

Supreme Court Civil and Family Forms

“How To” Guide

The Ministry of Attorney General Supreme Court [civil](#) and [family](#) forms are available in PDF format. The forms can be filled in, signed and saved electronically. They can also be e-filed using [Court Services Online](#). There are two types of forms:

1. **Basic PDF format** - The majority of the forms are provided in this format.
2. **XML tagged PDF format** - Seventeen of the most commonly used forms are provided in an enhanced PDF format that allows information to be pulled directly into the courts’ civil case management system if the form is [e-Filed](#). Forms which are XML tagged are marked with an asterisk on the [civil forms](#) and [family forms](#) web pages.

This document provides important information on how to use the forms:


Using Adobe Reader – Helpful Hints for Filling in Forms
Using a Basic PDF Form
Using an XML Tagged Form

Before You Begin

To use these forms, Adobe Reader version 8.1 is required. Adobe Reader is available at no charge. To download version 8.1 or later, [click here](#).

Using Adobe Reader - Helpful Hints for Filling Forms

Below are some tips to help you navigate through Adobe Reader forms.

1. If you click the “Highlight Fields” button in the top right hand corner of the form (see figure 1 below), a number of blue fields appear. Blue fields allow you to enter data.
2. Fields with drop down arrows display a list of values to choose from. If many items exist in the drop down menu, you will see scroll bars that allow you to move up or down to find your selection.
3. Clicking the “” icon (see red circle in figure 1) allows you to save the PDF document with the data you entered to your computer for future editing, printing and saving.

Note: This type of save is required if you plan to submit your document through Court Services Online.

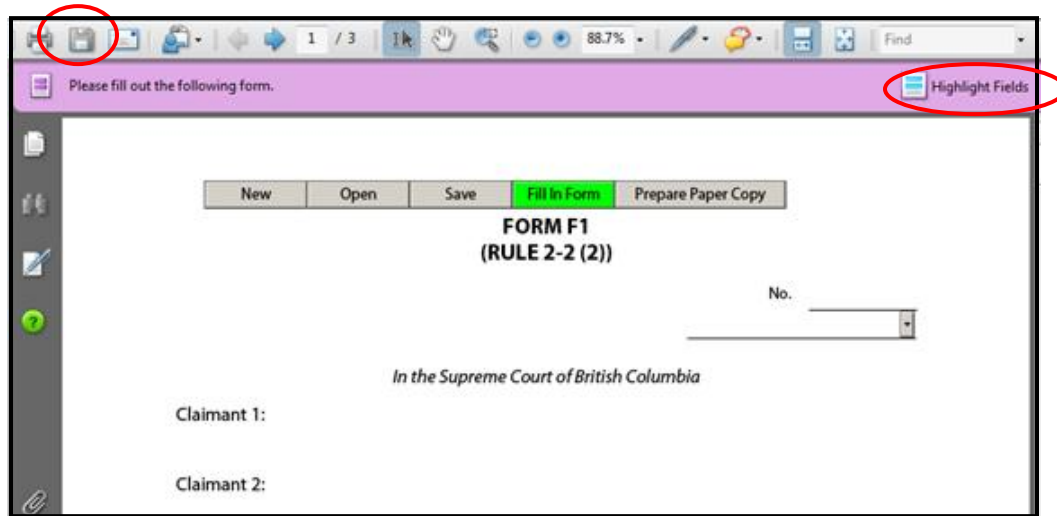


Figure 1

Using a Basic PDF Form

The basic PDF forms are fairly straightforward to use:

- open the form;
- fill out the blank fields (you can either type or cut and paste text from another document);
- save your form (any data you have entered into the forms will be saved).

Using an XML Tagged Form (forms with “*” next to the form number)

The 17 enhanced or “XML tagged forms” are more complex and work differently than the basic PDF files. This format allows information to be pulled directly into the courts’ civil case management system if the form is [e-Filed](#).

The following information will be helpful to you if you are completing an XML tagged form.

