

TO BRING A NOTICE OF MOTION

Rule 12(1)

Step 1

COMPLETE the **NOTICE OF MOTION**, print clearly and firmly. There are 4 copies, so be sure all copies are legible. If you accessed this form from the Government of BC website, you may also complete it using a computer and then print all 4 copies. You may wish to submit written evidence in support of your notice of motion. To do so, complete and swear an **AFFIDAVIT**. Obtain a date and time for your hearing from the registry.

Forms can be found on the Government of BC website:
www.gov.bc.ca/court-forms



Step 2

FILE the **NOTICE OF MOTION** by taking or mailing it and any supporting affidavit(s) to the court registry. If you are asking the court to change or cancel an order made in your absence, be sure to attach a copy of the order. The staff will apply the registry stamp to each document. They will return the copies you need for your records and to serve on the other party and anyone else who must be notified.



Step 3

MAKE ARRANGEMENTS TO SERVE the other party or parties with a copy of the notice of motion and supporting affidavit(s). If you are asking a person who is not a party to produce information or documents, you must serve that person as well. This must be done at least 7 days before the date of the court hearing.

A notice of motion may be served by:

- mailing a copy to the other party's last address for service which they have given to the court registry;
- faxing a copy of the notice of motion, if the other party's address for service included a fax number. You must use the special fax cover page, which the registry can give you;
- emailing a copy of the notice of motion, if the email address is included in the address for service provided by that party;
- leaving a copy of the notice of motion with the other party's lawyer; or
- having another person, at least 19 years of age, leave the notice of motion with the party. These last 2 methods are called personal service.

A person, who is not a party, may be served by:

- mailing a copy of the notice of motion by registered mail to the person's postal address; or
- leaving a copy of the notice of motion directly with the person (this is called personal service.)



The purpose of service is to be sure the other party knows what you are asking for and the court date. However, in special or urgent circumstances, a judge may make an order without notice having been given to the other party. If you are going to ask a judge to do this, tell the registry staff when you file your notice of motion. You must be prepared to give the judge evidence that the circumstances require it.



Step 4

At the hearing, if the other party or anyone else who must be served does not appear, be ready to prove that you served him or her, or that you were unable to do so. To prove service:

If you or another person personally served the notice of motion, **COMPLETE** the **AFFIDAVIT OF PERSONAL SERVICE** on the back of the 'proof of service' copy of the notice of motion.

If you served the notice of motion by mail or fax, **COMPLETE** the **AFFIDAVIT OF SERVICE** on the back of the 'proof of service' copy of the notice of motion.

If you mailed the notice of motion by registered mail, attach to the affidavit of service either:

- original copy of signature obtained at time of delivery; or
- unopened envelope containing the notice of motion, returned by Canada Post Corporation with a reason for non-delivery (e.g. "address unknown", "unclaimed", "refused").

Court File Number:

Copy the court file number, FMEP number (if any) and the court location from the original application.



Case Name:

Copy the names of the parties exactly as they appear on the application.



Filed by:

You must be sure that the address you give is correct because this is where the registry will send any further notices or information to you. If your address changes at any time, you must file a NOTICE OF CHANGE OF ADDRESS form with the registry, and serve a copy of it on the other party.



Notice to:

Provide the name, address and telephone number of the other party, and of any other person who must be served with this notice. Normally this is only the other party.

Examples of other persons are:

- If you are asking for a document to be produced by a person who is not the other party, that person must be served.
- If the creditor is enrolled with the Family Maintenance Enforcement Program, the Director of Maintenance Enforcement must be served (by mail at the Director's post office box).



Where and When? _____

Ask the registry for a date and time when the court will hear the notice of motion.



What are You Asking for? _____

Check the appropriate box(es). Where the line you have checked indicates that details of the order are "as set out below" provide the details following "Details of order(s) requested".

Examples of order details are:

- an order for service on (*name of party*) by publication in (*number*) issues of the (*name of publication*).
- an order for production of (*name of the document*) by (*name of person who has the document*).

Note:

Use of affidavit is optional.



Sign your name, and state today's date.
State name of lawyer, if any.



NOTICE OF MOTION

In the Provincial Court of British Columbia

Court File No.:
Court Location:
FMEP No.:

NOTICE OF MOTION

Case name
as it appears on the application.

In the case between:

NAME And: NAME

Your current mailing address for service.

