

SUPREME COURT OF JUDICATURE OF TRINIDAD AND TOBAGO

PRACTICE DIRECTION

FAMILY PROCEEDINGS RULES 1998 as Amended

FORMS

Pursuant to Part 3.1 of the Family Proceedings Rules 1998 as Amended, from the effective date of the Family Proceedings Rules, 1998 as Amended, the Forms set out in the Schedule hereto shall be used in the cases to which they apply.

Dated this 16th day of March 2004

**R. Hamel-Smith
Chief Justice (Acting)**

SCHEDULE

PRACTICE FORMS IN DIVORCE/FAMILY MATTERS

FORM	DESCRIPTION
1	Petition
2.	Statement of arrangements for children
3.	Notice of Proceedings (respondent spouse)
4.	Certificate of Reconciliation
5.	Acknowledgment of Service (Respondent spouse)
6.	Acknowledgment of Service (Co-respondent)
7.	Notice of application under section 11
8.	Financial Application with evidence
9.	Evidence of financial position (respondent)
10.	Application relating to Children
11.	Reply to application relating to children
12.	General Form of Application
13.	Notice of Proceedings (Co-respondent/Second Respondent)
14.	Witness Summons
15.	Notice of application for <i>decree nisi</i> to be made absolute

FORM 1: PETITION

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

The petition of [*petitioner's full name*] shows that:

1. On the [*date of marriage*] the petitioner was lawfully married to [*respondent's full name*] (hereinafter called 'the respondent') at [*place and description of ceremony of marriage*].

2. After the said marriage the petitioner last lived and cohabited with the respondent at [*last address in Trinidad and Tobago where parties lived together*] [*or*] [The petitioner and respondent have not cohabited in Trinidad and Tobago]

Either:

(*where domicile is relied on*)

3. The petitioner and respondent are domiciled in Trinidad and Tobago.

or (where only respondent domiciled in Trinidad and Tobago)

3. The petitioner is domiciled in _____ and the respondent is domiciled in Trinidad and Tobago.

or (where habitual residence relied on)

3. Neither the petitioner nor the respondent is domiciled in Trinidad and Tobago but the petitioner [*or the respondent*] has been habitually resident in Trinidad and Tobago for the year immediately preceding the presentation of this petition in that s/he/ has resided at the following address(es) during the said period, namely -

[*address*] from [*date*] to [*date*].

4. The petitioner is a [*occupation*] and now resides at [*address*]; the respondent is a [*occupation*] and now resides at [*address*].

5(a) There is/are [*state number of children*] of the family now living namely _____ and _____ who are over 18 years of age and [*full name*] who was born on the _____ 19 _____ [*full name*] who was born on the _____ 19 _____ and [*full name*] who was born on the _____ 19 _____.

(b) [In the case of a husband's petition To the knowledge of the petitioner] no other child has been born to the respondent during the marriage except [*full name*] who was born on the _____ 19 _____. [*or In the case of a wife's petition*] No other child now living has been born to the Petitioner during the marriage.

(c) [*full name*] and [*full name*] are over sixteen but receive [instruction at an educational establishment][undergo training for a trade, profession or occupation].

6. The petitioner alleges that [*full name*] is not a child of the family because [*full particulars*]

FORM 2: STATEMENT OF ARRANGEMENTS FOR CHILDREN

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

STATEMENT OF ARRANGEMENTS FOR CHILDREN

1. First child:

Names

Date of Birth

With whom does s/he live

Address

Is child at school or other
place of education?

YES/NO

Give details.

Are you proposing any changes within the next two years? YES/NO

If so, give details?

Does the child suffer from any medical disability? YES/NO

Give details?

[the court may require a medical certificate]

Is the child under the care of any [local authority] [probation officer]?

YES/NO

If so, give details

Second Child etc

2 - 4 (as above)

ACCESS

What are the present arrangements for access by you/by the respondent to each child?

Are these arrangements working satisfactorily?

YES/NO

Do you propose any changes?

YES/NO

If so, what?

Financial Needs

6. Set out below your estimate of the cost of maintaining the children:
Give figures per week/month/ year - State which

Food

General Clothing

School Uniform .

