

Supreme Court Civil and Family Forms

“How To” Guide

This document provides important information on how to use our forms.

The Ministry of Justice Supreme Court [civil](#) and [family](#) forms are available in PDF format. The forms can be filled in, signed and saved electronically. Completed forms can then be printed or filed electronically (eFiled) using [Court Services Online](#).

There are two types of PDF forms:

1. Basic PDF format - the majority of the forms are provided in this format.
2. 17 of the most commonly used forms are provided in an enhanced PDF format that allows information to be pulled directly into the courts civil case management system if the form is [eFiled](#). Forms (XML tagged) are marked with an asterisk on the [civil forms](#) and [family forms](#) web pages.

To use these forms, Adobe Reader version 9.1 is required. Adobe Reader is available at no charge. [To download version 9.1 or later click here.](#)

If you are not familiar with Adobe Reader or PDF and enhanced PDF forms, you can find helpful information below.

Not sure what form you need or how to proceed? There are a number of free resources available to help with your legal problem. Find out [more](#).

Using Adobe Reader

Below are some tips to help you navigate through Adobe Reader forms:


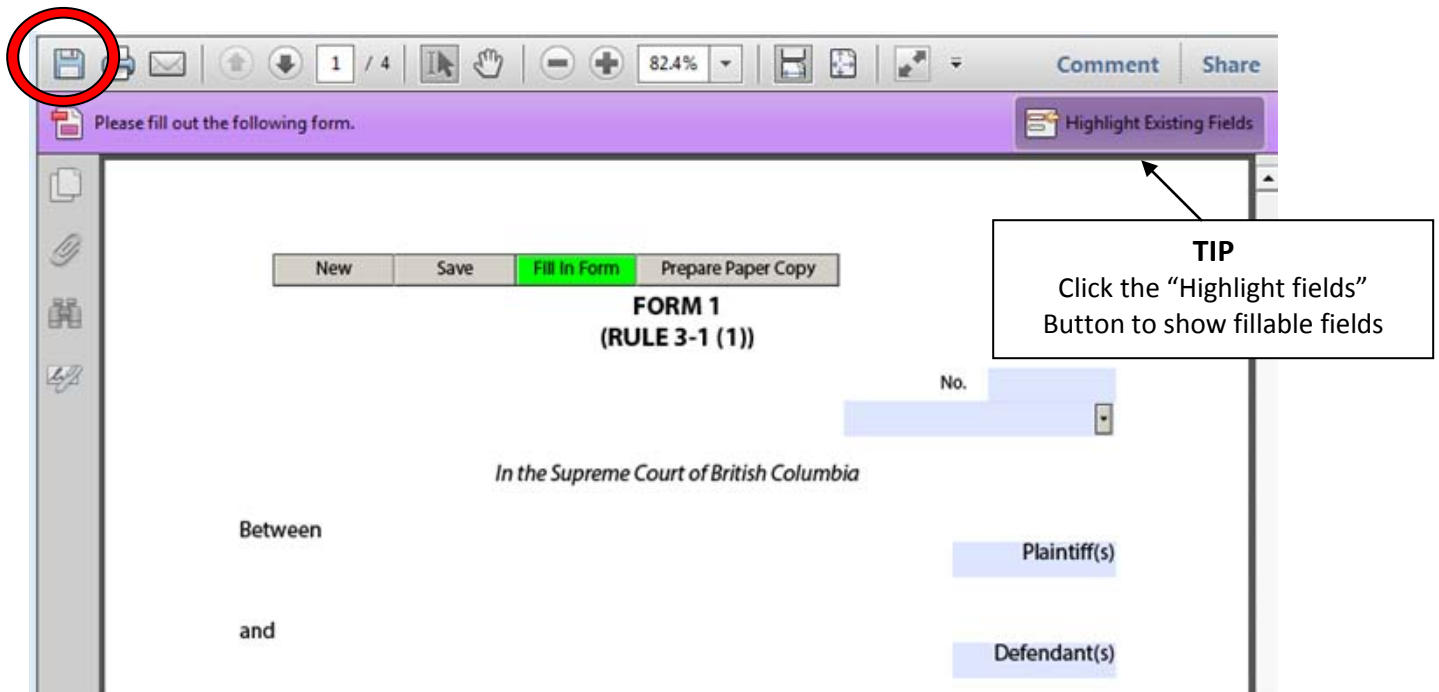
1. If you click the “Highlight Fields” button in the top right hand corner of the form (see Figure 1 below), a number of blue fields appear. Blue fields allow you to enter data.
2. Fields with drop down arrows display a list of items to choose from. If many items exist in the drop down menu, you will see scroll bars that allow you to move up or down to find your selection
3. Clicking the “” icon (see red circle in Figure 1) allows you to save the PDF document with the data you entered to your computer for future editing, printing and saving. (note: this type of save is required if you plan to submit your document through Court Services Online.)

Figure 1:



Using a basic PDF form

The basic PDF forms are fairly straightforward to use:

- open the form;
- fill out the blanks fields (you can either type or cut and paste text from another document);
- save the form to your computer (any data you have entered into the forms will be saved).

Using an XML Tagged Form (forms with “*” next to the form number)

The 17 enhanced or “XML tagged forms” are more complex and work differently than the basic PDF forms. This format allows information included in the form to be pulled directly into the courts civil case management system if the form is [eFiled](#). This eliminates data entry by courts staff and speeds up the filing process.

The following information will be helpful to you if you are completing an XML tagged form.

