

Court file number

(Name of Court)

at Court office address

CLRA s. 30 Endorsement Sheet

Applicant(s)

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Respondent(s)

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Children's Lawyer (if applicable)

Name & address of Children's Lawyer's agent — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any) and name of person represented.

Children's Law Reform Act Section 30 Endorsement Sheet

Order to go as follows:

- 1. (Name of assessor and other members of the assessment team, if any) shall conduct an assessment in this case relating to the child(ren) pursuant to section 30 of the Children's Law Reform Act.
2. The assessment is being ordered for the following reasons:
3. The assessment shall address:
a. The needs of the child(ren) and the ability and willingness of each party to satisfy those needs without limitation, including the development of a comprehensive parenting plan;
or
b. The following specific issues:
- Schedule for the child(ren)
- Parental authority for major decisions for the child(ren)

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Parental authority for the following decisions for the child(ren) (insert name(s))

- Educational needs of the child(ren) (insert name(s)) _____
- Health needs of the child(ren) (insert name(s)) _____
- Mental health of the child(ren) (insert name(s)) _____
- The nature and quality of the parent-child relationship(s)
- The child(ren)'s views and preferences, if they can be reasonably ascertained (insert name(s))

- Evaluation of special needs of the child(ren) (insert name(s)) _____
- A request for relocation by a parent
- Changes to an existing parenting plan
- Mental health of the parent(s) (insert name(s)) _____

and impact on parenting

Drug or alcohol abuse assessment of the parent(s) (insert name(s)) _____ and impact on parenting

- Issues relating to family violence
- Such other circumstances or issues that the assessor in his or her discretion considers appropriate
- Other:

4. A copy of this endorsement and the parties' full contact information shall be provided to the assessor within 48 hours of the date of the endorsement.
5. Within 10 days of receiving the intake questionnaires or a subsequent request from the assessor, each party shall:
 - a. provide his or her completed intake questionnaires to the assessor,
 - b. provide the assessor with his or her portion of the assessor's initial retainer for fees and expenses and signed retainer agreement,
 - c. sign the consent to release information forms requested by the assessor to permit the assessor to obtain the necessary information or records pertaining the parent (e.g. criminal record checks, records of a specific medical treatment centre, medical, educational, counselling, psychological or psychiatric records),
 - d. sign the consent to release information forms requested by the assessor to permit the assessor to obtain the necessary information or records pertaining to the child (e.g. school records, medical or other health records, counselling, psychological or psychiatric records).
6. The parties or their counsel, shall, within 5 days of the date of this order, deliver to the assessor the following documents in the Continuing Record:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

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- 7. Each party shall respond to requests from the assessor within 24 hours wherever possible.
- 8. Each party shall arrange for and attend at his or her own meetings/communications with the assessor, as well as the assessor's meetings/communications with the children, in a timely fashion.
- 9. Where the assessor requests to meet or communicate with a child, either alone or with a parent present, the consent of the parents is hereby dispensed with. This provision does not apply where the assessor wishes to meet with a child with a parent present where a court order or terms of release restrict that parent's contact with the child.
- 10. If the assessor requires clarification or further direction during the course of the assessment process, he/she may advise all parties and counsel, if any, or advise the court directly on notice to all parties in the following manner:

- 11. The assessment report shall be completed and delivered to the parties within _____ days, unless the Court orders otherwise.
- 12. If the assessor requires additional time to complete the assessment, he or she shall seek an extension from the Court at the earliest opportunity using the process set out in paragraph 10 above.
- 13. Subject to a possible later re-allocation by the Court of the fees and expenses of the assessment, the parties' responsibility for payment of the assessor's fees and expenses, including preparation of the report, shall be as follows:

The applicant: _____ %

The respondent: _____ %

- 14. The additional terms attached as follows: *(complete only if applicable)*

_____ *Date*

_____ *Judge*