

INTRODUCTION

Purpose and currency of checklist. This checklist is designed to be used with the CLIENT IDENTIFICATION, VERIFICATION, AND SOURCE OF MONEY (A-1) and CLIENT FILE OPENING AND CLOSING (A-2) checklists. It indicates areas that may be covered in an examination in aid of execution (pursuant to Rule 13-4 of the Supreme Court Civil Rules, B.C. Reg. 168/2009). It is intended primarily for examination of an individual debtor, but item 13 in this checklist suggests questions for a corporate debtor. The checklist should be used as a guideline only. The nature and scope of the examination in each case is a matter for professional judgment. Note that any reference to a “Rule” or the “Rules” in this checklist are to the Supreme Court Civil Rules. The checklist is current to September 4, 2024.

Procedural matters relating to examination in aid of execution are dealt with in item 8.4 of the COLLECTIONS PROCEDURE (E-4) CHECKLIST.

LEGEND



Checkbox



Important Reminder



Deadline or Limitation Date

NEW DEVELOPMENTS

- **Supreme Court Civil Rules.**
 - **Remote commissioning of affidavits.** Effective September 9, 2024, affiants may swear or affirm affidavits by video conference (Supreme Court Civil Rules, Rule 22-2(6.1)). The affidavit must state, in its last numbered paragraph, that the person swearing or affirming the affidavit was not physically present before the other person but was before that person by video conference and is considered to have been sworn or affirmed in the presence, and at the location, of the person before whom the affidavit is sworn or affirmed.
 - **Applications.** Rule 8-1 was amended to: require applicants to provide an additional copy of the notice of application to the registry; provide that an application be removed from the hearing list should the application record not comply with Rule 8-1(15); allow parties to apply for an order granting leave to permit late filing of an application record or reinstate an application to the hearing list; and authorize the application respondent to apply for an order for costs if they attend at the hearing of an application that has been removed from the hearing list.
 - **Petitions.** Rule 16-1 was amended to require petitioners to provide an additional copy of the filed petition to the registry, and provide that petitions be removed from the hearing list if the petition record does not comply with Rule 16-1(11).
 - **Vexatious litigants.** Rule 22-9 was amended, authorizing vexatious litigants to apply for leave to file a pleading, application, or other documents.
 - **Associate judges.** All references in the Rules to “masters” were substituted with “associate judges”.
 - **Gender-neutral language.** Gendered language in the Rules was substituted with gender-neutral language effective March 6, 2024.

OF NOTE

- **Aboriginal law.** Real or personal property of a First Nation or a First Nations person (still defined by the *Indian Act*, R.S.C. 1985, c. I-5 as “band” or “Indian”) is protected under ss. 89 and 90 of the *Indian Act* if situated on First Nations lands. Typically, such property is not subject to charge, pledge, mortgage, attachment, levy, seizure, distress, or execution in favour of any person other than a First Nations person or a First Nation. If the creditor is a First Nations person or a First Nation, the *Indian Act* protections do not apply. Note that a leasehold interest in designated land is not protected, nor is personal property sold under conditional sales agreements: see s. 89(1.1) and (2). In addition to *Indian Act* considerations, some First Nation entities have entered into treaties or have special land-tenure agreements in place that may affect collection efforts against personal and real property. Also, there may be special agreements in place for individual First Nations persons to opt out of treaties or reserve tenures (for example, in the Treaty 8 area).

If collection efforts are to be made against a First Nation or an Indigenous person’s assets on First Nations lands (including funds in a financial institution), First Nations lands, or lands subject to a treaty, consider seeking advice from a lawyer with experience in Aboriginal law matters. Further information on Aboriginal law issues is available on the “Aboriginal Law” page in the “Practice Areas” section of the Continuing Legal Education Society of British Columbia website (www.cle.bc.ca) and in other CLEBC publications.

- **Law Society of British Columbia.** For changes to the Law Society Rules and other Law Society updates and issues “of note”, see LAW SOCIETY NOTABLE UPDATES LIST (A-3).
- **Additional resources.** For further information about collections procedures in general and examinations in aid of execution in particular see *British Columbia Creditors’ Remedies: An Annotated Guide* 2nd ed. (CLEBC, 2020–); *British Columbia Personal Property Security Act Practice Manual* (CLEBC, 1995–); *Practice Before the Registrar* (CLEBC, 1992–); *Provincial Court Small Claims Handbook* (CLEBC, 1997–); *Supreme Court Chambers Orders: Annotated*, 2nd ed. (CLEBC, 1995–); *British Columbia Real Estate Practice Manual*, 3rd ed. (CLEBC, 2006–), and the course presentations and materials in *Creditors’ Remedies 2020* (CLEBC, 2020) and *Collections Practice Basics 2021*, (CLEBC, 2021), available in CLEBC’s Courses on Demand.

