

# NOTICE OF CHANGE OF ADDRESS

In the Provincial Court of British Columbia

Court File Number:
Court Location:

Case name

**In the case between:**  
NAME \_\_\_\_\_

**And:**  
NAME \_\_\_\_\_

Your Name

I, NAME \_\_\_\_\_  
wish to notify the court and the other parties that my address for service is now changed to:

ADDRESS	CITY		
PROVINCE	POSTAL CODE	PHONE	FAX

**What is your new address for service?**

This address may be different from your home address.

**When** is the address change effective?

The change is effective as of DATE \_\_\_\_\_

Dated \_\_\_\_\_

Signature of Party or Party's Solicitor

**Information** for the party filing this notice.

**Note:** Provincial Court (Family) Rule 9(5) provides that:  
If a party's address for service changes, the party must promptly file in the registry a notice of change of address **and serve a copy of the notice on the other parties.**

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In the Provincial Court of British Columbia

Court File Number:

Court Location:

Case name

In the case between:

NAME

And:

NAME

What is the other party's new address for service?

I, NAME

wish to notify the court and the other parties that my address for service is now changed to:

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE

FAX

When is the address change effective?

The change is effective as of DATE

Dated

Signature of Party or Party's Solicitor

Information for the party filing this notice.

**Note:** Provincial Court (Family) Rule 9(5) provides that:

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NAME \_\_\_\_\_

**And:**  
NAME \_\_\_\_\_

**What** is the other party's new address for service?

I, NAME  
wish to notify the court and the other parties that my address for service is now changed to:

ADDRESS	CITY		
PROVINCE	POSTAL CODE	PHONE	FAX

**When** is the address change effective?

The change is effective as of DATE

Dated \_\_\_\_\_

Signature of Party or Party's Solicitor
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**Information** for the party filing this notice.

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Dated \_\_\_\_\_

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Signature of Party or Party's Solicitor

**Information** for the party filing this notice.

**Note:** Provincial Court (Family) Rule 9(5) provides that:  
If a party's address for service changes, the party must promptly file in the registry a notice of change of address **and serve a copy of the notice on the other parties.**

NOTICE OF CHANGE OF ADDRESS

Complete this affidavit if personal service was successful.

If you served the notice on the back of this page together with another document(s), you need to complete only one affidavit of personal service, listing all documents served on the person named.

Check box(es) for each document served, and name the document. Make sure you mark each attached document with the correct Exhibit letter.

If you must make a correction, or cross anything out, please initial.

This section must be sworn or affirmed before a Commissioner for Taking Affidavits.

# AFFIDAVIT OF PERSONAL SERVICE (FORM 5)

In the Provincial Court of British Columbia

I swear or affirm that I \_\_\_\_\_ NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

of \_\_\_\_\_ ADDRESS \_\_\_\_\_ personally served \_\_\_\_\_ NAME OF PERSON SERVED \_\_\_\_\_

on \_\_\_\_\_ DATE \_\_\_\_\_ at \_\_\_\_\_ ADDRESS \_\_\_\_\_

with a copy of the following documents:

- the notice of change of address on the back of this page
- EXHIBIT " \_ " \_\_\_\_\_
- EXHIBIT " \_ " \_\_\_\_\_
- EXHIBIT " \_ " \_\_\_\_\_
- EXHIBIT " \_ " \_\_\_\_\_

The party was identified to me in this manner:

- I know the person
- He/she admitted to being this person.
- Other (specify) \_\_\_\_\_

Sworn or affirmed before me

at \_\_\_\_\_ British Columbia  
on \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
A Commissioner for Taking Affidavits for British Columbia

\_\_\_\_\_  
Signature

Complete this affidavit if you served the notice by mail, by fax or by substituted service.

If you served the notice on the back of this page together with another document(s), you need to complete only one affidavit of service, listing all documents served on the person named.

Check appropriate box(es) for each document served and name the document. Make sure you mark each attached document with the correct Exhibit letter.

If you must make a correction, or cross anything out, please initial.

This section must be sworn or affirmed before a Commissioner for Taking Affidavits.

# AFFIDAVIT OF SERVICE (FORM 13)

In the Provincial Court of British Columbia

I swear or affirm that I \_\_\_\_\_ NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

of \_\_\_\_\_ ADDRESS \_\_\_\_\_ served \_\_\_\_\_ NAME OF PERSON SERVED \_\_\_\_\_

on \_\_\_\_\_ DATE \_\_\_\_\_ at \_\_\_\_\_ ADDRESS \_\_\_\_\_

with a copy of the following documents:

- | <input type="checkbox"/> | Name of document   |
|--------------------------|--|
| <input type="checkbox"/> | the notice of change of address on the back of this page |
| <input type="checkbox"/> | EXHIBIT " _ " _____                                      |
| <input type="checkbox"/> | EXHIBIT " _ " _____                                      |
| <input type="checkbox"/> | EXHIBIT " _ " _____                                      |
| <input type="checkbox"/> | EXHIBIT " _ " _____                                      |

The party was served in this manner:

- Fax (attach a copy of Form 10)
- Mail
- By substituted service as ordered by the court.

Sworn or affirmed before me

at \_\_\_\_\_ British Columbia  
on \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
A Commissioner for Taking Affidavits for British Columbia

\_\_\_\_\_  
Signature