

CHILD MAINTENANCE CHECK LIST

- (1) WHAT THE APPLICANT NEEDS TO BRING TO THE MAINTENANCE OFFICE AT THE MAGISTRATES' COURT WHEN MAKING AN APPLICATION FOR CHILD MAINTENANCE:
- (2) NOTE: BRING THE FOLLOWING DOCUMENTATION TO THE MAINTENANCE OFFICE TO MAKE COPIES AND IF THESE ARE NOT AVAILABLE ON THE DATE OF APPLICATION PLEASE BRING THE DOCUMENTS ON THE NEXT DAY AND/OR ON THE HEARING DATE.
- (3) UNAVAILABILITY OF THE DOCUMENTS ON THE DATE OF APPLICATION FOR MAINTENANCE SHOULD NOT STOP THE APPLICANT FROM COMPLETING THE J101 APPLICATION (FORM A TO THE MAINTENANCE REGULATION), WHICH IS ATTACHED TO THIS CHECK LIST AS **ANNEXTURE "B1"**.

DOCUMENTS REQUIRED FOR MAINTENANCE ENQUIRY/MEDIATION		Please tick off
1.	An identity book (green book with your photo) or passport or drivers licence and or immigration permit	
2.	Certified copies of the child/children's birth certificates	
3.	Three months bank statement (LATEST)	
4.	Three months proof of income(payslip) or the signed letter from the employer confirming your income.	
5.	Physical/work address of the person responsible for paying the maintenance money.	
6.	List of your income and expenditure e.g. water and lights bill, till slips for groceries, school expenses; medical and travel receipts, clothing accounts, etc.,	
7.	Full name of parent/person responsible for paying the maintenance money.	
8.	Copy of Decree of Divorce (in the case of divorce)	

AFTER THE TICK OFF ON THE CHECKLIST THEN MAINTENANCE SUPERVISOR SHOULD ADD HIS/HER SIGNATURE AND DATE, TO ENSURE ALL NECESSARY DOCUMENTS WILL BE AVAILABLE

MAINTENANCE SUPERVISOR

Signature:

Date:

WHAT THE RESPONDENT NEEDS TO BRING TO COURT WHEN APPEARING BEFORE THE MAINTENANCE OFFICER FOR ENQUIRY/MEDIATION

The respondent is require to bring all the required documents on the date of enquiry:

DOCUMENTS REQUIRED FOR MAINTENANCE ENQUIRY/MEDIATION		Please tick off
1.	An identity book (green book with your photo) or passport or drivers licence and or immigration permit	
2.	Three months bank statement (Latest)	
3.	Three months proof of income(payslip) or the signed letter from the employer confirming your income	
4.	Proof of physical work and residential address	
5.	List of your expenditure e.g. water and lights bill, till slips for groceries, school expenses; medical and travel receipts, clothing accounts, etc.,	
6.	Provide the copy of the maintenance court order if there is a maintenance court order against you in another court	
7.	Birth certificates of all your other biological children other than children in question	

NB: THE MATTER WILL NOT BE POSTPONED BECAUSE OF LACK OF THE ABOVE- MENTIONED DOCUMENTS, SO IT IS COMPULSORY THAT THE MAINTENANCE OFFICER /CLERK EXPLAIN THAT THE PARTIES SHOULD COMPLY WITH THE REQUIREMENTS ON THE RETURN DATE.



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