Getting Started:

Buttons at the top of the XML tagged forms

The buttons located across the top of the XML tagged forms are the key to successfully using the forms:

1. Click on the “**Fill in Form**” button in order to use the form (see figure 2 below). Before the “Fill in Form” button is clicked, blank white fields are displayed and **cannot be filled in**.

Figure 2:

New Save **Fill In Form** Prepare Paper Copy

FORM 1
(RULE 3-1 (1))

No. _____

In the Supreme Court of British Columbia

Between _____

and _____

Plaintiff(s)

Defendant(s)

NOTICE OF CIVIL CLAIM

2. After the “Fill in Form” button is clicked, the name of this button changes to “Print Preview”. Data entry fields are now available (see Figure 3 below). Type your information into the fields. Data entered in these fields will automatically appear throughout the document wherever applicable (e.g. name of Plaintiff).

Figure 3:

New Save **Print Preview** Prepare Paper Copy

FORM 1
(RULE 3-1 (1))

No. _____

In the Supreme Court of British Columbia

Between _____

and _____

Plaintiff(s)

Defendant(s)

Add Additional Parties

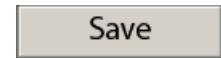
| Plaintiff(s) | | | | |
|-----------------------|--|---------------------------------------|-------------|---------------|
| Address | <input checked="" type="checkbox"/> Individual | <input type="checkbox"/> Organization | | Delete |
| Add AKA/DBA | Surname | First Name | Second Name | Third Name |
| Add Legal Rep. | | | | |

About the other buttons located across the top of the XML tagged forms:

3. The **“New”** button opens a new blank version of the form. Before you click this button, make sure you have saved your current form or your data will be lost.



4. The **“Save”** button saves data entered on the form to your computer.



5. The **“Prepare Paper Copy”** button prepares a blank version of the form to be printed and filled out manually.



More Buttons

Green button: Hold you cursor over a green button to learn about what should be included in that field. Clicking on a green field expands that area and allows you to enter data. Note: If you cannot see any green fields, click on the “Fill in Form” button on the top of the form.

For example, to add an address for one or more of the parties, click the green “Address” button (see figure 4 below). Complete the applicable fields and click the blue “close” button.

Figure 4:

**FORM 1
(RULE 3-1 (1))**

No.

In the Supreme Court of British Columbia

Between Plaintiff(s)

and Defendant(s)

Add Additional Parties

| Plaintiff(s) | | | | |
|----------------|--|---------------------------------------|-------------|------------|
| Address | <input checked="" type="checkbox"/> Individual | <input type="checkbox"/> Organization | | Delete |
| Add AKA/DBA | Surname | First Name | Second Name | Third Name |
| Add Legal Rep. | | | | |

o **Orange Delete button:** Deletes an entry.



o **Blue Close button:** Closes the fields opened when the green button was clicked.



o **Copy Address:** Copies an address from another party on the same document

Copy Address From:

o **Green Add button:** there are several different “Add” buttons, these buttons allow you to add additional data into the form (for example, additional party, Order or Fact)

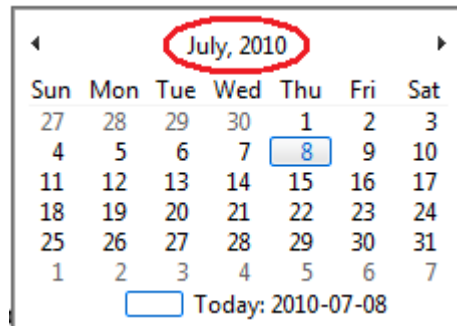


More Tips

Date Fields

The date selector in Adobe allows you to scroll through months and years by clicking on the current Month or Year at the top. (See figure 5 below)

Figure 5:



Digital Signatures

If you do not have a digital signature, you may still be able to file the form electronically. Most forms that are eFiled do not require a signature – see civil [rule 23-3\(12\)](#) and family [rule 22-4\(12\)](#) for details.

If you will be filing your form at the registry, you can fill out the form online, print it and then sign it manually (see a sample signature block in figure 6 below).

Figure 6:

Signature of
 withdrawing party lawyer for withdrawing party(ies)

 [type or print name]

Family Forms – Schedules:

Forms F1 – Notice of Joint Family Claim, F3 – Notice of Family Claim and F5 – Counterclaim all have hidden schedules. To make these schedules appear click the order(s) you are asking for under the “I am asking for the following” and “The Claimant’s Claims” fields. The schedule(s) will automatically populate once the box is checked (see figures 7 and 8 below).

NOTICE OF JOINT FAMILY CLAIM

[Rule 21-1 of the Supreme Court Family Rules applies to all forms.]

I am asking for the following:

- An order for divorce – *[complete section 2 Divorce]*
- An order in relation to child(ren) – *[complete section 4 Orders asked for in relation to children]*
- An order for spousal support – *[complete section 5 Spousal Support]*
- An order relating to property – *[complete section 6 Property]*
- Another order – *[complete section 7 Other]*

Figure 7:

4 The Claimant's Claims

[Check the correct box(es) and complete and attach the required Schedules.]

- An order for divorce – *[complete and attach Schedule 1]*
- An order respecting child(ren) – *[complete and attach Schedule 2]*
- An order for spousal support – *[complete and attach Schedule 3]*
- An order relating to family property and family debt – *[complete and attach Schedule 4]*
- Another order – *[complete and attach Schedule 5]*
- An order for costs

Figure 8:

Updated December 20, 201