School fees

Travel to school

Extra tuition

Lunch money

School books

General School supplies

Medical/Dental/Optical costs

Toys/Games/Sports

Outings

Holidays

Hairdressing

Presents

FORM 3: NOTICE OF PROCEEDINGS

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

NOTICE OF PROCEEDINGS

To the respondent

NOTICE

There will be a Directions Hearing on _____ day the _____ day of _____
at _____ a.m/p.m. at _____

It is important that you attend this hearing.

A petition for divorce [judicial separation][nullity] has been presented to the court and a copy is served on you with this notice together with -

- a form of acknowledgment of service; and
 - a statement of the petitioner's proposed arrangements for any children of the family
1. You must complete the attached form of acknowledgment of service and return it to the court office whose address is given below and on the petition so that they receive it within EIGHT days of the day on which you receive these documents.
 2. If you wish you may write to the court -
 - to state that you agree with the petitioner's proposals for the children (if any); or
 - to set out your own proposals.
 3. If you wish -
 - to defend the petition and/or
 - petition for a divorce, judicial separation or nullity yourself
 you **must** give notice to defend by completing the answer to question 4 in the

acknowledgment of service and return it to the court office whose address is given below and on the petition so that they receive it within EIGHT days of the day on which you receive these documents **AND**

file and answer and (if appropriate) a cross-petition at the court office so that they receive it within TWENTY EIGHT days after the day on which you receive these documents.

4. If you do not file an answer and/or cross-petition the petitioner may be granted a decree of divorce, judicial separation or nullity.

5. **Petitions based on periods of separation only.**

- (a) If the petition is based on two years separation and your consent to the divorce you may indicate your consent by stating so in your answer to question 7 on the Acknowledgment of Service;
- (b) If you have given your consent but wish to withdraw it you must state that you do not consent in your answer to question 7 on the Acknowledgment of Service **AND** by writing to the court and to the petitioner telling them that that is the case (you should keep a copy of your letter).
- (c) If the petition is for divorce based **ONLY** on a period of separation you are entitled to apply to the court for your financial position after any divorce to be considered. If you do so the petitioner may be able to obtain a decree nisi but this cannot be made absolute until the court is able to be satisfied either that the petitioner has or will make proper arrangements for you **OR** that she or he is unable to do so. If you wish to make such an application you must
 - indicate this in the Acknowledgment of Service by your answer to question 8 **AND**
 - make an application to the court in Form 7. You should do this as soon as possible, and must do so before any decree is made absolute.
- (d) If the petition is for divorce and is based **ONLY** on a period of five years separation (in which case your consent to the divorce is not necessary) you are entitled, in

addition to or instead of applying to the court under paragraph (c), to oppose the granting of a decree on the ground that the divorce will result in **grave** financial or other hardship to you and that it would in all the circumstances be wrong to dissolve the marriage. If you want to oppose the decree you must say so on the Acknowledgment of Service and file an answer giving details of the grave financial or other hardship that a divorce would cause you.

6. There will be a directions hearing unless the court dispenses with it and notice of the date and time and place of that hearing is given above. **YOU SHOULD ATTEND that hearing, OR THE JUDGE MAY MAKE ANY ORDER HE SEES FIT AGAINST YOU IN YOUR ABSENCE.**

7. At that hearing the judge will consider all issues that may arise from the breakdown of the marriage.

The judge may

- make the decree nisi (or decree of judicial separation) if no answer has been filed; and
- decide whether the arrangements for the children (including questions of maintenance) are satisfactory; and
- give directions with regard to any likely applications for custody of or access to children and/or make any other order he may think fit.
- give directions with regard to any likely applications for any form of financial provision and/or make any order he may think fit.

If you intend to make any application relating to the children or to financial matters you should make it **as quickly as possible** so that it can be considered at the directions hearing.

If the petition is defended the judge will give directions about the way in which each party should prepare his/her case for a court hearing.

8. If you propose instructing an attorney you should do so immediately. You should NOT delay returning the acknowledgment of service unless you are certain that you can see your attorney in time for him to return it to the court within EIGHT days of service of the petition

on you.

The **Court Office** is at [],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every day except Public Holidays and such other days on which the Court
Office is closed.



FORM 4: CERTIFICATE OF RECONCILIATION

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

CERTIFICATE OF RECONCILIATION

I

the attorney

for the petitioner CERTIFY

that I [have] [have not] discussed with the petitioner the possibility of reconciliation

and

that I [have] [have not] given to the petitioner names of persons and organisations who are qualified to help with reconciliation.

