

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 am / pm schedule allows.

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

APPLICATION TO A JUDGE

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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

SERVICE COPY

APPLICANT

ADDRESS

CITY, TOWN,
MUNICIPALITY

British Columbia

TEL. #

PROV.

POSTAL CODE

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

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The Court orders that

_____ by the Court

applicant copy

applicant copy