

Instructions:

1. Complete a separate copy of this form for each child for whom you are requesting payments.
2. Make copies of supporting documentation such as invoices, receipts or estimates for items requested.
3. Have the minor sign the consent form if the minor is over 16 years of age.
4. Sign and date this form.

1. Information about the requestor

Date of request

Name*

Address*

Phone Number*

Email address

Relationship to minor*

*required fields

2. Information about the minor

Name of minor*

Date of birth (mm/dd/yyyy)*

Accountant's file number

Source of money in court

*required fields

3. Information about the request

Please provide details about why the items are necessary and why the parent or guardian is unable to meet the needs of the child without assistance

Purpose of request*

Amount
requested*

Name of payee

*required fields

If you require more space, please attach a separate sheet with further details

4. Request checklist

Please ensure that you have included the following:

- ☐ Completed Request for Payment Out of Court Form (1 per child)
- ☐ Completed Financial Information Form
- ☐ Any supporting documentation such as invoices, bills, receipts or estimates for the item or service requested
- ☐ The child's consent to the payment out to the person requesting the money, if the child is 16 years of age or over

I certify that the requested funds will be used for the purpose(s) stated above.

Date (mm/dd/yyyy)	Applicant Signature
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The documents listed above can be sent to the Office of the Children's Lawyer either by email, fax, mail or courier to:

Minors' Funds Inquiries

Office of the Children's Lawyer

393 University Avenue, 14th floor

Toronto, ON., M5G 1E6

MinorsFunds@ontario.ca

Phone: (416) 314-8003 Fax: (416) 314-8056

If you would like to have the funds directly deposited into your bank account, please fill out an Application for Direct Deposit form and **mail the original signed form** to the above address.

If more information is required you will be contacted by the Office of the Children's Lawyer, Minors' Funds Department.

You will be informed of the judge's decision by letter following the court date.