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1. INITIAL CONTACT		
1.1	Complete the CLIENT FILE OPENING AND CLOSING (A-2) and COLLECTIONS PROCEDURE (E-4) checklists.	<input type="checkbox"/>
1.2	Confirm compliance with Law Society Rules 3-98 to 3-110 for client identification and verification and the source of money for financial transactions, and complete the CLIENT IDENTIFICATION, VERIFICATION, AND SOURCE OF MONEY (A-1) checklist. Consider periodic monitoring requirements (Law Society Rule 3-110).	<input type="checkbox"/>
1.3	Before taking any steps to enforce a judgment on behalf of a client, consider the limitation period for enforcing a judgment as set out in s. 7 of the <i>Limitation Act</i> , S.B.C. 2012, c. 13 (or s. 3 of the former Act).	<input type="checkbox"/>
1.4	Before conducting an examination in aid of execution, consider performing basic searches, using BC OnLine (as of March 2025: the BC Registry application) and other online databases, to better understand the debtor's financial status and to test the debtor's credibility:	<input type="checkbox"/>
	.1 Company searches for all corporate parties, checking back to the time when the events giving rise to the action occurred:	
	(a) Name.	
	(b) Registered and records offices.	
	(c) Identity and addresses of directors and officers.	
	(d) Good standing.	
	.2 Land title search on the debtor's addresses (PIDs for land title office ("LTO") searches can be obtained by doing an address search on the BC Assessment website) and any other property in which the debtor may have an interest. Search by the debtor's name for any other real property holdings.	
	(a) Some jurisdictions, such as Alberta, do not allow searches by owner name. If the debtor might have property in another jurisdiction, consider retaining a local agent to conduct searches and, pending those results, consider commencing action where exigible assets are located.	

	<p>.3 Office of the Superintendent of Bankruptcy (“OSB”) (an agency of Innovation, Science and Economic Development Canada). If bankruptcy proceedings have commenced, an automatic stay will apply to all other actions, subject to leave of the court. OSB searches also disclose proceedings under the <i>Companies’ Creditors Arrangement Act</i>, R.S.C. 1985, c. C-36. If an “initial order” has been pronounced in such proceedings, review the order for the term of any stay of proceedings and determine whether any extensions have been granted.</p>	
	<p>(a) If an assignment or a notice of intention to file a proposal has been filed, contact the trustee and obtain a creditor’s package, then file proof of claim. Consider whether it is appropriate to seek leave to bring or continue an action, such as if insurance proceeds are available, or whether you should be claiming as an unsecured creditor in the estate.</p>	
	<p>(b) If there is a potential trust claim, special rules apply to claim a right in property, with specific timing requirements. You may wish to consult a lawyer who is familiar with insolvency.</p>	
	<p>(c) Consider whether the claim is one that “survives” the bankruptcy - for example, because it arises from fraud or defalcation. While the stay of proceedings prohibits any action being taken as against the bankrupt’s assets, you may wish to take steps in the bankruptcy proceedings to confirm that the judgment does in fact survive, and monitor the proceedings closely so that action can be taken as soon as the bankrupt or trustee is discharged.</p>	
	<p>.4 Personal property registry</p>	

<p>2.</p>	<p>PRELIMINARY MATTERS</p>	
<p>2.1</p>	<p>Prior to conducting an examination in aid of execution, it is critical to explain to the client the steps that you are taking to investigate the debtor’s financial affairs as they may have specific areas that they wish you to focus on at the examination. If the examination will be conducted virtually, consider giving your client the option to attend with their screen off, so that they can give you feedback in real time. It is generally difficult to obtain further information from the debtor after the examination is completed (as they are often unrepresented). Accordingly, it is critical that all potentially relevant areas are canvassed at the examination.</p>	<p><input type="checkbox"/></p>
<p>2.2</p>	<p>Full name of debtor (including whether any other name has ever been used), home address and telephone number, business address and telephone number (if any), occupation(s).</p>	<p><input type="checkbox"/></p>
<p>2.3</p>	<p>Date of birth.</p>	<p><input type="checkbox"/></p>
<p>2.4</p>	<p>Address, telephone number, and email address.</p>	<p><input type="checkbox"/></p>