Note: All forms subsequent to the initiating forms (forms that start a Supreme Court file) have the ability to change their party roles in the style of cause (for example: Claimant and Respondent can be changed to Claimant #1 and Claimant #2) (See figure 2a and 2b below)

Figure 2a

**FORM F52
(RULE 15-1 (1))**

No. _____

In the Supreme Court of British Columbia

Claimant: _____

Respondent: _____

Figure 2b

**FORM F52
(RULE 15-1 (1))**

No. _____

In the Supreme Court of British Columbia

Claimant #1: _____

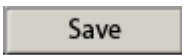
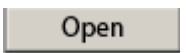
Claimant #2: _____

Getting Started

Buttons at the Top of the XML Tagged Forms

The buttons located across the top of the XML tagged forms are the key to successfully using the forms.

1. The “New” button opens a new blank version of the form. Before you click this button, make sure you have saved your current form or your data will be lost.
2. Clicking the “Open” button allows you open a previously saved form.
3. The “Save” button saves data entered on the form to your computer.

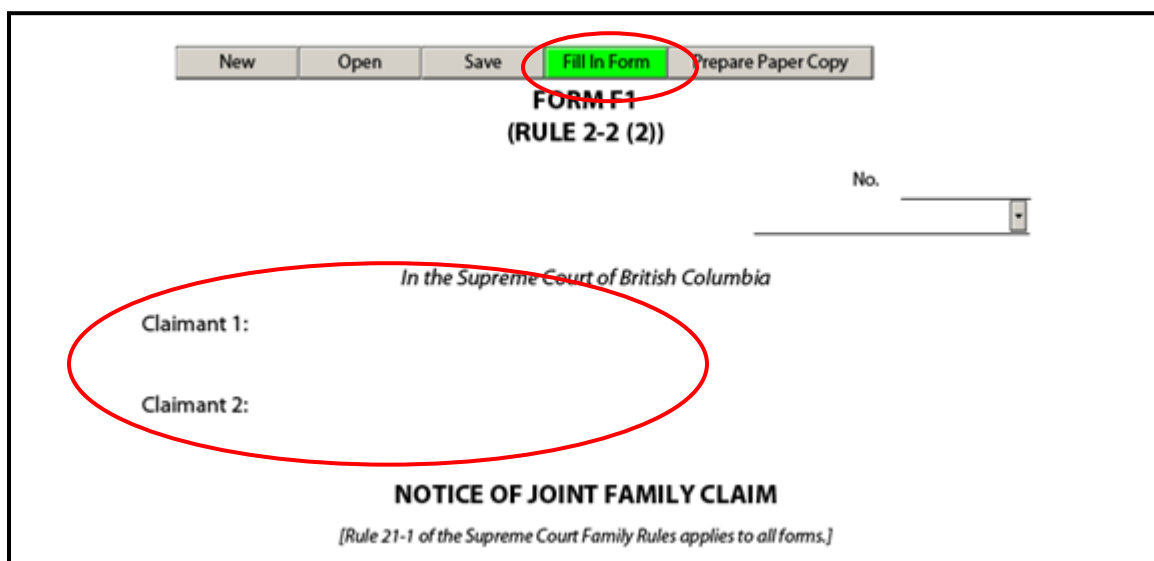


4. Click on the “Fill In Form” button in order to use the form, “Print Preview” now appears as the title in the button.



○ Before the “Fill in Form” button is clicked, blank white fields are displayed and cannot be filled in (see figure 3 below).

5. The “Prepare Paper Copy” button provides the same document with expanded fields, this is a “print and fill” version of the form for the manually user



The screenshot shows a software interface for a legal form. At the top, there is a menu bar with buttons for 'New', 'Open', 'Save', 'Fill In Form', and 'Prepare Paper Copy'. The 'Fill In Form' button is highlighted in green and circled in red. Below the menu bar, the form title is 'FORM F1 (RULE 2-2 (2))'. To the right, there is a field labeled 'No.' with a dropdown arrow. The main body of the form contains the text 'In the Supreme Court of British Columbia' followed by 'Claimant 1:' and 'Claimant 2:'. These two lines are circled in red. At the bottom, the form is titled 'NOTICE OF JOINT FAMILY CLAIM' with a note in brackets: '[Rule 21-1 of the Supreme Court Family Rules applies to all forms.]'

