



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; September 1, 2024

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 MEMO

for Chambers on (Chambers date)

1. Participants:

a. This Memo is filed on behalf of: _____

b. The other party/parties and counsel are:

- i. _____
- ii. _____
- iii. _____

2. The (*petitioner/respondent*) applies for the relief set forth in the application dated _____ and the draft order filed on _____.

3. A description of the position that will be advanced on the hearing date respecting readiness to proceed is: (*identify whether you are seeking an adjournment, seeking leave to file further materials, opposing an adjournment, and whether any applicable statutory requirements are outstanding*) _____

4. A concise summary of the legal aspects of the substantive position of the party filing this Memo is _____

5. The following relief is consented to/unopposed:

(1) _____
(describe consented to relief)

(2) _____
(describe consented to relief)

6. Materials filed and served:

a. To be completed by the Petitioner: the petitioner has served and filed the following affidavits/other material respecting the pending application:

Describe Document	Date Served	Date Filed

b. To be completed by the Respondent: the respondent has served and filed the following affidavits/other material respecting the pending application:

Describe Document	Date Served	Date Filed

7. Other proceedings and applications:

a. The following is a summary of other applications and matters pending in this action:

i. Other applications pending:

none

returnable on _____

reserved on _____ by Justice _____

ii. Pre-trial: Not scheduled Scheduled for: _____

iii. Trial: Not scheduled Scheduled for: _____

iv. Notice of Objection:

none

filed on _____ by _____ regarding Affidavit
of _____

v. Other relevant proceedings: _____

b. The following is a summary of any other relevant or related proceedings (including criminal, family, domestic violence and/or child protection): _____

8. The parties have attended a parenting education program within the preceding two years as required by Rule 15-15 and s. 8-1 of *The King's Bench Act*.

Petitioner NO YES – DATE: _____

Respondent NO YES – DATE: _____

9. The parties have complied with any family dispute resolution obligations required by Rule 15-14 and s. 7-4 of *The King's Bench Act*:

NO YES NOT APPLICABLE

OTHER (*please explain*): _____

10. This is the:

a. first Memo filed respecting this application.

OR

b. 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 and/or position being advanced since the last Memo was filed.

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

(signature of party's lawyer or party, if self-represented)

(print name of party's lawyer or party, if self-represented)

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)*: _____