NOTICE TO THE CLAIMANT

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA
(Small Claims Court)

REGISTRY FILE NUMBER
REGISTRY LOCATION

Enclosed is your copy of the reply filed by the defendant(s), in your small claims case.

The defendant has agreed to pay all or part of the amount claimed.

Your case will not proceed until you respond with one of the following choices:

If you agree to the amount and the terms for payment, you have two options;

You should contact the defendant(s) and arrange to sign a ***consent order*** setting out the terms of your agreement (See Rule 16) and make an application to the Registrar.

The registry has a *consent order* form (SCL 021) which you can fill out, or you can prepare your own forms.

The *consent order* should be brought to the registry. The Registrar will sign and file the agreement making it an order which may be enforced if necessary.

OR

OR…

You should come to the registry and file a *payment order* (form SCL 010)**.**

For Further information, please see Rule 3(6) of the *Small Claims Rules*. If you have any questions, contact the registry.

OR

If you agree to the amount but disagree with the payment schedule;

You should **come to the registry and file a payment order.** You may then issue a summons to a payment hearing so the payment schedule can be set by the court.

OR

If you will not accept the amount offered;

You should **fill in the bottom portion of this form and return or mail the court copy to the registry,** in order for a settlement conference to be scheduled.

Fill in the registry file number and location at the top of this page

REPLY

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (Small Claims Court)

BETWEEN:

Copy the name of the claimant and defendant from the notice of claim.

CLAIMANT(S)

AND:

DEFENDANT(S)

I will not accept the amount the defendant has agreed to pay in the reply. Please schedule a settlement conference in this case.

Sign and date the form and **return or mail the court copy to:**

Registry Address

Signature of claimant

Please print your name

1-COURT COPY 2-CLAIMANT