Filed by: APPLICANT

NAME	DATE OF BIRTH (MMM/DD/YYYY)		
<small>(Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.)</small>			
ADDRESS FOR SERVICE	CITY	PROVINCE	
POSTAL CODE	PHONE	E-MAIL	FAX

Address for service of other party or of anyone else who must be served.

Notice to: RESPONDENT

NAME	DATE OF BIRTH (MMM/DD/YYYY)		
ADDRESS FOR SERVICE	CITY	PROVINCE	
POSTAL CODE	PHONE	E-MAIL	FAX

Where and

When is this hearing? Obtain a date and time from the registry.

I, NAME OF PERSON MAKING APPLICATION will apply to this court at COURT LOCATION

on MMM/DD/YYYY at TIME am/pm for:

What are you asking for in this application? Check the appropriate box(es) and fill in any required information.

- An order shortening or extending a time limit set out in the Provincial Court (Family) Rules
- An interim order under section 216 or 217 of the Family Law Act
- An order changing, suspending or terminating the attached order made in my absence
- An order settling the terms of an order made MMM/DD/YYYY
- An order that a person not remove, or that a person be allowed to remove, a child from a geographical area
- An order to prohibit the relocation of a child
- An order for blood or tissue samples, for parentage tests, to be taken from NAMES
- An order for service of IDENTIFY DOCUMENTS by METHOD OF SERVICE
- An order for access to information under section 242 of the Family Law Act
- An order for information to be disclosed by NAME
- An order transferring this file to the court registry at: NAME
- Directions on a procedural matter
- An order changing or setting aside the determination of a parenting coordinator dated MMM/DD/YYYY
- An order to enforce:
 - the order made MMM/DD/YYYY
 - the agreement dated MMM/DD/YYYY
 - compliance with the determination of a parenting coordinator dated MMM/DD/YYYY
- A review of a filed agreement or order respecting spousal support or maintenance under the Family Law Act or the Family Relations Act
- An order determining whether there are arrears owing under a support order made under the Family Law Act or under a support or maintenance order made under the Family Relations Act and, if so, the amount of those arrears
- Other order (SPECIFY)
Details of order(s) requested:

For examples of these details see instruction sheet.

Note:
Use of affidavit is optional.

Sign your name, and state today's date.

NOTICE: If you do not appear, the Court may make an order in your absence.

- Any affidavits in support of this notice of motion are attached.

State name of lawyer, if any

Dated MMM/DD/YYYY

Signature

Name of lawyer of party bringing this motion

COURT FILE

NOTICE OF MOTION

In the Provincial Court of British Columbia

Court File No.:
Court Location:
FMEP No.:

NOTICE OF MOTION

Case name

In the case between:

NAME And: NAME

Who is bringing this notice of motion to the court? Note this person's address for service.

Filed by:

APPLICANT

NAME <small>(Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.)</small>	DATE OF BIRTH (MMM/DD/YYYY)		
ADDRESS FOR SERVICE	CITY	PROVINCE	
POSTAL CODE	PHONE	E-MAIL	FAX

Notice to:

RESPONDENT

NAME	DATE OF BIRTH (MMM/DD/YYYY)		
ADDRESS FOR SERVICE	CITY	PROVINCE	
POSTAL CODE	PHONE	E-MAIL	FAX

Where and

When is this hearing? If you wish to respond to this motion you must appear at this date, time and place and tell the judge your position regarding this motion.

I, NAME OF PERSON MAKING APPLICATION will apply to this court at COURT LOCATION

on MMM/DD/YYYY at TIME am/pm for:

- An order shortening or extending a time limit set out in the Provincial Court (Family) Rules
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Details of order(s) requested:

What order is being asked for?

Important: If you do not appear the judge may hear the motion in your absence and may make any order requested in the Notice of Motion if the judge thinks it is fair to do so in your absence.

NOTICE: If you do not appear, the Court may make an order in your absence.

Any affidavits in support of this notice of motion are attached.

Dated MMM/DD/YYYY

Signature

Name of lawyer of party bringing this motion

Signature

NOTICE OF MOTION

In the Provincial Court of British Columbia

Court File No.:
Court Location:
FMEP No.:

NOTICE OF MOTION

Case name

In the case between:

NAME
And:
NAME

Who is bringing this notice of motion to the court? Note this person's address for service.

Filed by: _____ **APPLICANT**

NAME _____ DATE OF BIRTH (MMM/DD/YYYY) _____
(Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.)

ADDRESS FOR SERVICE _____ CITY _____ PROVINCE _____
POSTAL CODE _____ PHONE _____ E-MAIL _____ FAX _____

Where and When is this hearing? If you wish to respond to this motion you must appear at this date, time and place and tell the judge your position regarding this motion.