2.5	Marital status. If “separated” for purposes of the <i>Family Law Act</i> , S.B.C. 2011, c. 25 (the “ <i>FLA</i> ”), the date of separation. Note that under the now-repealed <i>Family Relations Act</i> (the “ <i>FRA</i> ”), s. 56 stipulated other events besides separation triggering a spouse’s entitlement to an undivided 50% interest in a family asset. Under the transitional provisions of the <i>FLA</i> , s. 252, unless the spouses otherwise agree, a proceeding to enforce, set aside, or replace an agreement respecting property division before the <i>FLA</i> came into force (March 18, 2013) or a proceeding respecting property division commenced under the <i>FRA</i> “must be started or continued, as applicable, under the [<i>Family Relations Act</i>] as if the [<i>Family Relations Act</i>] had not been repealed”.	<input type="checkbox"/>
2.6	Whether the person being examined was the defendant in the action. If examining a third party who was not a defendant, confirm relationship (questions will then need to be reframed as to their knowledge of the judgment debtor(s)).	<input type="checkbox"/>
2.7	Whether a judgment was obtained against the debtor by the plaintiff in the action referred to (specify date and amount of judgment).	<input type="checkbox"/>
2.8	Introduction to questioning:	<input type="checkbox"/>
	.1 Remind the debtor of oath or affirmation.	
	.2 Will examine regarding assets and want specific answers to the fullest and best of the debtor’s ability.	
	.3 Questions relate to property owned now and also since the debt arose.	
2.9	Whether the debtor is a resident of Canada for the purposes of the <i>Income Tax Act</i> , R.S.C. 1995, c. 1 (5th Supp.). This information is relevant when determining whether there may be an obligation on any asset realization, particularly land, to remit withholding under s. 116 of the <i>ITA</i> .	<input type="checkbox"/>

3.	EMPLOYMENT	
3.1	Occupation.	<input type="checkbox"/>
3.2	Employment since the time the debt arose. For each job:	<input type="checkbox"/>
	.1 Employer’s name and address.	
	.2 Length of employment.	
	.3 Position.	
	.4 Full time or part time.	
	.5 Prospects.	
	.6 Any other employment. Ask the same questions as items .1 to .5 in this checklist.	
	.7 Whether the debtor has any equity in the business in which they are employed.	
	.8 If no longer employed, why was the employment terminated?	

	.9 Did the debtor receive severance pay, bonus, golden handshake, etc., on termination?	
3.3	If the debtor works for their own company:	<input type="checkbox"/>
	.1 Address.	
	.2 Registered office.	
	.3 Holdings.	
	.4 Ownership of company and names of directors.	
	.5 Type of shareholding and number of shares held. Ask for production of corporate records book.	
	.6 Any shareholders' agreement(s), with particular reference to restrictions on share transfer. Ask for a copy of the agreement.	
	.7 Any indebtedness of the company.	
	.8 Any security held on assets in the company owing to debtor. Ask for copies of security documents.	
	.9 Any shareholder's loans made to the company, and repayment terms.	
	.10 If a partnership, ask what capital contribution was made. Ask what draw is paid. Ask whether there are retained earnings.	
3.4	Employment income. For each job:	<input type="checkbox"/>
	.1 Amount and basis of income (e.g., salary or commission).	
	.2 Timing of payment.	
	.3 Date of payment.	
	.4 Whether paid directly into bank account.	
	.5 Any bonuses (e.g., performance, year-end).	
	.6 Any deferred profit sharing plan (how much paid in last 12 months).	
	.7 Any participation plan.	
	.8 Insurance.	
	.9 Stocks or bonds.	
	.10 Cars, memberships, etc.	
	.11 Any amounts currently owing to the debtor.	
	.12 What deductions are made at source.	

	.13 Whether the debtor filed tax returns for the last two years (or dating back to when the cause of action arose). If so:	
	(a) Gross earnings and sources.	
	(b) Net earnings.	
	(c) Income tax paid.	
	(d) Ask for copies of the returns.	
	.14 For a self-employed debtor, is there income splitting or contribution to a family trust. Ask for particulars.	
3.5	Previous employment.	<input type="checkbox"/>
3.6	Has the debtor ever had a business, been involved in a partnership, been an officer or director of a corporation, or carried on business under a trade or business name. If so, get details, including remuneration.	<input type="checkbox"/>
3.7	Prospects, if currently unemployed.	<input type="checkbox"/>

4.	REAL PROPERTY	
4.1	Current residence:	<input type="checkbox"/>
	.1 Address.	
	.2 Owned or rented.	
	.3 If rented:	
	(a) Rental amount, when due, whether paid by cash or cheque (if cheque, who signs it), paid to whom.	
	(b) Whether there is a lease and, if so, the details (including who signed the lease).	
	(c) Any other expenses, such as deposit.	
	(d) Owner and landlord and whether related to the debtor.	
	(e) Where the owner got the money to buy it, particularly if the owner is a family member.	
	.4 If owned:	
	(a) Date of purchase.	
	(b) Amount of mortgage payments.	
	(c) How the debtor pays for it.	
	(d) Equity. Ask for copy of any appraisals.	

