



Fax Cover Sheet
Canada: Province of British Columbia
Ministry of Attorney General
Court Services Branch

This form must be used when transmitting documents to the court registry by fax for filing.

This is a pilot project, not available at all Court locations, and is subject to limitations set out in Court Rules, Practice Directives and at the Court Services website at www.ag.gov.bc.ca/courts/fax/fax.htm.

It is the responsibility of the person transmitting a document to ensure that the document is filed in the registry within the required filing time. The registry takes no responsibility for difficulty experienced when transmitting a document by fax to the registry. The registry cannot guarantee that any document will be filed on the day it is received in the registry.

Documents transmitted to the registry will be processed in the order they are received. Confirmation of acceptance or refusal will be forwarded as soon as possible to you at the return fax number set out below or by mail if indicated.

To: _____

 Court Location

 Fax Number

Fax numbers for transmitting documents to registries are available through the Court Services website at www.ag.gov.bc.ca/courts/fax/index.htm or through Enquiry BC at 1-800-663-7867

From: _____

 Name - Firm or Individual

 Contact Name

 Phone Number

_____ Address
 _____ City
 _____ Province _____ Postal Code

This is the fax number your confirmation of acceptance or refusal will be sent to unless you indicate otherwise. If you require it to be mailed to the address you have given please check the "return by mail" box.

Return Fax Number _____

Return by mail

Attached:

File Number or Name (style of cause) e.g. - 013654 or "Steward vs. Parakeet" _____

Comments _____

Type of Document: (e.g. Notice of Motion, Notice of Claim, Reply)	No. of Pages in Document	Statutory Fee Amount

Registry Use Only - Imprint - Authorization number

Registry Use Only

Registry Clerk _____
 Accounting Clerk _____
 Manager _____

Total No. of Pages in Submission (Maximum 20 including the Cover Sheet) ▶

	\$
	Fee Total
Plus Confirmation Fee ▶	\$ 10.00
Total statutory fees due ▶	

Court Services Branch may use your contact information for the purposes of conducting an evaluation of the fax service.

Payment Information:

I authorize you to bill to my credit card or BC OnLine Account the total amount of the statutory fee for filing and the confirmation fee. I include the payment information for that purpose.

Authorizing Signature _____

(Note: BC OnLine is available only in the Prince George Registry)

BC OnLine Account Number: _____

Authorization Number: _____

OR

Name as it appears on the Card _____

Authorizing Signature _____

Print Name _____

Credit Card Account Number (Visa or MasterCard): _____

Expiry Date on Card _____