Figure 3

○ After the ‘Fill in Form’ button is clicked (the button will now say “Print Preview”), data entry fields are available (see figure 4 below). Data entered in these fields will automatically appear throughout the document wherever applicable (for example, name of claimant).

Figure 4

New Open Save **Print Preview** Prepare Paper Copy

FORM F1
(RULE 2-2 (2))

No. _____

In the Supreme Court of British Columbia

Claimant 1:

Claimant 2:

Claimant 1					
Address	<input type="checkbox"/> Filing Party				Delete
Add AKA/DBA	Surname	First Name	Second Name	Third Name	
Add Legal Rep.					

More Tips

Date Fields

The date selector in Adobe enables you to scroll through months and years by clicking on the current month or year at the top. (see figure 5 below)

Figure 5

October, 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 2010-10-25

Digital Signatures

If you do not have a digital signature, you may still be able to file the form electronically. Most forms that are e-Filed do not require a signature. See civil [rule 23-3\(12\)](#) and family [rule 22-4\(12\)](#) for details.

If you are not filing your document electronically (e-Filing) and will be filing at the registry, you can fill out the form online, print it and then sign it manually (see a sample signature block in figure 6 below).

Figure 6

Signature of
Claimant 1 Lawyer for claimant 1
[type or print name]

More Buttons

- **Green:** Clicking on a green field expands that area and allows you to enter data. Note: If you cannot see any green fields, click on the “Fill in Form” button on the top of the form. For example, to add an address for one or more of the parties, click the green “Address” button (see figure 7 below).

Figure 7

New Open Save Print Preview Prepare Paper Copy

FORM 1
(RULE 3-1 (1))

No. _____

In the Supreme Court of British Columbia

Between _____ Plaintiff(s)

and _____ Defendant(s)

Plaintiff(s)

Address Individual Organization **Delete**

Add AKA/DBA Surname First Name Second Name Third Name

Add Legal Rep.

Address **Close**

Counsel Address:

Address Line 1: _____

Address Line 2: _____

Complete the applicable fields and click the blue “close” button, to populate the information, scroll down to the “Select Service Address for” and select the parties from the drop down arrow and the information will automatically populate into the fields (see figure 8 below)

Figure 8

Select Service Address for: [dropdown menu]
Address for Service: Doe, John
Fax number address for service (if any): _____
E-mail address for service (if anv): _____

- **Orange Delete button:** Deletes an entry.



- **Blue Close button:** Closes the fields opened when the green button was clicked.



- **Copy Address:** Copies and address form another party on the same document

Copy Address From: [dropdown menu]

- **Green Add button:** there are several different “Add” buttons, these buttons allow you to add additional data into the form (for example, additional party, Order or Fact)



Family Forms – Schedules:

Forms F1 – Notice of Joint Family Claim, F3 – Notice of Family Claim and F5 – Counterclaim all have hidden schedules. To make these schedules appear click the order(s) you are asking under the “I am asking for the following” and “My Claims” fields, the schedule(s) will automatically populate once the box is checked (see figure 9 and 10 below)

Figure 9

I am asking for the following:

- An order for divorce – [complete section 2 Divorce]
- An order in relation to child(ren) – [complete section 4 Orders asked for in relation to children]
- An order for spousal support – [complete section 5 Spousal Support]
- An order relating to property – [complete section 6 Property]
- Another order – [complete section 7 Other]

4 My Claims

[Check the correct box(es) and complete and attach the required Schedules.]

- An order for divorce – *[complete and attach Schedule 1]*
- An order respecting child(ren) – *[complete and attach Schedule 2]*
- An order for spousal support – *[complete and attach Schedule 3]*
- An order relating to property – *[complete and attach Schedule 4]*
- Another order – *[complete and attach Schedule 5]*
- An order for costs

Figure 10