Notice to: _____ **RESPONDENT**

NAME _____ DATE OF BIRTH (MMM/DD/YYYY) _____
ADDRESS FOR SERVICE _____ CITY _____ PROVINCE _____
POSTAL CODE _____ PHONE _____ E-MAIL _____ FAX _____

What order is being asked for?

I, NAME OF PERSON MAKING APPLICATION will apply to this court at COURT LOCATION

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Details of order(s) requested: _____

NOTICE: If you do not appear, the Court may make an order in your absence.

Any affidavits in support of this notice of motion are attached.

Dated MMM/DD/YYYY _____ Signature _____

Name of lawyer of party bringing this motion

Signature

NOTICE OF MOTION

In the Provincial Court of British Columbia

Court File No.:
Court Location:
FMEP No.:

NOTICE OF MOTION

Case name
as it appears on the application.

In the case between:

NAME
And:
NAME

Your current mailing address for service.

Filed by:

APPLICANT

NAME DATE OF BIRTH (MMM/DD/YYYY)
(Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.)

ADDRESS FOR SERVICE CITY PROVINCE

POSTAL CODE PHONE E-MAIL FAX

Address for service of other party or of anyone else who must be served.

Notice to:

RESPONDENT

NAME DATE OF BIRTH (MMM/DD/YYYY)

ADDRESS FOR SERVICE CITY PROVINCE

POSTAL CODE PHONE E-MAIL FAX

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 - Other order (SPECIFY)
- Details of order(s) requested: _____

For examples of these details see instruction sheet.

Note: Use of affidavit is optional.

Sign your name, and state today's date.

NOTICE: If you do not appear, the Court may make an order in your absence.

Any affidavits in support of this notice of motion are attached.

State name of lawyer, if any

Dated MMM/DD/YYYY

Signature

Name of lawyer of party bringing this motion

Complete this affidavit if personal service was successful.

If you served the notice of motion on the back of this page together with another document(s), you need to complete only one affidavit of personal service, listing all documents served on the person named.

Check box(es) for each document served, and name the document. Make sure you mark each attached document with the correct Exhibit letter.

If you must make a correction, or cross anything out, please initial.

This section must be sworn or affirmed before a Commissioner for Taking Affidavits.

AFFIDAVIT OF PERSONAL SERVICE (FORM 5)

In the Provincial Court of British Columbia

I swear or affirm that I _____ NAME _____ OCCUPATION _____

of _____ ADDRESS _____ personally served _____ NAME OF PERSON SERVED _____

on _____ DATE _____ at _____ ADDRESS _____

with a copy of the following documents:

- the notice of motion on the back of this page
- EXHIBIT "___"
- EXHIBIT "___"
- EXHIBIT "___"
- EXHIBIT "___"

The party was identified to me in this manner:

- I know the person
- He/she admitted to being this person.
- Other (specify) _____

Sworn or affirmed before me

at _____ British Columbia

DATE _____ on _____

A Commissioner for Taking Affidavits for British Columbia

Signature

Complete this notice of motion if you served the notice of motion by mail, by fax, e-Mail or by substituted service.

If you served the notice of motion on the back of this page together with another document(s), you need to complete only one affidavit of service, listing all documents served on the person named.

Check appropriate box(es) for each document served and name the document. Make sure you mark each attached document with the correct Exhibit letter.

If you must make a correction, or cross anything out, please initial.

This section must be sworn or affirmed before a Commissioner for Taking Affidavits.

AFFIDAVIT OF SERVICE (FORM 13)

In the Provincial Court of British Columbia

I swear or affirm that I _____ NAME _____ OCCUPATION _____

of _____ ADDRESS _____ served _____ NAME OF PERSON SERVED _____

on _____ DATE _____ at _____ ADDRESS _____

with a copy of the following documents:

- | | Name of document |
|--------------------------|---|
| <input type="checkbox"/> | the notice of motion on the back of this page |
| <input type="checkbox"/> | EXHIBIT "___" |
| <input type="checkbox"/> | EXHIBIT "___" |
| <input type="checkbox"/> | EXHIBIT "___" |
| <input type="checkbox"/> | EXHIBIT "___" |

The party was served in this manner:

- Fax (attach a copy of Form 10)
- Mail
- E-Mail
- By substituted service as ordered by the court.

Sworn or affirmed before me

at _____ British Columbia

DATE _____ on _____

A Commissioner for Taking Affidavits for British Columbia

Signature