

# 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

Signature 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

\_\_\_\_\_  
Signature of claimant

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**In the case between:**

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

**and**

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.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of claimant

**SERVICE COPY**

# CERTIFICATE OF SERVICE

CERTIFICATE OF SERVICE

**I certify that**

Fill in:  
your name;  
the name of the party or other person served;  
the date service took place;  
the street address or location, city and province where service took place.

**I** \_\_\_\_\_  
**served** \_\_\_\_\_  
**on** \_\_\_\_\_  
Date  
**at** \_\_\_\_\_

**with** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name the documents that you served.

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

ordinary mail and fill in the date mailed;

**by**  mailing a copy by ordinary mail to that person's address on \_\_\_\_\_  
Date

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.

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 as defined in the *Society Act*;

- mailing a copy of it by registered mail to the address for service on file with the Registrar of Companies.
- leaving a copy of it  at the address for service on file with the Registrar of Companies.  
 with a director, officer, receiver manager or liquidator of the society.

an extraprovincial society as defined in the *Society Act* (if no attorney has been appointed, check one of the 2 preceding boxes for a society);

- mailing a copy of it by registered mail to the attorney of the society appointed under section 77 of the *Society Act*.
- leaving a copy of it with an attorney appointed under section 77 of the *Society Act*.

an unincorporated association or trade union;

- mailing a copy of it by registered mail to the registered office of the association.
- leaving a copy of it with an officer of the association or, in the case of a trade union, with a business agent.

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, or  
 with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the corporation.

alternate service method ordered by the Court.

- (fill in any instructions given by a judge or registrar for service)

**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>).**

\_\_\_\_\_  
Date

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

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Address \_\_\_\_\_  
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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of claimant