

# REPLY TO THIRD PARTY NOTICE

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

REGISTRY FILE NUMBER
REGISTRY LOCATION

**REPLY TO THIRD PARTY NOTICE**

**TO:**  
Copy the name, address and telephone number of the defendant from the Third Party Notice:

NAME				<b>DEFENDANT</b>
ADDRESS				
CITY, TOWN, MUNICIPALITY	PROV.	POSTAL CODE	TEL. #	

**FROM:**  
Fill in the name, address and telephone number of the third party filing this reply.

NAME				<b>THIRD PARTY</b>
ADDRESS				
CITY, TOWN, MUNICIPALITY	PROV.	POSTAL CODE	TEL. #	

NAME				<b>CLAIMANT</b>
ADDRESS				
CITY, TOWN, MUNICIPALITY	PROV.	POSTAL CODE	TEL. #	

**DISPUTE:**  
Using the "HOW MUCH" section of the Third Party Notice as a guide, tell why you disagree with each part (a - e). If you agree with parts of the claim say so.

**a** \_\_\_\_\_

\_\_\_\_\_

**b** \_\_\_\_\_

\_\_\_\_\_

**c** \_\_\_\_\_

\_\_\_\_\_

**d** \_\_\_\_\_

\_\_\_\_\_

**e** \_\_\_\_\_

\_\_\_\_\_

**AGREEMENT WITH THE CLAIM:** I, \_\_\_\_\_ agree to pay \$ \_\_\_\_\_

If you agree to pay all or part of what is claimed, make a proposal. I could make the following payments: \_\_\_\_\_ (GIVE DATES AND AMOUNTS)

\_\_\_\_\_

\_\_\_\_\_

1. Complete the REPLY. To complete the form, use a typewriter or print clearly. For more help there is a booklet called "Replying to a Claim".
2. File the REPLY by taking or mailing it to the court registry at the address shown on the NOTICE OF CLAIM. The fee for filing is \$26 for claims up to and including \$3,000 and \$50 for claims over \$3,000 unless you have agreed to pay all of the claim. The staff will check your form and if it is in order accept it for filing. **The REPLY must be filed in the registry within the time limit shown on the Third Party Notice.**
3. Then the court will send a copy of your Reply to the other parties and in most cases set a date for a settlement conference. You will receive a notice telling you the date and place of the conference. Some cases will go directly to trial and you will receive a notice telling you the date and place.
4. When the date is set, you can prepare for the conference or trial. For more help there is a booklet called "Getting Ready for Court".
5. If the defendant agrees with your proposal, you may file a consent order.