

Certificate of Readiness

In the Provincial Court of British Columbia (Small Claims Court)

| |
|----------------------|
| REGISTRY FILE NUMBER |
| REGISTRY LOCATION |

Certificate of Readiness

Fill in the names of the parties, copying them from the Notice of Claim or Notice of Civil Resolution Tribunal Claim and Third Party Notice, if applicable.

In the case between

NAME CLAIMANT(S)

and

NAME DEFENDANT(S)

and

NAME THIRD PARTY(IES)

NAME CLAIMANT

FROM:

Fill in the name of the claimant who is filing the certificate.

I am claiming damages for personal injuries and am ready to discuss settlement of my entire claim.

I attach all medical reports and all records of expenses or losses incurred or expected.

Fill in the date and sign, print or type the claimant's name.

| |
|------|
| date |
|------|

| |
|--------------------------------------|
| sign, print or type name of claimant |
|--------------------------------------|

court copy

Certificate of Readiness

In the Provincial Court of British Columbia (Small Claims Court)

REGISTRY FILE NUMBER

REGISTRY LOCATION

Certificate of Readiness

In the case between

CLAIMANT(S)

NAME

and

DEFENDANT(S)

NAME

and

THIRD PARTY(IES)

NAME

FROM:

CLAIMANT

NAME

I am claiming damages for personal injuries and am ready to discuss settlement of my entire claim.

I attach all medical reports and all records of expenses or losses incurred or expected.

date

sign, print or type name of claimant

defendant copy

Certificate of Readiness

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In the case between

CLAIMANT(S)

NAME

and

DEFENDANT(S)

NAME

and

THIRD PARTY(IES)

NAME

FROM:

CLAIMANT

NAME

I am claiming damages for personal injuries and am ready to discuss settlement of my entire claim.

I attach all medical reports and all records of expenses or losses incurred or expected.

date

sign, print or type name of claimant

Certificate of Readiness

third party copy

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In the case between

CLAIMANT(S)

NAME

and

SERVICE COPY

DEFENDANT(S)

NAME

and

THIRD PARTY(IES)

NAME

FROM:

CLAIMANT

NAME

I am claiming damages for personal injuries and am ready to discuss settlement of my entire claim.

I attach all medical reports and all records of expenses or losses incurred or expected.

| |
|------|
| date |
|------|

| |
|--------------------------------------|
| sign, print or type name of claimant |
|--------------------------------------|

SERVICE COPY

Certificate of Readiness

service copy

CERTIFICATE OF SERVICE

REGISTRY FILE NUMBER

REGISTRY LOCATION

CERTIFICATE OF SERVICE

Fill in:

Who served the document(s)?

the **name of the party** served;

When were the document(s) served?

Where were the document(s) served?

I certify that

I, _____

served _____

on _____
Day/Month/Yearat _____
Street address or location, city, province

with _____

LIST and ATTACH ALL
document(s) that you served.

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

by

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.

Insurance Corporation of BC (ICBC);

- ☐ Mailing a copy of it by registered mail to the legal department at the Insurance Corporation of British Columbia (ICBC).
☐ Leaving a copy of it at the legal department at the Insurance Corporation of British Columbia (ICBC).

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 within the meaning of the *Societies Act*;

- ☐ Mailing a copy of it by registered mail to the mailing address of the society's registered office on file with the Registrar of Companies.
☐ Leaving a copy of it ☐ at the delivery address of the society's registered office on file with the Registrar of Companies
☐ with a director, officer, receiver manager or liquidator of the society.

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
☐ with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the corporation.

ordinary mail (and fill in the date mailed);

- ☐ Mailing a copy of it by ordinary mail to that person's address on _____
Day/Month/Year

(NOTE: The date the documents are presumed served (above) is 14 days after this date.)

- ☐ (Indicate other service method or instructions given by a judge or registrar for service.)

OTHER SERVICE method or alternate method ordered by the Court.

_____**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>).

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REGISTRY FILE NUMBER

REGISTRY LOCATION

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CLAIMANT(S)

NAME

and

DEFENDANT(S)

NAME

and

THIRD PARTY(IES)

NAME

FROM:

CLAIMANT

NAME

I am claiming damages for personal injuries and am ready to discuss settlement of my entire claim.

I attach all medical reports and all records of expenses or losses incurred or expected.

date

sign, print or type name of claimant

claimant copy