



# FLEC

## Family Law Educational Courses



**Course:** **Let's Get Started** ... starting family law actions up to uncontested divorce applications and name changes!

**Instructor:** Wendy Matthews,  
Senior Family Law Paralegal

**We supply:** In-person power point presentation ("PPP") in your office boardroom!  
Handouts including various forms, check sheets, precedents, etc.  
Printed and digital versions of the PPP and Handouts  
CPD credits of **2.0** hours

**You supply:** As many lawyers, articling students, paralegals, legal assistants that you can fit into your boardroom!  
Computer and screen for USB presentation  
Photocopying of Handouts

### Course Details

For established lawyers, it's a great refresher to pick up new strategies to assist with your practice. For those new to the practice of law, you will learn valuable tools, techniques, and information.

This course is also a great start for new lawyers, articling students, paralegals, and legal assistants.

It will provide support staff with important tips so they can work together with their lawyers more efficiently.

Materials include numerous sample letters and forms, including Statutory Declaration of Legal Marriage.

Learn to name parties properly; how to file the correct CPL; how to have foreign Marriage Certificates translated; what to look for when releasing CPLs; how to proceed after a year; drafting a Statement of All Claims Settled and when to use it; when a Form F102 is required; and, drafting a Certificate of No Appeal and when to use it.

A review of the proper procedures and forms for filing *Land (Spouse Protection) Act* charges; commencing a divorce action; personal service including out-of-Province process server; ordinary service; responding to a family claim; final orders; filing an uncontested divorce application; name changes; and Certificates of Divorce.

Understand making certified copies of Marriage Certificates; deadlines to file a Notice of Family Claim; addresses for service; differences between discontinuances, withdrawals and dismissals; additional information in F38 Affidavits; name change applications; and much more!

### Course Subjects

Various forms of Proceedings  
Marriage Certificates  
Certifying Documents  
Urgent Proceedings  
Translating Foreign Documents  
Registration of Divorce Proceedings  
Certificates of Pending Litigation  
Releasing CPLs  
*Land (Spouse Protection) Act*  
Naming Parties  
Personal Service  
Out-of-Province Service  
Substitutional Service  
Renewing Notices of Family Claim  
Notice of Intention to Proceed  
Address for Service  
Ordinary Service  
Discontinuance, Withdrawal  
& Dismissal  
Responding to a Family Claim  
Uncontested Family Law Cases  
Statement of All Claims Settled  
Final Orders  
Uncontested Divorce Applications  
Certificate of Pleadings  
Form F101 Affidavit  
Additional F38 Affidavit info  
Statement of Information for  
Corollary Relief Proceedings  
Certificate of No Appeal  
Summary Trial  
Certificate of Divorce  
Name Changes

For more information, contact Wendy Matthews at [wendylouisemathews@gmail.com](mailto:wendylouisemathews@gmail.com)  
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