

## **SERVICE OF SUPPORT VARIATION DOCUMENTS UPON THE DIRECTOR OF ASSISTANCE AND THE DIRECTOR OF DISABILITY SUPPORT**

If you apply to the court for a variation of your support order, you need to serve your court documents on the Director of Assistance and the Director of Disability Support.

“Court documents” here means all the documents that you filed with the court to seek a new order (for example, copies of your notice of motion to vary and supporting affidavit with exhibits).

You can serve both the Director of Assistance and the Director of Disability Support at the same time with one service package.

The best way to serve the Directors is by email at [provservice@gov.mb.ca](mailto:provservice@gov.mb.ca). Use this subject line: “Support Variation Documents – Attention: Maintenance Officer”.

Alternatively, you can serve your documents through regular mail, courier or fax as follows:

Maintenance Officer  
Manitoba Income Support Programs  
Department of Families  
100 – 114 Garry Street  
Winnipeg, MB R3C 4V4  
Fax: 204-948-4678

Please provide the following information along with your court documents:

- Your full name, mailing address, phone number, and email address.
- The name (example: “John A. Smith vs Jane A. Jones”) and file number (example: “FD01-01-99999”) of your court file.
- The other person’s full name (and any other names they go by), birth date, and social insurance number (if known).
- Each of the relevant children’s full name and birth dates.

If neither of the Directors have an interest in your court proceeding, you will receive a letter telling you that. This letter should be filed with the court to prove that the Directors were served and do not have an interest.

If a Director has an interest in your matter, you may be contacted by their lawyer.