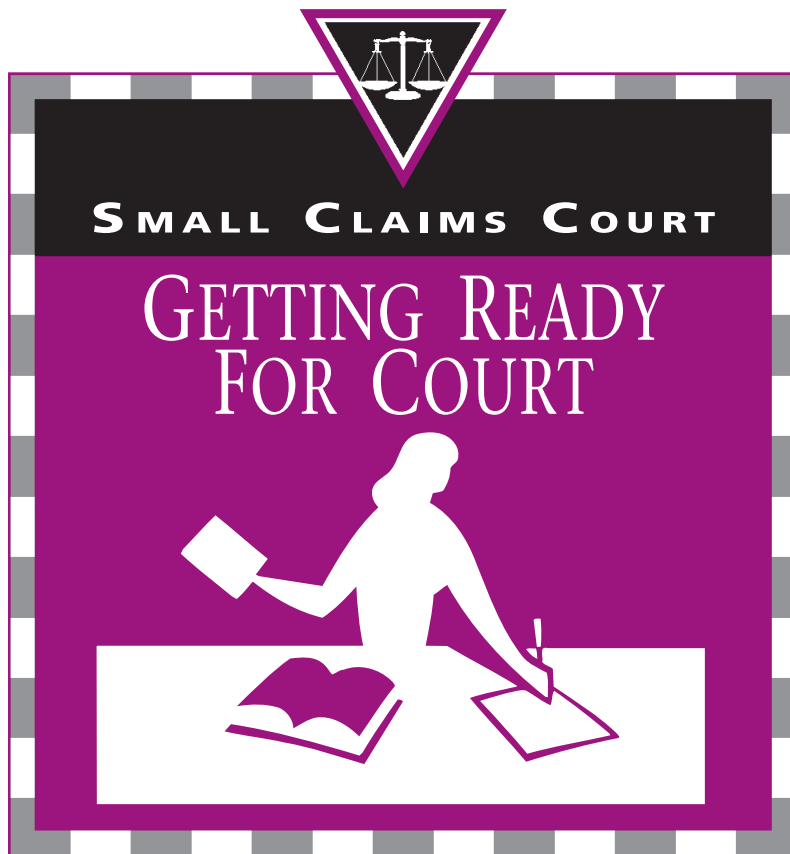


APPLICATION TO A JUDGE



PROVINCIAL COURT OF BRITISH COLUMBIA

AN APPLICATION TO A JUDGE

REGISTRY FILE NUMBER

What is the registry file number and location shown on the Notice of Claim/Notice of Civil Resolution Tribunal Claim?

Step 1

COMPLETE the APPLICATION, print clearly and firmly. There are 4 copies, so be sure that all copies are legible. If you accessed this form from the Government of BC website, you may also complete it using the computer and then print all 4 copies.

Forms can be found at the Government of BC website:

www.gov.bc.ca/smallclaims.



Step 2

FILE the APPLICATION. The hearing will be at the Court and the registry staff will tell you the date. They will check your form and after it is accepted, apply the registry stamp.



Step 3

SERVE a copy of the application on each of the parties in your case at least 7 days before the hearing date. If you choose to use ordinary mail, you will have to put the summons in the mail at least 21 days before the hearing date.



APPLICATION TO A JUDGE

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

APPLICATION TO A JUDGE

Fill in the names of the parties, copying them from the Notice of Claim or Notice of Civil Resolution Tribunal Claim. Also, fill in the registry file number shown on the Notice.

In the case between:

_____ **CLAIMANT(S)**

and
_____ **DEFENDANT(S)**

FROM:
Fill in the name, address and telephone number of the applicant.

NAME _____ **APPLICANT**
ADDRESS _____
CITY, TOWN, MUNICIPALITY _____ **British Columbia** _____ TEL. # _____
PROV. _____ POSTAL CODE _____

The registry staff will tell you the date of the hearing.

An application will be made to the court

on _____ at _____ time am / pm or as soon after this time as the court schedule allows.

at court location

Give details of the order you are asking for.

for the following order:

Give the facts you wish the court to consider and then sign the Application.

The facts on which the application is based are as follows:

I certify these facts are true.

Sign, print or type name of applicant

This will be completed by the court.

The Court orders that

_____ by the Court

court copy

APPLICATION TO A JUDGE

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

In the case between:

CLAIMANT(S)

and

DEFENDANT(S)

FROM:

NAME

ADDRESS

CITY, TOWN,
MUNICIPALITY

PROV.

POSTAL CODE

TEL. #

SERVICE COPY

APPLICANT

British Columbia

An application will be made to the court

on _____ at _____
time am / pm

or as soon after this
time as the court
schedule allows.

at

_____ court location

for the following order:

The facts on which the application is based are as follows:

I certify these facts are true.

Sign, print or type name of applicant

The Court orders that

SERVICE COPY

_____ by the Court

APPLICATION TO A JUDGE

service copy

service copy

CERTIFICATE OF SERVICE

REGISTRY FILE NUMBER

REGISTRY LOCATION

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>).

CERTIFICATE OF SERVICE

APPLICATION TO A JUDGE

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

APPLICATION TO A JUDGE

Fill in the names of the parties, copying them from the Notice of Claim or Notice of Civil Resolution Tribunal Claim. Also, fill in the registry file number shown on the Notice.

In the case between:

_____ CLAIMANT(S)

and
 _____ DEFENDANT(S)

FROM:
 Fill in the name, address and telephone number of the applicant.

NAME _____ APPLICANT
 ADDRESS _____
 CITY, TOWN, MUNICIPALITY _____ PROV. British Columbia POSTAL CODE _____ TEL. # _____

The registry staff will tell you the date of the hearing.

An application will be made to the court

on _____ at _____ or as soon after this time as the court schedule allows.
time am / pm

at court location

Give details of the order you are asking for.

for the following order:

Give the facts you wish the court to consider and then sign the Application.

The facts on which the application is based are as follows:

I certify these facts are true. _____
Sign, print or type name of applicant

This will be completed by the court.

The Court orders that

_____ by the Court

applicant copy