

How to fill out an Application Record Index

1 **“No...”**

Insert the court file number. You can find this number at the top right-hand corner of the Notice of Family Claim (Form F3).

2 **“... Registry”**

Insert the name of the registry. You can find this name at the top right-hand corner of the Notice of Family Claim (Form F3).

3 **To the left of “Claimant”**

Insert the claimant’s name, exactly as it appears on the Notice of Family Claim (Form F3).

4 **To the left of “Respondent”**

Insert the respondent’s name, exactly as it appears on the Notice of Family Claim (Form F3).

5 **“Description of material”**

List the names of all the documents in the Application Record, including the Affidavit (Form F30) to support the application, Financial Statement (Form F8), etc, exactly as set out in “Step 13. Prepare an Application Record.”)

6 **“Dated or sworn”**

Insert the dates of the documents. For any affidavits and financial statements, insert the date these documents were sworn.

1
2

No
..... Registry

IN THE SUPREME COURT OF BRITISH COLUMBIA

3

BETWEEN:

Claimant

4

AND:

Respondent

APPLICATION RECORD INDEX

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Description of material	Dated or sworn	Tab
Notice of Application (Form F31)	1
Application Response (Form F32)	2
Affidavit of, sworn [month/day/year]	3
.....	4
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