

REPLY TO THIRD PARTY NOTICE



PROVINCIAL COURT OF BRITISH COLUMBIA

REPLY TO THIRD PARTY NOTICE

REGISTRY FILE NUMBER

What is the registry file number and location shown on the Notice of Claim or Notice of Civil Resolution Tribunal Claim?

Step 1

COMPLETE the **REPLY**. Please print clearly and legibly. If you accessed this form from the Government of BC website, you may complete using a computer and print all 4 copies. For more help there is a booklet called "[Replying to a Claim](#)".



Step 2

File the **REPLY** and **ADDRESS FOR SERVICE FORM** with the small claims registry shown on the NOTICE OF CLAIM or NOTICE OF CIVIL RESOLUTION TRIBUNAL CLAIM. The fee for filing is \$26 for claims up to and including \$3,000 and \$50 for claims over \$3,000 unless you have agreed to pay the full claim. There is no fee for filing the Address for Service form.



Step 3

The small claims registry will send a copy of your Reply and Address for Service to the other parties and set a date for a settlement conference, if not previously scheduled. Some cases will go directly to trial and you will receive a notice telling you the date and place along with your next steps.



Step 4

When the date is set, you can prepare for the conference or trial. For more help there is a booklet called "[Getting Ready for Court](#)".



Step 5

If the defendant agrees with your proposal, together you may file a consent order.

FROM:

This is where you identify the third party who is filing this Reply. You must complete and file the blank Address for Service ([Form 38](#)) you were served with. This address is where notices and other information about the claim can be sent to you. If this address changes at any time you must file an updated Address for Service ([Form 38](#)) with the small claims registry and serve a copy on all the other parties.

DISPUTE:

Here you must list the reasons why you oppose the claim. You do not need to tell everything about your case here. You must tell just enough to indicate to the defendant and the court what parts of the claim you dispute, and why. Look at the "How Much" section of the Third Party Notice. If the claim has more than one part - a, b, c and so on - then you should reply to each part separately, using the same letters. If there is anything in the Third Party Notice that you agree with, be sure to include that here.

PROPOSING PAYMENT:

If you admit all or part of the claim, and if you are proposing a payment schedule, try to make it a reasonable one. If the defendant agrees with your proposal, together you may file a consent order.

Forms and guides can be found at the Government of BC website:
www.gov.bc.ca/smallclaims

REGISTRY FILE NUMBER
REGISTRY LOCATION

REPLY TO THIRD PARTY NOTICE

court copy

REGISTRY FILE NUMBER
REGISTRY LOCATION

NAME _____

NAME _____

NAME _____

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

REGISTRY LOCATION
<p> Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia </p> <p> Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland </p> <p> Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey </p> <p> New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island </p> <p> South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington West Virginia </p> <p> Wisconsin Wyoming </p>

NAME _____

NAME

☐ Form 38, Address for Service included for filing

NAME _____

e

name

[illegible]

defendant copy

defendant copy

