

# 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.

|              |   |  |
|--------------|---|--|
| <b>To:</b>   | Court location                            |  |
|              | Fax number                                |  |
| <b>From:</b> | Name of party, lawyer or firm             |  |
|              | Contact name<br>(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: [gov.bc.ca/courthouselocations](http://gov.bc.ca/courthouselocations) 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: