

## Timelines for Serving

The Child Protection Worker shall ensure that all court documents are served to all of the parties at least ten (10) working days before the court hearing.

### REFERENCE

*NWT Child and Family Services Act Sections 31(9), 82(1)(2)(3)(a)(b)*

### PURPOSE

- To ensure appropriate court documents are served within the legislated timeframes.

### PROCEDURES

1. Serve a copy of the *Originating Notice/Notice of Motion and the Affidavit court documents* in support of the notice at least ten (10) working days prior to the day named in the notice for the Child Protection **and Youth Protection** court hearing and four (4) working days before the day named in the notice for the Apprehension court hearing. Do not include the day of service in calculating the ten (10) days.

#### Note:

Service of documents involves placing the documents in the hands of the person being served. If that person refuses to take the documents, identify the documents and place them on the table or the floor where the person is standing or sitting. As a general rule, the person being served must know that the documents are legal and that they are being served with the documents. Do not slide them under a door or leave them in a mailbox this does not constitute personal service.

### FORMS

- None

### TOOLS

- None

Effective Date:  
April 1, 2016

Director of Child and Family Services

