Affidavit are to be attached thereto.

## **AFFIDAVIT OF SERVICE**

All Summonses, once served on a Defendant/Respondent, are to be returned to the Magistrates Court Registry in the time period specified by the staff of the Registry. The Return of Summons must be accompanied by an Affidavit of Service by the Officer who served the summons on the Defendant/Respondent.