



# Fax Cover Sheet

Canada: Province of British Columbia  
Ministry of Attorney General  
Court Services Branch

**This form must be used when transmitting documents to the court registry by fax for filing.**

This is a pilot project, not available at all Court locations, and is subject to limitations set out in Court Rules, Practice Directives and at the Court Services website at [www.ag.gov.bc.ca/courts/fax/fax.htm](http://www.ag.gov.bc.ca/courts/fax/fax.htm).

It is the responsibility of the person transmitting a document to ensure that the document is filed in the registry within the required filing time. The registry takes no responsibility for difficulty experienced when transmitting a document by fax to the registry. The registry cannot guarantee that any document will be filed on the day it is received in the registry.

Documents transmitted to the registry will be processed in the order they are received. Confirmation of acceptance or refusal will be forwarded as soon as possible to you at the return fax number set out below or by mail if indicated.

**To:** \_\_\_\_\_  
 Court Location  
 \_\_\_\_\_  
 Fax Number

**Fax numbers for transmitting documents to registries are available through the Court Services website at [www.ag.gov.bc.ca/courts/fax/fax.htm](http://www.ag.gov.bc.ca/courts/fax/fax.htm) or through Enquiry BC at 1-800-663-7867**

**From:** \_\_\_\_\_  
 Name - Firm or Individual  
 \_\_\_\_\_  
 Contact Name  
 \_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City  
 \_\_\_\_\_  
 Province \_\_\_\_\_ Postal Code \_\_\_\_\_

This is the fax number your confirmation of acceptance or refusal will be sent to unless you indicate otherwise. If you require it to be mailed to the address you have given please check the "return by mail" box.

Return Fax Number \_\_\_\_\_

**Return by mail**

## Attached:

File Number or Name (style of cause) e.g. - 013654 or "Steward vs. Parakeet" \_\_\_\_\_

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of Document: (e.g. Notice of Motion, Notice of Claim, Reply)	No. of Pages in Document	Statutory Fee Amount

## Payment Information:

I authorize you to bill to my credit card or BC OnLine Account the total amount of the statutory fee for filing and the confirmation fee. I include the payment information for that purpose.

Credit Card Account Number (Visa or MasterCard) \_\_\_\_\_

Expiry Date on Card \_\_\_\_\_

Name as it appears on the Card \_\_\_\_\_

**OR** (Note: BC OnLine is available only in the Prince George Registry)

BC OnLine Account Number: \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Registry Use Only

Registry Clerk

Manager

Accounting Clerk

**Total No. of Pages in Submission** (Maximum 20 including the Cover Sheet) ▶

Plus Confirmation Fee ▶

**Total statutory fees due** ▶

\$	Fee Total
\$	<b>10.00</b>

Registry Use Only - Imprint - Authorization number