

Fax Filing Cover Page – Provincial Court Family

Form 52

Provincial Court Family Rules

Rule 194

This form must be used when transmitting documents to the court registry by fax for filing.

Documents transmitted by fax are subject to the limitations set out in the Provincial Court Family Rules.

It is the responsibility of the person transmitting a document to ensure that the document is filed in the court registry within the required filing time. The registry is not responsible for any difficulties transmitting a document by fax to the registry. The registry cannot guarantee that any document will be filed on the day it is received in the registry.

To:

Court location

Fax number

From:

Name of party, lawyer or firm

Contact name (if different from above)

Phone number

Fax numbers for transmitting Provincial Court family documents to court registries can be found on the BC Government website at:
www.gov.bc.ca/gov/content/justice/court-house-services/courthouse-locations
or through Enquiry BC at 1-800-663-7867

Notification of acceptance or refusal of filing:

Please select only one of the following options for notification and complete the required information

☐

by fax to:

Fax number

☐

by email to:

Email address

☐

by mail to:

Mailing address

City

Province

Postal Code

Attachments:

Court File Number: _____ Names of Parties: _____

Document(s) for filing: (Application About a Family Law Matter, Reply, etc.)	No. of pages in document
Total no. of pages in submission (including fax cover page) ➡	

Note: If the total number of pages exceeds 30, your document(s) should be sent in batches. Please indicate at the top of the Fax Filing Cover Page, "Batch 1/2" and "Batch 2/2" and so on and specify in this section what is included in the specific batch. Court registry fax machines may be unable to accommodate a large volume of faxed materials. Other filing options should be considered.

Note to Registry:
