

# Motion to change: Checklist

## Required forms

You must complete the following forms, give a copy to your partner, and file them at the court counter in order to ask the court to change child support, decision-making responsibility, parenting time/contact, or parenting (make a motion to change).

- [Form 15: Motion to Change](#)
- [Form 14A: Affidavit](#)
- [Form 13: Financial Statement – Support Claims](#) OR [Form 13.1: Financial Statement – Property and Support Claims](#)
- [Form 13A: Certificate of Financial Disclosure](#)

You must give the court proof that your partner was served with the above documents by completing a [Form 6B: Affidavit of Service](#). The person who served the documents on your partner must complete this document. This can be done at the court counter, with the help of the court clerk, and filed along with the court's copy of the above documents.

## Required documents

You must collect the following documents before you make a motion to change.

- All court documents related to this case, e.g., court orders, endorsements
- A copy of the written agreement made between you and your partner (if applicable).
- Proof of any direct payments you have made to your partner, e.g., receipts, cancelled cheques, etc.
- A recent copy of the "Directors Statement of Arrears" from the Family Responsibility Office. If you don't have your copy, you may be able to pick one up from your family court's information desk, or you can download it from the ministry's website ([www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca)).
- Proof of income for each year that you are trying to change, e.g., income tax returns and notices of assessment and/or reassessment, proof of receipt of social assistance.
- Proof of current annual income (some of these items may not be relevant to your situation)
  - Current paystub showing year-to-date net income (after taxes and deductions)
  - Current paystub showing year-to-date gross income (before taxes and deductions)
  - Confirmation of the date you started your current job (e.g., letter from your employer)
  - An explanation of any changes to your income (e.g., overtime), or any changes that are likely to happen (e.g., seasonal layoff)
  - Current Ontario Works (OW) stub or current Ontario Disability Support Program (ODSP) stub
  - Current Canada Pension Plan (CPP) stub
  - Current Employment Insurance (EI) stub
  - Record of Employment (ROE) for all jobs that ended in the past three years
  - Proof of any severance pay you have received
  - Proof of bankruptcy, including information about the outcome

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- Ministry of Children, Community and Social Services (some of these items may not be relevant to your situation)
  - A completed Confirmation of Assignment form that you received in the mail from the Ministry of Community and Social Services. If you don't have this form, you can download it from the ministry's website ([www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca)) or pick one up from your family court's information desk or Family Law Information Centre (FLIC).
- Medical documents about your ability to work

These should include:

  - The full name of the person writing the letter or report
  - How long they have been providing treatment to you
  - The name (diagnosis) of your medical condition
  - How your medical condition affects your daily life and your ability to work
  - Whether your condition is likely to improve
- Special expenses (if applicable)
  - Proof that your child is, or will be, participating in special activities that require a fee or the purchase of equipment
  - An invoice that shows what these special activities will cost
  - Receipts for special expenses, e.g., daycare costs