

# ADDRESS FOR SERVICE



**SMALL CLAIMS COURT**

ADDRESS FOR SERVICE



The form is a rectangular box with a blue and white checkered border. At the top center is a black triangle containing a white scale of justice. Below this is a black horizontal bar with the text 'SMALL CLAIMS COURT' in white. The main body of the form is a light blue rectangle with the text 'ADDRESS FOR SERVICE' in white. At the bottom of this rectangle are three blue icons: a closed envelope, an open envelope with an '@' symbol, and a simple house silhouette.

PROVINCIAL COURT OF BRITISH COLUMBIA

BRITISH  
COLUMBIA

# ADDRESS FOR SERVICE

## Step 1

### **COMPLETE** the ADDRESS FOR SERVICE.

Please print clearly and firmly. There are 3 copies, so be sure all copies are legible. If there are more parties who need to be served, you will need to make additional copies. If you accessed this form from the Government of BC website, you may also complete it using the computer and then print copies for the court, you and one for each of the other parties.

Forms and guides can be found at the Government of BC website:

[www.gov.bc.ca/smallclaims](http://www.gov.bc.ca/smallclaims)



## Step 2

**FILE** the ADDRESS FOR SERVICE by taking, mailing, or submitting it to the small claim registry. There is no fee for filing. Staff will check the form and, when it is accepted for filing, apply the registry stamp. Then they will return the copies you need for your records and for serving on all other parties.



## Step 3

**SERVE** each other party named in the file with a copy of the document. The purpose is to be sure the parties and the court know where they can serve documents and notices to you. (When filing this form with your reply or a reply to third party notice, the registry will serve on the other parties for you.) For more help with service there is a guide called "Serving Documents" found here: <https://www2.gov.bc.ca/gov/content/justice/courtho-use-services/small-claims/how-to-guides/serving-documents>

## IN THE CASE BETWEEN:

Copy the full names from the first document filed with the court, and the court file number if it is known.



## WHO IS FILING THIS FORM:

Is there more than one party with the same address? If so, put both names (side by side) in the space given.



## INCLUDE ALL RELEVANT ADDRESSES

You must tell the court and the other parties how you want to receive notice. Include and complete all sections that relate to you, email and/or mailing address. An address may include, "the party's residence, place of business or solicitor's office or, if incorporated or a partnership, a registered office, place of business or solicitor's office."



## DO YOU HAVE AN ADDRESS WHERE YOU CAN BE SERVED WITH DOCUMENTS PERSONALLY?

If the address you have provided as your "service by mail" is not an address where the court or a party could serve documents to you in person, as may be required by the Small Claims Rules, you must tell the court and the other parties where you can be personally served at an address that is accessible to the public during normal business hours. An address may include, "the party's residence, place of business or solicitor's office or, if incorporated or a partnership, a registered office, place of business or solicitor's office." Complete all the fields or if the address is the same as your mailing address, place a mark in the "same as" tick box.



## HAS YOUR ADDRESS CHANGED?

If your address changes you must file a new Address for Service with the Court Registry and serve a copy on all other parties following the directions on this form. Until you file a new updated Address for Service form, the court and other parties will serve you at the address provided. If this form is to notify the court and the parties your address has changed, place a mark in the "Change of Information" tick box.



## DATE AND SIGN OR PRINT

The person who is indicated in I/We, must indicate by signature, print or type their name. Or, if counsel is filing, it must include the counsel's name.



# ADDRESS FOR SERVICE

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

REGISTRY FILE NUMBER
REGISTRY LOCATION

**In the case between:**

\_\_\_\_\_ CLAIMANT(S)

**and**

\_\_\_\_\_ DEFENDANT(S)

\_\_\_\_\_ THIRD PARTY

ADDRESS FOR SERVICE

**FILL** in the name(s) of person(s)/party(ies) filing this form.

I/we, \_\_\_\_\_,

confirm that my/our address for service is:

**Service by email:** \_\_\_\_\_  
EMAIL ADDRESS

**Service by mail:**

STREET ADDRESS \_\_\_\_\_ APT NO. \_\_\_\_\_ BOX/RR NO. \_\_\_\_\_

CITY, TOWN \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**MUST** select one or both of these options. **SELECT** how you want to receive notice from the Court and other parties. **If both options are selected**, you will be served by one of the two options, not both. **ENTER** email address or full mailing address or both.

**MUST** complete this section. **ENTER** the address of your residence or registered office, your place of business, or your solicitor's office.

I/we confirm that my/our address for **personal service** is:

Same as "service by mail" address noted above, or

STREET ADDRESS \_\_\_\_\_ APT NO. \_\_\_\_\_ BOX/RR NO. \_\_\_\_\_

CITY, TOWN \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**CHANGE OF INFORMATION:** ENTER date on which the new email, mailing or personal service address comes into effect.

**Change of information.**

My/our address has changed and the new address(es) are effective on: \_\_\_\_\_  
(mmm/dd/yyyy)

**INFORMATION** for person filing this form.

Small Claims Rule **18(16)** provides if an address for service changes, the party **must file** a new Address for Service (Form 38) with the Court Registry and mail or email a copy to all other parties.

By submitting this form, I/we acknowledge and agree to receive notice from the Court and the other parties by one of the methods selected above.

Dated: \_\_\_\_\_  
(mmm/dd/yyyy)

Party or Party's Solicitor  
Sign, print or type name