	(e) If strata, amount of maintenance fees.	
4.2	Whether the debtor holds any other real property, or any interest in real property, either individually or in connection with any other person, including beneficial ownership.	<input type="checkbox"/>
4.3	Whether the debtor holds any other real property or any interest in real property in any other province or country.	<input type="checkbox"/>
4.4	Whether the debtor has held any other real property, or any interest in real property, from the time the debt arose.	<input type="checkbox"/>
4.5	For each piece of real property or interest in real property:	<input type="checkbox"/>
	.1 Location, address, legal description.	
	.2 Description.	
	.3 Nature of interest (including equitable interests, e.g., where the debtor is a trust beneficiary).	
	Particulars of all other parties with an interest in the property.	
	.4 Length of holding.	
	.5 Value (e.g., assessed value for property tax). Obtain recent appraisals, if available. Consider Landcor Data Property Valuator (available through BC OnLine) to test value information against.	
	.6 Who provided the money to buy the property.	
	.7 Full particulars of mortgages against property, including maturity date, outstanding balances, and pre-payment penalties.	
	Particulars, including outstanding balance, of any other financial encumbrances or claims or claims of pending litigation against the property.	
	.8 Whether leased or sub-leased and, if so, names of tenants, particulars of tenancy agreements, and whether mortgagees have assignment of rents.	
	.9 Whether held by the debtor alone, or in joint tenancy or tenancy in common. Identity of any other parties.	
4.6	If the debtor does not own any real property now:	<input type="checkbox"/>
	.1 When did they last do so?	
	.2 How and when was it transferred; to whom; for what consideration? Ask for copies of transfer documents.	

5.	OTHER PROPERTY (LEGAL OR EQUITABLE)	
5.1	Motor vehicles, boats, planes, etc.:	<input type="checkbox"/>

	.1 Description, including registration number, licence number, etc.	
	.2 Type of interest.	
	.3 How long held.	
	.4 Use made of it.	
	.5 Location (address).	
	.6 Value.	
	.7 Money owing on the property, and details, including whether the creditor has any security. Ask for copies of any security documents.	
	.8 Whether held by the debtor alone. Identities of co-owners.	
	.9 Are there any encumbrances against the property? If so, what is balance outstanding.	
	.10 In the case of a boat, whether it is registered in the Canadian Register of Vessels (Commercial and Pleasure Craft) or the Small Vessel Register (Commercial).	
	.11 If the debtor does not own a car now:	
	(a) When did the debtor last own a car.	
	(b) How and when was it transferred; to whom; for what consideration; whether any security was taken.	
	(c) Whether the debtor drives a car now and, if so, the details (particularly ownership of the car).	
	.12 Obtain the debtor's driver's licence number for name search.	
5.2	Machinery, equipment, tools, etc.:	<input type="checkbox"/>
	.1 Description.	
	.2 Type of interest.	
	.3 How long held.	
	.4 Location (address).	
	.5 Value.	
	.6 Whether held by the debtor alone. Identity of co-owners.	
	.7 Whether any encumbrances against the property. If so, what is balance outstanding.	
5.3	Investments (e.g., bonds, common stock, preferred stock, term deposits, mutual funds):	<input type="checkbox"/>
	.1 Description, in detail (e.g., number of shares, whether shares are registered or straight form).	

	.2 Type of interest.	
	.3 How long held.	
	.4 Location (address).	
	.5 Value.	
	.6 Maturity date, if any.	
	.7 Principal or interest.	
	.8 Whether held by the debtor alone. Identities of co-owners.	
	.9 Whether shares have been hypothecated. If so, the balance outstanding on the debt.	
5.4	RRSPs (Note: <i>Court Order Enforcement Act</i> , R.S.B.C. 1996, c. 78, s. 71.3 exempts RRSPs from enforcement procedures, with some exceptions: RRSPs may be exigible in proceedings under the <i>Family Maintenance Enforcement Act</i> , R.S.B.C. 1996, c. 127, or where contributions were made within 12 months of the debt that is being enforced became due.) For RRSP holdings, note particulars:	<input type="checkbox"/>
	.1 Description.	
	.2 How long held.	
	.3 Location.	
	.4 Value. Ask for any statements reflecting the value of the RRSP.	
	.5 Whether held by the debtor alone. Identity of co-owners.	
	.6 Beneficiary.	
	.7 Whether it is self-directed or, locked in. If it is locked in, when did it become locked in? When was the RRSP account opened? What is/was the source of the funds in the RRSP?	
	.8 Whether monthly payments are made to it. If so, from what source.	
	.9 Whether any amounts have been paid out of the RRSP in the last two years.	
	.10 Whether any contributions were made to the RRSP after or within the 12 months before the date on which the debt that is the subject of the examination became due.	
5.5	Bank accounts or trust accounts:	<input type="checkbox"/>
	.1 Type of account.	
	.2 Name and address of the institution that holds the account.	
	.3 Account number.	
	.4 Balance.	
	.5 Interest accruing.	