Signed

Dated

FORM 5: ACKNOWLEDGMENT OF SERVICE (respondent)

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

ACKNOWLEDGMENT OF SERVICE

If you intend to instruct an attorney do so immediately and hand him this form.

1. Have you received the petition for [divorce] [judicial separation] [nullity] with this form? YES/NO
2. Are you the person named as the respondent in the petition? YES/NO
3. On what date did you receive it?
4. At what address did you receive it? YES/NO
5. Have you received the petitioner's statement of arrangements for the children (if any)? YES/NO
5. Do you agree with the statements and proposals in the petitioner's statement of arrangements for the children? YES/NO
If not you can file your own statement .
6. Do you intend to defend the petition? YES/NO
If so you MUST (1) return this Acknowledgment of Service to the court office whose address is below so that it is received by them within EIGHT days of the date on which you received the petition and (2) file an Answer and/or Cross-Petition so that it is received by the court office within TWENTY EIGHT days of the date on which you received the petition.
7. (where petition based on two years separation and consent)
Do you consent to a divorce/ judicial separation YES/NO
8. (where petition based on any period of separation)
Do you wish the court to consider your financial position after the divorce? YES/NO
If so you MUST make an application in Form 7. You should do so as promptly as possible and must do so before the decree absolute is made.
9. (where petition based on five years separation)
Do you wish to oppose the divorce on the basis that it will cause you grave financial or other hardship and that it would be wrong to dissolve the marriage? YES/NO
If so you MUST (1) return this Acknowledgment of Service to the court office whose address is below so that it is received by them within EIGHT days of the date on which you received the petition ; (2) file an Answer and/or Cross-Petition so that it is received by the court office within TWENTY EIGHT days of the date on which you received the petition.

10. (where petition based on adultery)
Do you admit the adultery alleged in the petition? YES/NO
11. Do you wish to be heard on any application for costs made in the petition? YES/NO
If so you must attend the directions hearing.
12. Do you want to make any application on your own behalf?
- Children:
- For custody? YES/NO
- For access? YES/NO
- Other (please state)? YES/NO
- Financial:
- Maintenance? YES/NO
- Lump Sum Order?
YES/NO
- Transfer of Property Order? YES/NO
- Other (please state what)? YES/NO

Signed

Respondent

Signed

Attorney for the Respondent.

Address for Service:

(this must be within three miles of the court office)

The **Court Office** is at [],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between
[8.00 am and 4.00 p.m. every days except Public Holidays and such other days on
which the Court Office is closed.



FORM 6: ACKNOWLEDGMENT OF SERVICE (co-respondent or second respondent)

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

ACKNOWLEDGMENT OF SERVICE

If you intend to instruct an attorney do so immediately and hand him this form.

1. Have you received the petition for [divorce] [judicial separation] [nullity] with this form? YES/NO
2. Are you the person named as the co-respondent/second respondent in the petition? YES/NO
3. On what date did you receive it?
4. At what address did you receive it?
5. Do you intend to defend the petition? YES/NO
If so you MUST (1) return this Acknowledgment of Service to the court office whose address is below so that it is received by them within EIGHT days of the date on which you received the petition; (2) but you must also file an Answer and/or Cross-Petition so that it is received by the court office within TWENTY EIGHT days of the date on which you received the petition.
6. Do you admit the adultery alleged in the petition? YES/NO
7. Do you wish to be heard on any application for costs made in the petition? YES/NO
If so you must attend the directions hearing.

Signed

Co-Respondent

Signed

Attorney for the
Co-Respondent.

Address for Service:

(this must be within three miles of the court office)

The **Court Office** is at [_____],
 telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between
 [8.00 am and 4.00 p.m. every days except Public Holidays and on such other days
 as the Court Office is closed.



FORM 7. NOTICE OF APPLICATION: RESPONDENT'S APPLICATION (UNDER SECTION 11)

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

**NOTICE OF APPLICATION: RESPONDENT'S APPLICATION
UNDER SECTION 11**

Take notice that the respondent applies to the court under the Matrimonial Proceedings and Property Act Chap 45:51, s 11(2) for the court to consider the financial position of the respondent after the divorce.

