

Preparing a Certificate of Service

Form 7

Provincial Court Family Rules

Complete this form to prove a document was served.

Service is the act of giving or leaving documents with the required person. It is important that each other party:

- know that a case is going on,
- are aware of what step is being taken, and
- are given a chance to tell their side of the story to the court.

Different court documents must be served in different ways. It is important to make sure you are serving a document properly. Your matter can be delayed if the other person is not properly served.

For some types of documents, the other person must be served personally. These include:

- an Application About a Family Law Matter
- an Application about a Protection Order
- a subpoena

Personal service requires an adult who is not a party to hand-deliver the documents directly to the person being served.

For most other documents, the documents can be served to the address for service in any of the following ways:

- by leaving the documents at the party's address for service
- by mailing the documents by ordinary mail to the party's address for service
- by mailing the documents by registered mail to the party's address for service
- if the party's address for service includes an email address, by emailing the documents to that email address
- if the party's address for service includes a fax number, by faxing the documents to that fax number

A party's address for service is the address they have provided to the court.

If you can't serve the documents in the way required by the court, you can ask for a court order allowing another method of service. To apply, you will need to complete an [Application for a Case Management Order without Notice or Appearance Form 11](#).

Step 1: Serve the documents

Check the instructions for the document you are serving to confirm how to serve it. Remember some documents must be personally served.

If you are serving the Application About a Family Law Matter, you must give the other party:

- instructions about how to file a reply and obtaining a reply form,
- a copy of the Application About a Family Law Matter and any other documents you filed with it.

The court registry will usually give you the instruction sheet when you file your application but you can also print a copy from www.gov.bc.ca/court-forms/.

Step 2: Complete the Certificate of Service form

The Certificate of Service form must be completed by the person who served the documents. Instructions are on the form. Make sure you check off and attach a copy of each document served on the other party.

If you served the documents by registered mail, you can go to the Canada Post website www.canadapost.ca to track your service. Print the confirmation of delivery, or proof of signature, and file it with this form.

Step 3: File the Certificate of Service form at the Provincial Court Registry

You must file the Certificate of Service at the court registry where the existing case is filed.

Certificate of Service

Form 7

Provincial Court Family Rules
Rules 2, 27, 68, 77, 136 and 183

Registry Location:
Court File Number:

I certify that

I, _____
Your full name

served _____
Full name of the person served (copy their name from the document you served them)

on _____ at _____ a.m./p.m.
Date the document(s) were served (mmm/dd/yyyy) Time the document(s) were served

at _____
Street address or location, city, province, or email address or fax number where the document(s) were served.

with the following document(s):

Select all options that apply. Attach a copy of each document you have selected below (except the blank reply) to this Certificate of Service.

- | | |
|--|--|
| <input type="checkbox"/> Application About a Family Law Matter | <input type="checkbox"/> Order |
| <input type="checkbox"/> Financial Statement | <input type="checkbox"/> Reply to a Counter Application |
| <input type="checkbox"/> Guardianship Affidavit | <input type="checkbox"/> Application for Order Prohibiting the Relocation of a Child |
| <input type="checkbox"/> Instructions about filing reply | <input type="checkbox"/> Application About Enforcement |
| <input type="checkbox"/> Application for Case Management Order | <input type="checkbox"/> Written Response to Application |
| <input type="checkbox"/> Application About a Protection Order | <input type="checkbox"/> Notice of Intention to Proceed |
| <input type="checkbox"/> Application About Priority Parenting Matter | <input type="checkbox"/> Other (list any additional document(s) that you served here): |

by:

Select the appropriate option for how you served the other party with the document(s)

Personal service

Note: Application About a Family Law Matter or About a Protection Order can only be served this way.

- leaving a copy of the document(s) with the person
- alternative service method ordered by the court (specify the method or instructions you followed as ordered by the court):

Ordinary service

Note: This method of service is not allowed for an Application About a Family Law Matter or About a Protection Order.

- leaving a copy of the document(s) at the person's address for delivery
- mailing the document(s) by ordinary mail to the person's address for delivery on _____
(mmm/dd/yyyy)
Note: The date the document(s) were served is 14 days after the documents were mailed.
- mailing the document(s) by registered mail to the person's address for delivery
Note: The date the document(s) were served is the date the document(s) were confirmed to have been delivered by Canada Post. Attach a copy of the delivery confirmation from Canada Post.
- emailing the document(s) to the person's email address for delivery
- faxing the document(s) to the person's fax number for delivery
- alternative service method ordered by the court (specify the method or instructions you followed as ordered by the court):

Signature of the person who served the document

Date of signature (mmm/dd/yyyy)