	.6 Whether it is a joint account and, if so, identity of co-owners.	
	.7 If the debtor does not have a bank account now:	
	(a) When did the debtor last have one; where was the account; when was it closed?	
	(b) When did the debtor last have any claim to or interest in any account in any name; details?	
	.8 When did the debtor last draw a cheque; to whom; amount; what was it for?	
	.9 Whether the debtor has a safety deposit box or the right of access to one:	
	(a) Box number.	
	(b) Location.	
	(c) Contents of box.	
	(d) If not, when did the debtor last have one, and obtain details (a)-(c).	
5.6	Insurance (on debtor's life, someone else's life, vehicles, etc.), annuity, accident, or disability plans:	<input type="checkbox"/>
	.1 Description, including policy number.	
	.2 Name and address of the company that holds the plan.	
	.3 Whether held by the debtor or by others on the debtor's life.	
	.4 Beneficiary. For life or personal accident insurance, whether there is a designated beneficiary. If so, <i>Insurance Act</i> , R.S.B.C. 2012, c. 1, ss. 65 and 124 make insurance money exempt from execution.	
	.5 Current cash surrender value of plan.	
	.6 Maturity value and date.	
	.7 Amount and timing of payments; who pays the premiums.	
5.7	Debts or obligations owing to the debtor, or judgments held by the debtor (e.g., mortgages, IOUs, promissory notes, loan agreements):	<input type="checkbox"/>
	.1 Description.	
	.2 Whether due now or due in future.	
	.3 Current value.	
	.4 Matured value and maturity date.	
	.5 Whether the debt is owing to the debtor alone. Identity of joint creditors.	
	.6 Debtor's name, address, and occupation.	
	.7 Security for the debt.	
	.8 Steps taken to collect debts or judgments currently owing.	

	.9 Ask for copies of any contracts and security documentation.	
5.8	Cheques, negotiable instruments, money orders, travellers' cheques, letters of credit, etc.:	<input type="checkbox"/>
	.1 Description.	
	.2 Details.	
	.3 Whether held by the debtor alone. Identity of co-owners.	
	.4 Value.	
5.9	Interests in companies, partnerships, associations (other than those covered in item 3.3 in this checklist):	<input type="checkbox"/>
	.1 Name and location (address, registered office).	
	.2 Type of company, partnership, association.	
	.3 Nature of interest.	
	.4 Holdings.	
	.5 Value of interest.	
	.6 Whether held by the debtor alone. Identity of co-owners.	
	.7 Dividends, wages, fees, or stipends paid.	
5.10	Personal effects:	<input type="checkbox"/>
	.1 Whether the debtor owns the furniture in the residence.	
	.2 Anything special (e.g., furniture, antiques, works of art, appliances, television, stereo, computer, piano, silver, crystal, camera, collection, jewelry, fur coat). If so:	
	(a) Description.	
	(b) Location (address).	
	(c) Value.	
	(d) Whether owned by the debtor alone. Identity of co-owners.	
	.3 Total approximate value of all personal effects.	
5.11	Cash:	<input type="checkbox"/>
	.1 Amount of money presently in the debtor's wallet and pockets.	
	.2 Cash at home or in other places.	
5.12	Other:	<input type="checkbox"/>
	.1 Any interest in real or personal property that is inchoate, subsisting, but not matured (e.g., interim agreement, option to purchase):	