Signed

Attorneys for the respondent

Dated

NOTICE

Directions will be given relating to this application at the directions hearing on

(date) at

(time)

at

[Directions have already been given at the directions hearing on]

(SEAL)

The **Court Office** is at [],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every days except Public Holidays and on such other days as the Court Office
is closed.

FORM 8: FINANCIAL APPLICATION FORM WITH EVIDENCE

**The Republic of Trinidad & Tobago
In the High Court of Justice
Family**

Petition/Application No.

Between

A.B.

Applicant

And

C.B.

Respondent

APPLICATION FOR FINANCIAL RELIEF

The applicant _____ applies to the Court for an order for the following financial provision for [her(him)self] [her(him)self and the children named below], [the children named below]

-

(Details of order sought)

(full names and dates of birth of any children on whose behalf order sought)

Signed:

(Applicant in person)
(Attorney for the Applicant)

whose address for service is as follows:

Postal Address:

FAX number:

Telephone number:

NOTICE OF DIRECTIONS HEARING

Directions will be given relating to this application at the directions hearing on

_____ (date) at _____ (time)
at _____
[Directions have already been given at the directions hearing on _____]

The **Court Office** is at [_____],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every days except Public Holidays and on such days as the Court Office is
closed.

EVIDENCE OF APPLICANT

I, _____ of _____
make oath and say as follows:

That the information set out below is correct to the best of my knowledge, information and belief:

- (1) Date of Birth
- (2) Date of marriage
(if not married length of cohabitation)
- (3). Details of other proceedings relating to the relationship:

	court	order made	date
(a) Divorce or Judicial Separation			
(b) Maintenance			
(c) Children issues			
(d) Domestic Violence			
(d) Other			
- (4) Full details of the children are set out in Form 2
 - (a) filed at the Court under case number xx.xxx OR
 - (b) filed with this application.

Details of my income

- (5). Details of employment
 - (a) type of main employment
 - (b) name of employer
 - (c) address of employer
 - (d) if self employed give details of business and of any people with whom you are in partnership.
 - (d) gross pay/income \$
per [week][month][year]
 - (e) normal take home pay/income \$
per [week][month][year]
 - (f) what deductions are made for pension?
- (6). Other income:
 - (a) State benefits \$
per [week][month][year]
 - (b) voluntary maintenance \$
per [week][month][year]
 - (c) maintenance under court order \$
per [week][month][year]
Copy order exhibited marked 'A'
 - (d) income from investments \$
per [week][month][year]
 - (e) rents received \$
per [week][month][year]
 - (f) income from other work than main employment \$
per [week][month][year]

Employment

- (7) If not working:
 - (a) Are you looking for work?

- (b) Do you expect to look for work within the next two years?
 - (c) What sort of work could you do?
 - (d) What qualifications have you?
 - (e) When did you last work?
- (8) If working-
- (a) how are any children cared for?
 - (b) what is the cost of child care?
 - (c) are you thinking about changing your job within the next year? YES/NO
 - (d) are you likely to get promotion within next year? YES/NO
- [If answer to (c) or (d) 'yes' - give details]

Health

- (9) Do you suffer from any health problems?
- If so give details and state if they affect your employment or ability to get work.

Cohabitation

- (10) Are you living with any person other than the respondent and any children?
- (11) If so give details of any financial support you receive from that person.

Expenditure

- (12) What do you spend on - per [week][month][year]
- House -
- Mortgage Repayments
 - Life Insurance Premiums
 - Building Insurance Premiums
 - Contents Insurance Premiums
 - Rent
 - Land & building taxes
 - Water and sewerage charges
 - Electricity

Cooking Gas
Telephone
Repairs and Decoration
Furniture/furnishing replacements

Personal Expenses

Food
Laundry/Cleaning
Medical/Dental/Optical
Clothing/Shoes
Hairdressing
General Housekeeping expenses
Help in house
Gardener/yard help
Entertainment
Holidays and Outings
Presents
Newspapers/Magazines
Other
Repayment of debts/loans etc.

