



COURT OF KING'S BENCH FOR
SASKATCHEWAN

FAMILY PRACTICE DIRECTIVE #6

FAMILY CHAMBERS APPEARANCE MEMO

REFERENCE: FAM-PD #6

Effective: February 1, 2020

Revised: June 1, 2023

1. Each party appearing on an application in chambers respecting a family law proceeding must complete and file with the Court a Family Chambers Appearance Memo [Memo] in the form attached to this practice directive as Appendix A, except as provided in paragraph 4 of this practice directive.
2. If an application is adjourned, each party shall file an updated Memo describing the change in circumstance since the filing of the last Memo or confirming that there has been no change in circumstances.
3. The Memo, or any updated Memo, shall be filed and a copy provided to the other party(s) at least two (2) days prior to the scheduled Chambers date.
4. This practice directive does not apply to proceedings under *The Child and Family Services Act*, SS 1989-90, c C-7.2, or to any application made by Appearance Day Notice or by Application without Notice.

Chief Justice M.D. Popescul
Court of King's Bench for Saskatchewan

APPENDIX A

COURT FILE NUMBER _____
 COURT OF KING'S BENCH FOR SASKATCHEWAN
 (FAMILY LAW DIVISION)
 JUDICIAL CENTRE _____
 PETITIONER(S) _____
 RESPONDENT(S) _____

FAMILY CHAMBERS APPEARANCE MEMOfor Chambers on (Chambers date)

1. The (*petitioner/respondent*) applies for the relief set forth in the application dated:

2. The following relief is consented to:
 - (1) _____
 (*describe consented to relief*)
 - (2) _____
 (*describe consented to relief*)
3. The petitioner has served and filed the following affidavits/other material being relied upon in support of the relief sought:
 - (1) _____
 (*describe document*)
 - (2) _____
 (*describe document*)
4. The respondent has served and filed the following affidavits/other material being relied upon in support of the relief sought:
 - (1) _____
 (*describe document*)
 - (2) _____
 (*describe document*)
5. The following is a summary of other proceedings pending in this action:
 - a) Other applications pending:
 - none
 - returnable on _____

reserved on _____ by Justice _____

b) Pre-trial: Not scheduled Scheduled for: _____

c) Trial: Not scheduled Scheduled for: _____

d) Notice of Objection:

none

filed on _____ by _____ regarding Affidavit of

e) Other relevant proceedings:

6. The parties have attended the Parenting After Separation course:

Petitioner YES NO

Respondent YES NO

7. This is the:

first Memo filed respecting this application.

OR

updated Memo filed by the (*petitioner/respondent*) in respect of this application, and:

The changes in circumstances since the filing of the last Memo are:

(describe changes in point form)

OR

There is no change in circumstances.

Dated at _____, this _____ day of _____, 20__.

(signature of party or party's lawyer)

(print name of party or party's lawyer)

CONTACT INFORMATION AND ADDRESS FOR SERVICE:

Name of party or party's lawyer: _____

Address: _____
(set out the street address)

Telephone number: _____

Fax number *(if any)*: _____

Email address *(if any)*: _____