

## MAINTENANCE COURT ORDERS - NOTES

Once your Court Order has been finalised with the Summary Court or Family Court for payments to be made via the Chief Registrar, a copy will be sent to the Finance Section to set up an independent Maintenance File with reference starting with MA.

**Payments In:** Please ensure all payments are supplied with your Maintenance reference and your surname.

Payments of maintenance can be made by the following methods:

- at the Public Counter, Isle of Man Courts, by cash, cheque or credit/debit card
- via your bank by Standing Order/BACS
- by post by Cheque/Postal Order - payable to 'Isle of Man Government'
- by credit/debit card via telephone payments line : (01642) 686423

**Payments Out:** A BACS payment will be issued by the Treasury each time a payment is received.

**Change in Circumstances:** Over time your circumstances may change and the Order no longer meets your requirements. If you wish to change the amount paid or add/remove any details contained in the Order then you need to make an 'Application to Vary'. The circumstances when this may be necessary include:

- Loss of your job
- Long term illness
- Re-married/co-habiting
- Childs educational or health needs have changed
- The parent looking after the child has changed/child taken into care

Applications should be submitted (post/Public Counter) to the Court that made your original Order.

Family Court – DIV/FAM reference	Summary Court – HB reference
<a href="#">C5/FPC3</a> – Statement/Affidavit of Means	<a href="#">C5/FPC3</a> – Statement/Affidavit of Means
<a href="#">FB2</a> - Notice of Application to Vary a Financial Order	<a href="#">FPC2</a> – Application to Vary or Revoke a Financial Provision Order
Contact Email: <a href="mailto:Family.Courts@courts.im">Family.Courts@courts.im</a>	Contact Email: <a href="mailto:SummaryCourts@courts.im">SummaryCourts@courts.im</a>

**Fee:** There is a fee to make an application to vary. The current fee can be found [here](#) in the Court Services Fees Order.

**Fee Remission:** If you are in receipt of income related benefits or on a low income, an 'Application for Fee Remission' is available for the Court to consider fee exemption; you will be required to supply proof of benefits/income with this application.

All forms are available at the Public Counter or via the website [www.courts.im](http://www.courts.im) , please ensure your Court Order reference is supplied on all documentation. You may wish to seek independent Legal Advice.

**Change in Child's Education:** It is your responsibility to inform the Finance Section of any changes in relation to the child's education, failure to inform the Finance Section may lead to steps being taken against you by the payer to recover overpayments paid to you.