	(a) Description and nature of the interest.	
	(b) When the interest will vest.	
	(c) Maturity value and date.	
	(d) Identity of the person who presently holds the interest.	
	.2 Any property presently in anyone else's possession (e.g., loaned, rented, pawned, held for repairs, etc.):	
	(a) Description.	
	(b) Nature of the interest.	
	(c) Value.	
	(d) Location (address, identity of holder).	
	(e) Details of the transaction.	
	.3 Inheritances. If so, name of the executor or lawyer handling the estate.	
	.4 Any interest as beneficiary, executor, administrator, trustee, guardian, etc. under any will or deed of trust, or in any estate.	
	.5 Whether the debtor has ever been party to a trust instrument or put any property in trust for himself or herself, or for anyone else.	
	.6 Interest in any patent, copyright, formula, process, invention, royalties.	
	.7 Livestock, pets.	
	.8 Any pending business deals that are likely to benefit the debtor.	
	.9 Licences and quotas of significant value issued by any government agency, government department, or regulatory body.	
5.13	Who provided the money to buy the various items of property.	<input type="checkbox"/>
5.14	Ownership of any digital currencies (if so, the platform used to trade currency and account details).	<input type="checkbox"/>
5.15	Anything else of value not already mentioned.	<input type="checkbox"/>
5.16	Any other sources of income not already mentioned.	<input type="checkbox"/>

6.	DISPOSITIONS OF PROPERTY	
6.1	Whether the debtor has sold or transferred any assets from the date of the debt to the present. If so:	<input type="checkbox"/>
	.1 Description of real or personal property or interest therein.	

	.2 Type of disposition (e.g., conveyance, assignment, gift, charge, payment).	
	.3 Nature of the interest disposed of.	
	.4 Identity of the transferee and whether there is any relationship to the debtor; whether the transferee knew of the debtor's financial position.	
	.5 Date.	
	.6 Value received.	
	.7 Whether any interest is still held in the property.	
	.8 Whether, at the time of the disposition, the debtor was unable to pay debts as they fell due. If not, what were the reasons for not paying the debt to your client?	
	.9 If the disposition was a payment, whether it was done in the course of business.	
	.10 Any other reason for disposition (if not a transfer for value).	
6.2	Whether the debtor assigned any property to anyone by way of security.	<input type="checkbox"/>
6.3	Whether the debtor allowed anyone to use the debtor's land or other property free of charge.	<input type="checkbox"/>
6.4	Whether the debtor gave a spouse or children gifts for holidays, birthdays, etc. If so, what were the values of such gifts.	<input type="checkbox"/>

7.	SPOUSE	
7.1	For a discussion of the scope of the examination and its restrictions, particularly on questions to a spouse, see <i>Advance Magazine Publishers Inc. v. Fleming</i> , 2002 BCSC 995. However, the scope of inquiry/relevance has likely been broadened as a result of the <i>FLA</i> provisions. If there has been a separation, inquiries may be necessary to determine claims against the debtor's assets, and claims the debtor may have to the spouse's assets and/or debts.	<input type="checkbox"/>
7.2	Whether the debtor is single, living common-law, married, separated, divorced, widowed, etc., and whether a spouse is living with the debtor. If separated or divorced, the date of separation (see <i>FLA</i> , s. 81). Where proceedings have been commenced in respect of a property division agreement made before the <i>FLA</i> came into force (March 18, 2013) or a proceeding was commenced under the now-repealed <i>FRA</i> , regard might be required to the events triggering a spouse's entitlement to an undivided one-half interest in family assets under s. 56 of the <i>Family Relations Act</i> : see item 2.4 in this checklist.	<input type="checkbox"/>
7.3	Spouse's name.	<input type="checkbox"/>
7.4	Employment status:	<input type="checkbox"/>
	.1 If employed:	

	(a) Occupation.	
	(b) Employer.	
	(c) Earnings.	
	(d) How long the spouse has worked there.	
	.2 Previous employment:	
	(a) Where.	
	(b) When.	
	(c) Any monies due.	
7.5	Spouse's holdings in real property (refer to questions in item 4.5 in this checklist).	<input type="checkbox"/>
7.6	Whether the spouse owns any vehicles, etc. (refer to questions in item 5.1 in this checklist).	<input type="checkbox"/>
7.7	Whether the spouse has bank or trust accounts (refer to questions in item 5.5 in this checklist). Also: whether the debtor has given their spouse any money to put in the account; if so, how much, and when.	<input type="checkbox"/>
7.8	Spouse's other property:	<input type="checkbox"/>
	.1 Type of property.	
	.2 Description.	
	.3 Location (address).	
	.4 Nature of interest.	
	.5 Length of holding.	
	.6 Value.	
	.7 Whether it is held by the spouse alone. Identity of co-owners.	
	Is it "family property" as defined in the <i>FLA</i> or, if the <i>FRA</i> applies (see item 2.4 in this checklist), is it a "family asset"?	

