

# Maintenance Enforcement Program (MEP) Recipient Enrolment Form



Use this form if you already have a maintenance order or agreement registered with the court. If you need a maintenance order, ask your local family court about how to get one.

## 1. Give your personal information

MEP Case # \_\_\_\_\_

Last Name: \_\_\_\_\_ Other last names used: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Work phone #: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

Gender:  Male  Female Date of birth (dd/mm/yyyy): \_\_\_\_\_

## 2. Attach a copy of your maintenance order from the court Check the box that applies to you.

I have attached a copy of all maintenance orders and agreements made by or registered in a Nova Scotia court.

I have attached six certified copies of all maintenance orders or agreements from a court outside of Nova Scotia.

## 3. Give information about the children named in the maintenance order

Child's full name: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_ Does the child live with you?  Yes  No

Child's full name: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_ Does the child live with you?  Yes  No

Child's full name: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_ Does the child live with you?  Yes  No

If you need more space, please attach a separate page.

## 4. Give information about the person ordered to pay maintenance

*(We call this person the Payor)*

Please answer the following questions:

1. Do you have a Peace Bond against the Payor?  Yes  No

2. Have there been any reports to police or criminal charges laid against the Payor for threatening or assaulting you?  Yes  No

3. Do you have any concern about your safety because of the enforcement of your maintenance order?  Yes  No

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Give as much detail as possible, based on what you know right now. This may help us to get your money. We DO NOT expect you to contact the Payor to get this information.

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Middle name: \_\_\_\_\_ Other names used (aliases): \_\_\_\_\_

Last known address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Work phone #: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

Other province, state, or country the person may live in: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_

Gender:  Male  Female

Physical description to help identify the person if they are being served with legal documents in person:

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye colour: \_\_\_\_\_ Hair colour: \_\_\_\_\_

Payor's mother's maiden name: \_\_\_\_\_

Payor's occupation: \_\_\_\_\_

Payor's trade, union, or professional association memberships:  
\_\_\_\_\_

Payor's last known employer (if known): \_\_\_\_\_

Is the Payor currently receiving EI benefits or CPP?  Yes  No  Don't know

Payor's bank accounts (if known):

Institution name and address: \_\_\_\_\_

Name on account: \_\_\_\_\_ Account #: \_\_\_\_\_

Institution name and address: \_\_\_\_\_

Name on account: \_\_\_\_\_ Account #: \_\_\_\_\_

Real estate the Payor owns – homes, cottages, investment properties:

Street address: \_\_\_\_\_

County: \_\_\_\_\_

Other financial investments or assets – businesses owned, pensions, RRSPs, inheritances, stocks, insurance claims:  
\_\_\_\_\_  
\_\_\_\_\_

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## 5. Sign the form

I will inform the program within ten (10) days that my address has changed as required by the Maintenance Enforcement Act. I will inform the program in writing if I am involved in any legal action that may affect the Order or Agreement.

I will not accept any payments directly from the Payor unless authorized in writing by the program. I certify the information given on this form and attached in supporting documents is accurate. I understand the information given on this form could end up in court.

I understand if I enrol in the program I may need to complete another form that gives details about what money is owed to me. I understand the program will take whatever steps it considers reasonable on my behalf to enforce my Order or Agreement.

I will not take any enforcement action myself while the Order is enrolled with the program unless authorized in writing by the Director of Maintenance Enforcement.

I consent to the storage and use of my personal information within the rules set out in provincial privacy legislation.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Return the form and attachments to

Attention: Central Enrolment Unit (CEU)  
Nova Scotia Maintenance Enforcement Program  
PO Box 183, Stn Main, New Waterford, NS B1H4N9  
Fax: 902-862-4222

### For Staff Use Only

Authorized

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Questions? Call** Client Service Line 1-855-322-0934 within Canada (Toll-free) or 902-862-4275 outside of Canada, Monday to Friday, 8:30 to 4:30 (Atlantic Time).

If you want specific information about your case, have your case identification number and personal identification number ready.

**Email:** NSMEP@novascotia.ca

**MEP Online:** mep.novascotia.ca/meonline

**Fax:** 902-862-4222

# Maintenance Enforcement Program (MEP) Recipient Enrolment Form



The Maintenance Enforcement Program (MEP) is committed to creating and supporting an improved client service experience.

We have recently introduced a new online service that provides clients a fast and easy way to view up to date case information with a variety of devices such as smart phones, tablets, and desktop computers.

You're invited to sign up for the new Maintenance Enforcement Program (MEP) Online Service.

Things to know about the new system...

- Signing up to access the new platform is easy and will only take a few steps, that you will only have to do once;
- Hundreds of our clients are now signing up every month and taking advantage of this convenient way to access their MEP case information; and
- You can use the system to: securely message the MEP team; report payments; receive notifications, including information on payments.

For more information on signing up for this new service, go to our website at [mep.novascotia.ca](http://mep.novascotia.ca) and use the MEP Online option. You will need your MEP case number and PIN in order to register for the new online system.

If you experience any problems related to the MEP Online, help functions are built into the system. If you still have questions about the new online service or have any questions related to MEP, you can reach out to the MEP team by using the Contact option on our website or by calling us at 1-855-322-0934 (toll-free in Nova Scotia), Monday to Friday, 8:30 am to 4:30 pm (Atlantic Time).