

# AN APPLICATION TO A JUDGE

REGISTRY FILE NUMBER

What is the registry file  
number and location shown  
on the Notice of Claim?

## Step 1

**COMPLETE** the APPLICATION. To complete the form, use a typewriter or print clearly. There are 4 copies, so be sure that all copies are legible.



## Step 2

**FILE** the APPLICATION. The hearing will be at the Court and the registry staff will tell you the date. They will check your form and after it is accepted, apply the registry stamp.



## Step 3

**SERVE** a copy of the application on each of the parties in your case at least 7 days before the hearing date. If you choose to use ordinary mail, you will have to put the summons in the mail at least 21 days before the hearing date.



# APPLICATION TO A JUDGE

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

APPLICATION TO A JUDGE

Fill in the names of the parties, copying them from the Notice of Claim. Also, fill in the registry file number shown on the Notice of Claim.

**In the case between:**

\_\_\_\_\_ CLAIMANT(S)  
\_\_\_\_\_ and \_\_\_\_\_ DEFENDANT(S)  
\_\_\_\_\_

**FROM:**  
Fill in the name, address and telephone number of the applicant.

NAME \_\_\_\_\_ APPLICANT  
ADDRESS \_\_\_\_\_  
CITY, TOWN, MUNICIPALITY \_\_\_\_\_ British Columbia \_\_\_\_\_ TEL. # \_\_\_\_\_  
PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

The registry staff will tell you the date of the hearing.

**An application will be made to the court**

on \_\_\_\_\_ at \_\_\_\_\_ or as soon after this time as the court schedule allows.  
time am / pm

at  court location

Give details of the order you are asking for.

**for the following order:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give the facts you wish the court to consider and then sign the Application.

**The facts on which the application is based are as follows:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify these facts are true. \_\_\_\_\_ SIGNATURE OF APPLICANT

This will be completed by the court.

**The Court orders that**

\_\_\_\_\_ by the Court

court copy

court copy

# APPLICATION TO A JUDGE

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

APPLICATION TO A JUDGE

In the case between:

\_\_\_\_\_ CLAIMANT(S)

and

\_\_\_\_\_ DEFENDANT(S)

**FROM:**  
The person named as "applicant" will be asking the court to make this order.

NAME \_\_\_\_\_ APPLICANT

ADDRESS \_\_\_\_\_

CITY, TOWN, MUNICIPALITY \_\_\_\_\_ British Columbia \_\_\_\_\_ TEL. # \_\_\_\_\_

PROV. POSTAL CODE

An application will be made to the court

on \_\_\_\_\_ at \_\_\_\_\_ or as soon after this time as the court schedule allows.

at \_\_\_\_\_ court location

for the following order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The facts on which the application is based are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify these facts are true. \_\_\_\_\_ SIGNATURE OF APPLICANT

The Court orders that

\_\_\_\_\_ by the Court

other party's copy

# APPLICATION TO A JUDGE

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

In the case between:

CLAIMANT(S)

and

DEFENDANT(S)

FROM:

NAME

ADDRESS

CITY, TOWN,  
MUNICIPALITY

British Columbia

TEL. #

PROV.

POSTAL CODE

SERVICE COPY

APPLICANT

An application will be made to the court

on \_\_\_\_\_ at \_\_\_\_\_  
time am / pm

or as soon after this  
time as the court  
schedule allows.

at

\_\_\_\_\_ court location

for the following order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The facts on which the application is based are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify these facts are true.

SIGNATURE OF APPLICANT

The Court orders that

SERVICE COPY

\_\_\_\_\_ by the Court

APPLICATION TO A JUDGE

service copy

service copy

# CERTIFICATE OF SERVICE

CERTIFICATE OF SERVICE

I certify that

Fill in:  
your name;  
the name of the party or  
other person served;  
the date service took  
place;  
the street address  
or location, city and  
province where service  
took place.

I \_\_\_\_\_  
served \_\_\_\_\_  
on \_\_\_\_\_  
at \_\_\_\_\_  
with \_\_\_\_\_

Name the documents  
that you served.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell how service took  
place by checking  
appropriate box(es) for:

ordinary mail and fill in  
the date mailed;

by  mailing a copy by ordinary mail to that person's address on \_\_\_\_\_  
Date

an individual;

- leaving a copy of it with him or her.
- mailing a copy of it by registered mail to him or her.

a company as defined  
in the *Business  
Corporations Act*;

- mailing a copy of it by registered mail to the registered office of the company.
- leaving a copy of it
  - at the registered office of the company.
  - at the place of business of the company, with a receptionist or a person who appears to manage or control the company's business there.
  - with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the company.

an extraprovincial company  
as defined in the *Business  
Corporations Act*;

- mailing a copy of it by registered mail to the attorney shown in the corporate registry.
- leaving a copy of it with the attorney shown in the corporate registry.
- leaving a copy of it at the head office shown in the corporate registry if that head office is in British Columbia.
- mailing a copy of it by registered mail to the head office shown in the corporate registry if that head office is in British Columbia.

a partnership;

- mailing a copy of it by registered mail to a partner.
- leaving a copy of it
  - with a partner.
  - at the place of business of the partnership, with a person who appears to manage or control the partnership business there.
  - with a receptionist who works at a place of business of the partnership.

a municipal corporation,  
regional district or other  
local government body;

- giving a copy to the clerk, deputy clerk or a similar official.

a young person;

- leaving a copy of the notice with the defendant's mother, father or guardian.

a society as defined in the  
*Society Act*;

- mailing a copy of it by registered mail to the address for service on file with the Registrar of Companies.
- leaving a copy of it
  - at the address for service on file with the Registrar of Companies.
  - with a director, officer, receiver manager or liquidator of the society.

an extraprovincial society  
as defined in the *Society  
Act* (if no attorney has been  
appointed, check one of  
the 2 preceding boxes for a  
society);

- mailing a copy of it by registered mail to the attorney of the society appointed under section 77 of the *Society Act*.
- leaving a copy of it with an attorney appointed under section 77 of the *Society Act*.

an unincorporated  
association or trade union;

- mailing a copy of it by registered mail to the registered office of the association.
- leaving a copy of it with an officer of the association or, in the case of a trade union, with a business agent.

a corporation incorporated  
outside British Columbia if  
it is not an extraprovincial  
company;

- mailing a copy of it by registered mail to a place of business or registered office of the corporation outside British Columbia.
- leaving a copy of it
  - at a place of business or registered office of the corporation outside British Columbia with a receptionist or a person who appears to manage or control the corporation's business, or
  - with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the corporation.

alternate service method  
ordered by the Court.

- (fill in any instructions given by a judge or registrar for service)

**NOTE: You must give proof of service by REGISTERED MAIL by attaching one of the following:**

1. a copy, produced by fax or otherwise, of the signature obtained by Canada Post at the time the document was delivered.
2. a print-out of the delivery confirmation made available on the Internet by Canada Post (<http://www.canadapost.ca>).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person who served the document

