REQUEST FOR SERVICE OF FAMILY PROTECTION ORDER

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

○ In the Provincial Court of British Columbia
○ In the Supreme Court of British Columbia

INSTRUCTIONS: If service of a *Family Law Act* Protection Order is required, the party making an application must submit a completed Request for Service of Family Protection Order form along with the document(s) to be served. The information provided in this form will be used to assist the process server in locating and identifying the party to be served. Please complete the form with as much detail as possible to assist in service. If available, please attach a clear photograph of the person to be served to assist in identification.

NOTICE OF SUCCESSFUL SERVICE: If you wish to receive confirmation of successful service, please provide your email: _____or telephone (if email is not available):_____
This email/telephone number will be used solely for the purpose of confirming successful service. Any other contact regarding the status of service or requests for additional information will be made to the contact number provided on your court file during regular registry hours.

DOCUMENTS TO BE SERVED ON (Details of party to be served – fill out as much as known. **PLEASE TYPE OR PRINT CLEARLY**)

Last Name	Given Name(s)		Gender ○ Male ○ Female ○ X
Alias(es)			Date of Birth (Month, Day, Year)
Current or last known address (Street address, City, Province, Postal Code)			Home Phone
If an apartment:	Buzzer Code	Building Manager Name/Phone	Cell Phone
Employer		Days/Hours of work	
Employer Address (Street address, City, Province)			Work Phone

Description:

Height	Weight	Eyes	Glasses	Hair
Build	Complexion	Ethnic Origin	Social Insurance Number	
Identifying Marks (Tattoos/Scars/Piercings) and Location			Drivers' License Number and Province	
Vehicle (Make/Model/Colour/License Plate Number)				
Vehicle (Make/Model/Colour/License Plate Number)				

Additional Information which may assist in locating the party to be served:
(i.e. best possible time for service, social activities and locations)

FOR REGISTRY USE ONLY

DOCUMENTS TO BE SERVED (Check all boxes that apply)

☐ Protection Order	☐ Order	☐ Affidavit
☐ Application to Obtain an Order	☐ Reply Package ☐ Rule 5 Package	☐ Financial Statement
☐ Application Respecting Existing Orders	☐ Notice of Motion	☐ Other _____

Registry Contact (Name) _____ (Phone Number) _____

Process Server:

☐ Confirm Successful Service by email/telephone to:_____
☐ Provide copy of proof of service to Protection Order Registry via ETRAY.™
☐ Forward the Affidavit of Personal Service (of Protection Order) to the Court Registry at:

Address