Cost of working

Travel to work
Pension contributions
Union/Professional Body Subscriptions

Expenditure on Children

Food
General Clothing
School Uniform etc.
School fees
Lunch money
School books

General school supplies

Extra tuition

Travel to School

Medical /Dental costs

Toys/Games/Sports

Outings

Holidays

Hairdressing

Presents

Pocket money

Child Care

Car

Insurance

Hire Purchase etc

Repairs/Serviceing

Gas/Oil

Capital and other assets

- (13) Is the house you live in -
- | | | |
|-----|---|--------|
| (a) | owned by you? | YES/NO |
| (b) | owned jointly with.....(name) of
.....(address)? | YES/NO |
| (c) | owned under a statutory lease? | YES/NO |
| (d) | rented? | YES/NO |

If owned:

- | | | |
|-----|---|--------|
| (a) | what do you think the house
is worth? | \$ |
| (b) | Is the house mortgaged? | YES/NO |
| (c) | Who is the lender? | |
| (d) | How much is owing on the mortgage? | \$ |
| (e) | Is there any other security (e.g. life insurance policy)? | YES/NO |

If so, give details

(i) name of insurance company

(ii) number of policy

- (iii) with or without profits
- (iv) when due to mature
- (iv) estimated value at maturity. \$

(14). Do you own any other property? YES/NO

If so -

- (a) in your sole name
- (b) jointly with [give full name and address]
- (c) what do you think the house is worth? \$
- (d) Is the house mortgaged YES/NO
- (e) Who is the lender?
- (f) How much is owing on the mortgage? \$
- (g) Is there any other security (e.g. life insurance policy)? YES/NO

If so, give details

- (i) name of insurance company
- (ii) number of policy
- (iii) with or without profits
- (iv) when due to mature
- (iv) estimated value at maturity. \$

(15) Do you own any stocks or shares? YES/NO

If so give details below or on a separate piece of paper:

details of stock/share
 date bought
 price paid
 present estimated value.

(16) Do you have any money invested in-

- Bank
- Building Society
- Life Insurance Policy
- Business

Unit Trusts

Credit Unions

Other

(if so, give details)

Bank Account

(17)

Do you have a Bank Account?

YES/NO

(1)

(2)

(3)

(4)

If so -

name of bank

account number

type of account

present balance

Other assets

(18)

Do you own a car

YES/NO

if so give details -

Registration Number

Make and Model

Value

Outstanding loan.

(19)

Do you have any other assets worth more than \$2,500?

If so, give details

(a) Jewellery

(b) Antiques

(c) Paintings

(d) Works of Art.

(e) Boat

(f) Computer

(g) Other

Debts

(20)

(a) Are you behind with -
Mortgage repayments?

YES/NO

Rent?

YES/NO

How much?

(b) have any steps been taken to repossess your house?

Do you owe

(c) debts to financial institution/bank/credit company/credit cards?

if so, give details of -

	(1)	(2)	(3)	(4)
--	-----	-----	-----	-----

amount of debt

when borrowed

for what

amount outstanding

repayments \$
per[week][month][year]

are any repayments in arrear?

(d) personal debts

give details.

Respondent

So far as you know -

(21)	Is the respondent to this application working? If so	YES/NO
	For whom?	
	What is his/her take home income per [week][month][year]?	\$
	Does he/she own/ have share in a business?	YES/NO
	If so, give details	
	If not working, could the Respondent work?	YES/NO
	What do you say the Respondent could	
	(a) do?	
	(b) earn?	
	Does the Respondent own a house?	YES/NO
	If so -	
	(a) address	
	(b) solely? or	
	(c) jointly with _____	
	(d) what is value	
	(e) is it mortgaged	
	(f) for how much	
	Does the Respondent have	
	(a) other property	
	(b) investments	

- (c) life insurance policies
- (d) bank account
- (e) money in building society
- (f) money invested elsewhere
- (g) car
- (h) other valuable assets

If so, give brief details

- (22) **Other matters including other liabilities not otherwise mentioned:**
(set out BRIEFLY any other matters which you think may be relevant to your application for financial provision)

What orders do you seek?

- (23) Set out as clearly as possible what orders you seek
- A. for maintenance of yourself
 - B. for maintenance of the children
 - C. about the matrimonial home
 - D. about capital.

SWORN etc

The **Court Office** is at [],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every days except Public Holidays and such other days as the Court Office is
closed.



FORM 9: EVIDENCE OF FINANCIAL POSITION

**The Republic of Trinidad & Tobago
In the High Court of Justice
Family**

Petition/Application No.

Between

A.B.

Applicant

And

C.B.

