

NOTICE OF TRIAL CONFERENCE

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

REGISTRY FILE NUMBER
REGISTRY LOCATION

In the case between:

_____ **CLAIMANT(S)**

and

_____ **DEFENDANT(S)**

and

_____ **THIRD PARTY**

A trial conference will be held on

day month year at time M or as soon after this time as the court schedule allows.

at court location

Who must attend?

All parties must have the individual who will be responsible for presenting their case at the trial attend the trial conference, which may be

- (a) the party,
- (b) if the party is not an individual, a representative who is familiar with all facts relevant to the dispute and who has the authority to settle the claim,
- (c) a representative of an insurer in accordance with Rule 7.5 (11) (c), or
- (d) a lawyer or articling student.

What must the parties do before the trial conference?

At least 14 days before the date set for the trial conference, all parties must complete and file a Trial Statement (Form 33) at the registry. At least 7 days before the trial conference, the parties must serve a copy of their Trial Statement on each of the other parties.

What are the purposes of a trial conference?

At the trial conference, a judge can review the case and discuss the trial process and the evidence with the parties. A judge may also make court orders and rulings on certain matters or dismiss the claim, counterclaim, reply or third party notice at a trial conference.

What happens if someone does not attend?

The judge may dismiss the claim or make a payment order or other appropriate order against a party who does not attend a trial conference.

day month year by the court