8. FAMILY		
8.1	Whether there are any other family members living with the debtor.	<input type="checkbox"/>
8.2	Whether the debtor supports any family members.	<input type="checkbox"/>
8.3	Whether any of the debtor's children work.	<input type="checkbox"/>

8.4	Whether any of the debtor's children own real property, motor vehicles, bank accounts, etc. (see the corresponding questions for a spouse in items 7.5, 7.6, and 7.7 in this checklist).	<input type="checkbox"/>
8.5	Whether any interests have recently been conveyed or otherwise transferred to family members.	<input type="checkbox"/>
8.6	Whether any child support or spousal support court orders or agreements are in effect. If yes, what amounts are being paid or are due? Request copies of the order(s), agreement(s), and proof of payment.	<input type="checkbox"/>
8.7	Whether there are any orders or requirements to pay issued by the Family Maintenance Enforcement Program. Ask for copies.	<input type="checkbox"/>

9.	DEBTS	
9.1	Whether the debtor has any debts other than the one to your client (including credit cards, purchases on layaway, etc.).	<input type="checkbox"/>
9.2	For each debt or credit card:	<input type="checkbox"/>
	.1 Creditor's name and address.	
	.2 Date.	
	.3 Details.	
	.4 Security.	
	.5 Payment history.	
	.6 Credit card number.	
9.3	When did the debtor last apply for or obtain a loan? Get details.	<input type="checkbox"/>
9.4	Does the debtor hold property in trust for anyone? Get details.	<input type="checkbox"/>
9.5	Has the debtor guaranteed any indebtedness for anyone in the past year?	<input type="checkbox"/>
9.6	Has the debtor made or endorsed any paper for anyone in the past year?	<input type="checkbox"/>
9.7	Is the debtor holding any property of any kind for the benefit of anyone else?	<input type="checkbox"/>
9.8	What is the cause of the debtor's financial difficulties?	<input type="checkbox"/>
9.9	Has the debtor made any assignment of debts?	<input type="checkbox"/>
9.10	Has the debtor declared insolvency or bankruptcy?	<input type="checkbox"/>

9.11	Has the debtor ever claimed to be insolvent or made an application under Parts II or III of the <i>Bankruptcy and Insolvency Act</i> , R.S.C. 1985, c. B-3?	<input type="checkbox"/>
9.12	Has the debtor any contingent liabilities (e.g., guarantees)?	<input type="checkbox"/>

10.	PERSONAL BUDGET	
10.1	Income per week:	<input type="checkbox"/>
	.1 Salary.	
	.2 Part-time income.	
	.3 Room and board from others.	
	.4 Pensions.	
	.5 Employment insurance.	
	.6 Workers compensation.	
	.7 Family allowances.	
	.8 Annuities.	
	.9 Inheritances.	
	.10 Other.	
10.2	Expenses per week:	<input type="checkbox"/>
	.1 Food.	
	.2 Clothing.	
	.3 Housing:	
	(a) Rent or mortgage.	
	(b) Taxes.	
	(c) If strata, maintenance fees.	
	(d) Fuel.	
	(e) Utilities.	
	.4 Transportation.	
	.5 Insurance.	
	.6 Education.	
	.7 Recreation.	

	.8 Medical and dental.	
	.9 Bank loans.	
	.10 Other.	

11.	LITIGATION AND JUDGMENTS	
11.1	Details of all suits against the debtor.	<input type="checkbox"/>
11.2	Details of all suits being brought by the debtor.	<input type="checkbox"/>
11.3	Details of all other judgments against the debtor.	<input type="checkbox"/>
11.4	Is the debtor paying any judgments and, if so, how?	<input type="checkbox"/>
11.5	Have other creditors levied executions?	<input type="checkbox"/>
11.6	Does the debtor foresee initiating or defending any litigation in the near future?	<input type="checkbox"/>
11.7	Details of any criminal charges against the debtor now (including income tax, provincial charges), or that may be brought in the near future.	<input type="checkbox"/>
11.8	Are there any outstanding assessments by the Canada Revenue Agency, or any other taxation authority, against the debtor? Are there any outstanding assessments against any corporation of which the debtor is a director or officer? Ask for details of assessments and copies of notices.	<input type="checkbox"/>

12.	SATISFACTION OF THE JUDGMENT	
12.1	Why has the judgment not been paid?	<input type="checkbox"/>
12.2	Has the debtor made any offer to your client to reduce this debt, either prior to or subsequent to judgment?	<input type="checkbox"/>
12.3	Does the debtor intend to pay your client? If so:	<input type="checkbox"/>
	.1 How (amounts, dates, etc.)?	
	.2 When?	
	.3 Whether arrangements have been made.	
	.4 Whether this will be before or after paying other creditors.	