Respondent

EVIDENCE OF FINANCIAL POSITION

(RESPONDENT)

I, _____ of _____
make oath and say as follows:

That the information set out below is correct to the best of my knowledge, information and belief:

- (1) Date of Birth
- (2) Date of marriage
(if not married length of cohabitation)
- (3). Details of other proceedings relating to the relationship:

	court	order made	date
(a) Divorce or Judicial Separation			
(b) Maintenance			
(c) Children issues			
(d) Domestic Violence			
(d) Other			
- (4) Full details of the children are set out in Form 2
 - (a) filed at the Court under case number xx.xxx OR
 - (b) filed with this application.

Details of my income

- (5). Details of employment
 - (a) type of main employment
 - (b) name of employer
 - (c) address of employer
 - (d) if self employed give details of business and of any people with whom you are in partnership.
 - (d) gross pay/income \$
per [week][month][year]
 - (e) normal take home pay/income \$
per [week][month][year]
 - (f) what deductions are made for pension?

- (6). Other income:
- (a) State benefits \$
per [week][month][year]
 - (b) voluntary maintenance \$
per [week][month][year]
 - (c) maintenance under court order \$
per [week][month][year]
Copy order exhibited marked 'A'
 - (d) income from investments \$
per [week][month][year]
 - (e) rents received
per [week][month][year]
 - (f) income from other work than main employment \$
per [week][month][year]

Employment

- (7) If not working:
- (a) Are you looking for work?
 - (b) Do you expect to look for work within the next two years?
 - (c) What sort of work could you do?
 - (d) What qualifications have you?
 - (e) When did you last work?
- (8) If working-
- (a) how are any children cared for?
 - (b) what is the cost of child care?
 - (c) are you thinking about changing your job within next year? YES/NO
 - (d) are you likely to get promotion within next year? YES/NO

[If answer to (c) or (d) 'yes' - give details]

Health

- (9) Do you suffer from any health problems?

If so give details and state if they affect your employment or ability to get work.

Cohabitation

- (10) Are you living with any person other than the respondent and any children?
- (11) If so give details of any financial support you receive from that person.

Expenditure

(12) What do you spend on -

per [week][month][year]

House -

Mortgage Repayments
Life Insurance Premiums
Building Insurance Premiums
Contents Insurance Premiums
Rent
Land & building taxes
Water and sewerage charges
Electricity
Cooking Gas
Telephone
Repairs and Decoration
Furniture/furnishing replacements

Personal Expenses

Food
Laundry/Cleaning
Medical/Dental/Optical
Clothing/Shoes
Hairdressing
General Housekeeping expenses
Help in house
Gardener/yard help
Entertainment
Holidays and Outings
Presents
Newspapers/Magazines
Other
Repayment of debts/loans etc.

Cost of working

- Travel to work
- Pension contributions
- Union/Professional Body Subscriptions

Expenditure on Children

- Food
- General Clothing
- School Uniform etc.
- School fees
- Lunch money
- School books
- General school supplies
- Extra tuition
- Travel to School
- Medical /Dental costs
- Toys/Games/Sports
- Outings
- Holidays
- Hairdressing
- Presents
- Pocket money
- Child Care

Car

- Insurance
- Hire Purchase etc
- Repairs/Serviceing
- Gas/Oil

Capital and other assets

- (13) Is the house you live in -
- (a) owned by you? YES/NO
 - (b) owned jointly with.....(name) of
.....(address) YES/NO

- (c) owned under a statutory lease? YES/NO
- (d) rented? YES/NO
- If owned:**
- (a) what do you think the house is worth? \$
- (b) Is the house mortgaged? YES/NO
- (c) Who is the lender?
- (d) How much is owing on the mortgage? \$
- (e) Is there any other security (e.g. life insurance policy)? YES/NO
- If so, give details
- (i) name of insurance company
- (ii) number of policy
- (iii) with or without profits
- (iv) when due to mature
- (iv) estimated value at maturity. \$
- (14). Do you own any other property? YES/NO
- If so -
- (a) in your sole name?
- (b) jointly with _____ [give full name and address]
- (c) what do you think the house is worth? \$
- (d) Is the house mortgaged? YES/NO
- (e) Who is the lender?
- (f) How much is owing on the mortgage? \$
- (g) Is there any other security (e.g. life insurance policy)? YES/NO
- If so, give details
- (i) name of insurance company
- (ii) number of policy
- (iii) with or without profits
- (iv) when due to mature
- (iv) estimated value at maturity. \$

(15) Do you own any stocks or shares? YES/NO

If so give details below or on a separate piece of paper:

details of stock/share
date bought
price paid
present estimated value.

