

# Certificate of Readiness

In the Provincial Court of British Columbia (Small Claims Court)

REGISTRY FILE NUMBER
REGISTRY LOCATION

**Certificate of Readiness**

**In the case between:**

Fill in the registry file number shown on the Notice of Claim.  
Fill in the names of the parties, copying them from the Notice of Claim.

Name \_\_\_\_\_ **CLAIMANT(S)**

**and**

Name \_\_\_\_\_ **DEFENDANT(S)**

**FROM:**

Fill in the name, address and telephone number of the claimant who is filing the certificate.

Name \_\_\_\_\_ **CLAIMANT**  
Address \_\_\_\_\_  
City, Town, Municipality \_\_\_\_\_ Prov. \_\_\_\_\_  
Postal Code \_\_\_\_\_ Tel. # \_\_\_\_\_

**I am claiming damages for personal injuries and am ready to discuss settlement of my entire claim.**

**I attach all medical reports and all records of expenses or losses incurred or expected.**

Fill in the date and sign here.

\_\_\_\_\_ Date

\_\_\_\_\_ Sign, print or type name of claimant

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Name \_\_\_\_\_ **CLAIMANT(S)**

**and**

Name \_\_\_\_\_ **DEFENDANT(S)**

**FROM:**

Name \_\_\_\_\_ **CLAIMANT**  
Address \_\_\_\_\_  
City, Town, Municipality \_\_\_\_\_ Prov. \_\_\_\_\_  
Postal Code \_\_\_\_\_ Tel. # \_\_\_\_\_

**I am claiming damages for personal injuries and am ready to discuss settlement of my entire claim.**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign, print or type name of claimant

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Name \_\_\_\_\_ **DEFENDANT(S)**

SERVICE COPY

**FROM:**

Name \_\_\_\_\_ **CLAIMANT**  
Address \_\_\_\_\_  
City, Town, Municipality \_\_\_\_\_ Prov. \_\_\_\_\_  
Postal Code \_\_\_\_\_ Tel. # \_\_\_\_\_

**I am claiming damages for personal injuries and am ready to discuss settlement of my entire claim.**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign, print or type name of claimant

SERVICE COPY

# CERTIFICATE OF SERVICE

REGISTRY FILE NUMBER

REGISTRY LOCATION

CERTIFICATE OF SERVICE

Fill in:

Who served the document(s)?  
the **name of the party** served;

When were the document(s) served?

Where were the document(s) served?

I certify that

I, \_\_\_\_\_

served \_\_\_\_\_

on \_\_\_\_\_  
Day/Month/Year

at \_\_\_\_\_  
Street address or location, city, province

with \_\_\_\_\_

**LIST and ATTACH ALL** document(s) that you served.

Tell how service took place by checking appropriate box(es) for:

by

an individual;

- Leaving a copy of it with him or her.  
 Mailing a copy of it by registered mail to him or her.

a company as defined in the *Business Corporations Act*;

- Mailing a copy of it by registered mail to the registered office of the company.  
 Leaving a copy of it  at the registered office of the company  
 at the place of business of the company, with a receptionist or a person who appears to manage or control the company's business there  
 with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the company.

Insurance Corporation of BC (ICBC);

- Mailing a copy of it by registered mail to the legal department at the Insurance Corporation of British Columbia (ICBC).  
 Leaving a copy of it at the legal department at the Insurance Corporation of British Columbia (ICBC).

an extraprovincial company as defined in the *Business Corporations Act*;

- Mailing a copy of it by registered mail to the attorney shown in the corporate registry.  
 Leaving a copy of it with the attorney shown in the corporate registry.  
 Leaving a copy of it at the head office shown in the corporate registry if that head office is in British Columbia.  
 Mailing a copy of it by registered mail to the head office shown in the corporate registry if that head office is in British Columbia.

a partnership;

- Mailing a copy of it by registered mail to a partner.  
 Leaving a copy of it  with a partner  
 at the place of business of the partnership, with a person who appears to manage or control the partnership business there  
 with a receptionist who works at a place of business of the partnership.

a municipal corporation, regional district or other local government body;

- Giving a copy to the clerk, deputy clerk or a similar official.

a young person;

- Leaving a copy of the notice with the defendant's mother, father or guardian.

a society within the meaning of the *Societies Act*;

- Mailing a copy of it by registered mail to the mailing address of the society's registered office on file with the Registrar of Companies.  
 Leaving a copy of it  at the delivery address of the society's registered office on file with the Registrar of Companies  
 with a director, officer, receiver manager or liquidator of the society.

a corporation incorporated outside British Columbia if it is not an extraprovincial company;

- Mailing a copy of it by registered mail to a place of business or registered office of the corporation outside British Columbia.  
 Leaving a copy of it  at a place of business or registered office of the corporation outside British Columbia with a receptionist or a person who appears to manage or control the corporation's business  
 with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the corporation.

ordinary mail (and fill in the date mailed);

- Mailing a copy of it by ordinary mail to that person's address on \_\_\_\_\_  
Day/Month/Year

(NOTE: The date the documents are presumed served (above) is 14 days after this date.)

- (Indicate other service method or instructions given by a judge or registrar for service.)**

OTHER SERVICE method or alternate method ordered by the Court.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: You must give proof of service by REGISTERED MAIL by attaching one of the following:**

1. a copy, produced by fax or otherwise, of the signature obtained by Canada Post at the time the document was delivered.
2. a print-out of the delivery confirmation made available on the Internet by Canada Post (<http://www.canadapost.ca>).

\_\_\_\_\_  
Signature of person who served the document

\_\_\_\_\_  
Date

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Address \_\_\_\_\_  
City, Town, Municipality \_\_\_\_\_ Prov. \_\_\_\_\_  
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\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign, print or type name of claimant