13. SUPPLEMENTARY QUESTIONS FOR A CORPORATE DEBTOR		
13.1	Preliminary matters:	<input type="checkbox"/>
	.1 Name of officer.	
	.2 Address and telephone.	
	.3 Position with the company.	
	.4 Length of time with the company.	
	.5 Whether the notice of appointment shown was served on an officer of the company.	
	.6 Whether officer is aware of the amount owing to the creditor under the judgment.	
13.2	Minute book and financial statements:	<input type="checkbox"/>
	.1 Location of minute book.	
	.2 Financial statements for the past five years, including:	
	(a) Revenues.	
	(b) Expenses.	
	(c) Salaries paid to officers and directors.	
	(d) Loans, advances, or dividends to shareholders.	
	(e) Any extraordinary expenses or revenues.	
	(f) Has the company returned any goods to creditors or paid creditors outside the normal course of business?	
	.3 Bank statements.	
13.3	Corporation:	<input type="checkbox"/>
	.1 Date of incorporation.	
	.2 Shares and shareholders:	
	(a) Original share issue (including kinds, numbers, and values of original shares).	
	(b) Original and past shareholders.	
	(c) Present shareholders.	
	(d) Whether there was ever a time when there was only one shareholder.	
	(e) Location of shareholders' agreement.	
	(f) Details regarding share transfers.	
	(g) Whether shares were paid for in full.	

	(h) Whether the company has repurchased any of its shares.	
	(i) Whether the company has undergone any share reorganizations.	
	.3 Directors, officers, and employees:	
	(a) Original and past directors.	
	(b) Present directors.	
	(c) Original and past officers.	
	(d) Present officers.	
	(e) Employees since the time the debt was incurred.	
	(f) Present employees.	
	.4 Office and premises:	
	(a) Head office.	
	(b) Whether premises occupied are owned or leased; details.	
	(c) Whether the company ever owned premises.	
	.5 Business:	
	(a) Type of business.	
	(b) Cause of the financial difficulties.	
	(c) If the company has ceased to carry on business, date on which it did so.	
13.4	Other creditors:	<input type="checkbox"/>
	.1 Names and addresses of all creditors.	
	.2 The status of their claims (e.g., secured claim, judgment).	
	.3 Any security held by creditors.	
	.4 Does the company owe any money to a bank (e.g., loan, overdraft) and, if so, what kind of security does the bank have?	
	.5 Are there any mortgages or liens against assets (e.g., cars, equipment, trade fixtures, inventory)?	
	.6 Whether any goods are taken or sold on consignment.	
13.5	Assets:	<input type="checkbox"/>
	.1 Refer to previous items regarding real property (particularly item 4.5 in this checklist); motor vehicles, etc. (item 5.1); machinery, equipment, tools, etc. (item 5.2); investments (item 5.3); personal property (item 5.10); debts or obligations owing to the company (item 5.7); etc.	

	.2 Ensure that you have covered:	
	(a) Inventory.	
	(b) Accounts receivable.	
	(c) Leases.	
	(d) Holdings outside Canada (including identity of persons with whom the company dealt).	
	(e) Licences and quotas of significant value issued by any government agency, government department, or regulatory body.	
13.6	Dividends:	<input type="checkbox"/>
	.1 Last dividend paid by the company:	
	(a) Date.	
	(b) To whom it was paid.	
	(c) Amount.	
	.2 Other dividends that have been paid:	
	(a) Dates.	
	(b) To whom they were paid.	
	(c) Amount.	
13.7	Shareholder loans:	<input type="checkbox"/>
	.1 Amounts paid on account of shareholder loans, with dates and particulars of each payment; compare to judgment date, to identify possible fraudulent preference.	
	.2 Terms of any shareholder loans	
13.8	Salaries and bonuses:	<input type="checkbox"/>
	.1 Last salary or bonus paid by the company:	
	(a) Date.	
	(b) To whom it was paid.	
	(c) Amount.	
	.2 Other bonuses that have been paid:	
	(a) Dates.	
	(b) To whom they were paid.	
	(c) Amount.	

13.9	Whether there were any expenses incurred on behalf of the company by directors, shareholders, or employees that were paid back by the company. If so:	<input type="checkbox"/>
	.1 Who was paid back?	
	.2 When?	
	.3 Amount?	
13.10	Whether there were any shareholders' loans to the company that were paid back by the company. If so:	<input type="checkbox"/>
	.1 Who was paid back?	
	.2 When?	
	.3 Amount.	
13.11	Whether there were any bank loans, leases, or other liabilities secured by guarantees which were paid out. If so:	<input type="checkbox"/>
	.1 When?	
	.2 Amount.	
13.12	Regarding satisfaction of the judgment, refer to item 12 in this checklist.	<input type="checkbox"/>