(16) Do you have any money invested in-

Bank

Building Society

Life Insurance Policy

Business

Unit Trusts

Credit Unions

Other?

(if so, give details)

Bank Account

(17) Do you have a Bank Account? YES/NO

	(1)	(2)	(3)	(4)
If so -				
name of bank				
account number				
type of account				
present balance				

Other assets

(18) Do you own a car? YES/NO

if so give details -
Registration Number

Make and Model

Value

Outstanding loan.

(19) Do you have any other assets worth more than \$2,500?

If so, give details
(a) Jewellery
(b) Antiques
(c) Paintings
(d) Works of Art.

- (22) **Other matters:**
(set out BRIEFLY any other matters which you think may be relevant to your application for financial provision)

Do you seek any financial orders from the applicant?

- (23) Set out as clearly as possible what orders you seek
- A. for maintenance of yourself
 - B. for maintenance of the children
 - C. about the matrimonial home
 - D. about capital.

SWORN etc

The **Court Office** is at [],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every days except Public Holidays and such other days as the Court Office is
closed.



FORM 10:APPLICATION RELATING TO CHILD(REN)

**The Republic of Trinidad & Tobago
In the High Court of Justice
Family**

Petition/Application No.

Between

A.B.

Applicant

And

C.B.

Respondent

APPLICATION RELATING TO CHILD(REN)

FULL NAMES OF EACH CHILD TO WHOM THIS APPLICATION RELATES:

1. THE APPLICANT

Give your name, address and telephone number
date of birth,

Your attorney's name,
address

telephone number
FAX number

2. THE CHILDREN.

State the full names, date of birth or age and your relationship to each child.

State the order that you seek.

3. OTHER CASES AFFECTING THE CHILDREN

State with regard to each child whether there have been any previous proceedings in ANY court.

Give name of court, date, type of proceedings and order made.

Attach copy orders wherever possible

4. RESPONDENTS TO THE APPLICATION

Give the full names, addresses and dates of birth and age of each respondent to the application and state their relationship to each child.

5. CARE OF THE CHILDREN

State with reference to each child:

current address,

how long the child has lived there

whether it is his or her normal address

who cares for the child

whether there are other children there and, if so, the child's relationship to the other children.

6. OTHER ADULTS

State with regard to each child whether there is any adult other than a parent living with the child,

whether that adult lives there permanently.

whether s/he has been involved in any court proceedings relating to the child

7. THE ORDERS YOU SEEK.

State briefly the orders that you seek in respect of each child - custody, access or other.

8. YOUR REASONS FOR MAKING THE APPLICATION

Set out briefly your reasons, you may be able to amplify them in writing later.

Signed

Dated

NOTICE OF DIRECTIONS HEARING

Directions will be given relating to this application at the directions hearing on

(date) at (time)

at
[Directions have already been given at the directions hearing on]

The **Court Office** is at [],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every days except Public Holidays and on such other days as the Court Office
is closed.



FORM 11 :REPLY TO APPLICATION RELATING TO CHILD(REN)

**The Republic of Trinidad & Tobago
In the High Court of Justice
Family**

Petition/Application No.

Between

A.B.

Applicant

And

C.B.

Respondent

REPLY TO APPLICATION RELATING TO CHILD(REN)

FULL NAMES OF EACH CHILD TO WHOM THIS APPLICATION RELATES:

1. THE RESPONDENT

Give your name, address and telephone number

date of birth,

Your attorney's name,

address

telephone number

FAX number

2. THE CHILDREN.

State the full names, date of birth or age and your relationship to each child.

3. OTHER CASES AFFECTING THE CHILDREN

State with regard to each child whether you disagree with or can add to the information given by the Applicant in this section

Attach copy orders wherever possible

5. CARE OF THE CHILDREN

State with regard to each child whether you disagree with or can add to the information given by the Applicant in this section

6. OTHER ADULTS

State with regard to each child whether you disagree with or can add to the information given by the Applicant in this section

7. THE ORDERS YOU SEEK.

State briefly any orders that you seek in respect of each child - custody, access or other.

8. YOUR REASONS FOR OPPOSING THE APPLICATION OR FOR MAKING ANY APPLICATION OF YOUR OWN

Set out briefly your reasons, you may be able to amplify them in writing later.

Signed

Dated

The **Court Office** is at [],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every days except Public Holidays and such other days as the Court Office is
closed.



FORM 12: APPLICATION

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce/ Family
Between**

Claim No.

A.B.

Petitioner/Applicant

and

C.D.

Respondent

NOTICE OF APPLICATION

The [petitioner][applicant][respondent] applies to the court for an order that -

A draft of the order that I seek is attached.
The grounds of the application are -

I/We hereby certify that the facts stated above are true to the best of my/our knowledge, information and belief.

[An affidavit in support accompanies this application]

Signed

[Attorney for][petitioner][applicant][respondent]

Dated

NOTICE:

This application will be heard by [the Judge in Chambers][Master xxxxx] on
day the day of , at am/pm
at [the Hall of Justice, Knox Street, Port of Spain]

If you do not attend this hearing an order may be made in your absence.

OR

The [Judge in Chambers] [Master] will deal with this application by -

NB This notice of application must be served as quickly as possible on the respondent to the application.

The **Court office** is at [the Hall of Justice, Knox Street, Port of Spain] telephone number xxx-xxxx, FAX xxx.xxxx. The office is open between [8.00] and [4.00] Mondays to Fridays except Public Holidays and on such other days as the Court Office is closed.

FORM 13: NOTICE OF PROCEEDINGS (co-respondent and second respondent)

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

**NOTICE OF PROCEEDINGS
(co-respondent)**

To the co-respondent (second respondent)

NOTICE

There will be a Directions Hearing on _____ day the _____ day of _____
at _____ a.m/p.m. at _____

If you wish to defend the petition it is important that you attend this hearing. You should not otherwise attend.

A petition for divorce [judicial separation]has been presented to the court and a copy is served on you with this notice together with a form of acknowledgment of service;

1. You must complete the attached form of acknowledgment of service and return it to the court office whose address is given below and on the petition so that they receive it within EIGHT days of the day on which you receive these documents.
2. If you wish to defend the petition you **must** give notice to defend by completing the answer to question 4 in the acknowledgment of service and return it to the court office whose address is given below and on the petition so that they receive it within EIGHT days of the day on which you receive these documents **AND** file an answer at the court office so that they receive it within TWENTY EIGHT days after the day on which you receive these documents.
3. There will be a directions hearing unless the court dispenses with it and notice of the date time and place of that hearing is given above. You should attend that hearing only if you wish to defend the proceedings.
4. If the petition is defended the judge will give directions about the way in which each party should prepare his/her case for a court hearing.

5. If you propose instructing an attorney you should do so immediately. You should NOT delay returning the acknowledgment of service unless you are certain that you can see your attorney in time for him to return it to the court within EIGHT days of service of the petition on you.

The **Court Office** is at [_____],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every day except Public Holidays and on such days as the Court Office is
closed.



FORM 14: WITNESS SUMMONS

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

To

(Witness' name)

of

(Witness' address)

You are summoned to attend at the Family Court, High Court of Justice at
at a.m./p.m on the day of , 200_, the day
fixed for the hearing of this matter and from day to day till the end of the hearing of the
matter to give evidence [and to bring with you and produce the following documents-

]

Sum to be paid to the witness \$

(SEAL)

DATED

This summons was issued on the application of the [petitioner/ applicant/ respondent/ co-
respondent/ second respondent] whose attorney is

of

Telephone:

Fax:

The **Court Office** is at [],
telephone number xxx.xxxx, FAX number xxx.xxxx. The office is open between [8.00 am
and 4.00 p.m. every day except Public Holidays and on such days as the Court Office is
closed.

FORM 15: NOTICE OF APPLICATION FOR *DECREE NISI* TO BE MADE ABSOLUTE

Rule 30.6 (2)

**The Republic of Trinidad & Tobago
In the High Court of Justice
Divorce**

Petition No.

Between

A.B.

Petitioner

And

C.B.

Respondent

Take notice that the petitioner [or respondent] applies for the decree nisi pronounced in his [her] favour on the day of 19 , to be made absolute

Dated this day of , 20 .

Signed

[Attorney for the] Petitioner [or Respondent]