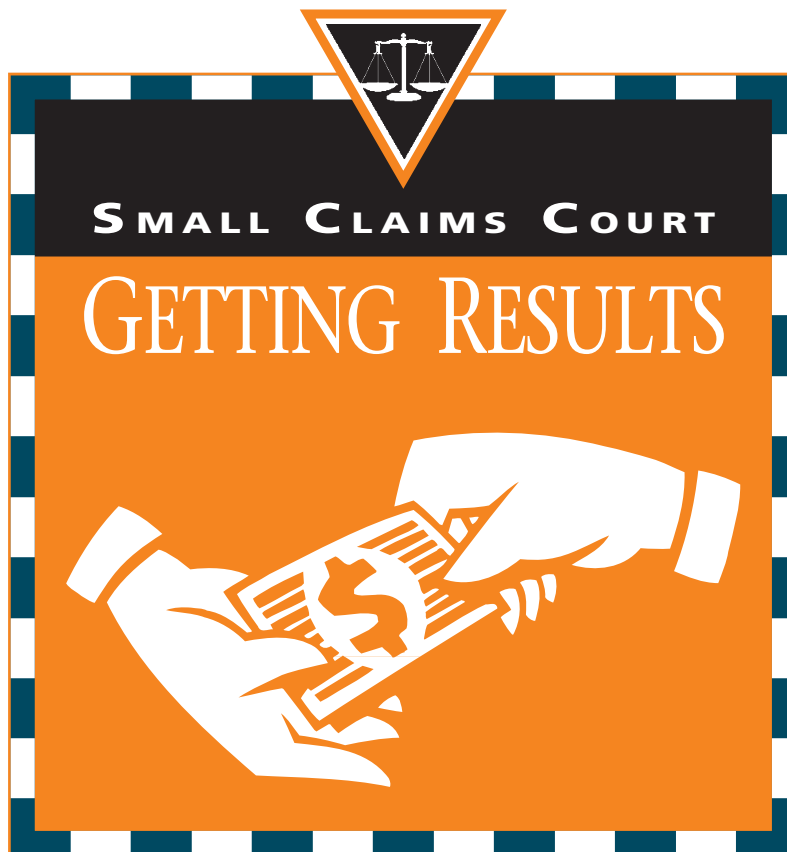


# NOTICE OF PAYMENT HEARING



PROVINCIAL COURT OF BRITISH COLUMBIA



BRITISH  
COLUMBIA



# NOTICE OF A PAYMENT HEARING

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

REGISTRY FILE NUMBER
REGISTRY LOCATION

**TO:**  
Fill in the name, address and telephone number of the person you are notifying about the payment hearing.

NAME \_\_\_\_\_ **CREDITOR**  
 ADDRESS \_\_\_\_\_  
 CITY, TOWN, MUNICIPALITY \_\_\_\_\_ TEL. # \_\_\_\_\_  
 PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

**FROM:**  
Fill in the name, address and telephone number of the debtor who is requesting the payment hearing.

NAME \_\_\_\_\_ **DEBTOR**  
 ADDRESS \_\_\_\_\_  
 CITY, TOWN, MUNICIPALITY \_\_\_\_\_ TEL. # \_\_\_\_\_  
 PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

### A payment hearing will be held in the Provincial Court of British Columbia

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

### What happens at the payment hearing?

Evidence may be heard about any of the following:

- a) the income and assets of the debtor;
- b) the debts owed to and by the debtor;
- c) any assets that the debtor has disposed of since the claim arose;
- d) the means that the debtor has, or may have in the future, of paying the amount owed.

The Judge or Justice of the Peace may order a payment schedule specifying

- a) the date by which the debt must be paid, or
- b) the amounts and dates of installments.

### What happens if a creditor does not attend the payment hearing?

The Judge or Justice of the Peace may hold the hearing, cancel it or postpone it.

**NOTICE OF A PAYMENT HEARING**



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

REGISTRY FILE NUMBER
REGISTRY LOCATION

**TO:**

NAME \_\_\_\_\_ **CREDITOR**

ADDRESS \_\_\_\_\_

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CITY, TOWN, MUNICIPALITY \_\_\_\_\_ TEL. # \_\_\_\_\_

PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

**FROM:**

NAME \_\_\_\_\_ **DEBTOR**

ADDRESS \_\_\_\_\_

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CITY, TOWN, MUNICIPALITY \_\_\_\_\_ TEL. # \_\_\_\_\_

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### What happens if a creditor does not attend the payment hearing?

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If you do not plan to attend, you should let the registry know that by letter.



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REGISTRY FILE NUMBER
REGISTRY LOCATION

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NAME \_\_\_\_\_ **CREDITOR**

ADDRESS \_\_\_\_\_

CITY, TOWN, MUNICIPALITY \_\_\_\_\_ TEL. # \_\_\_\_\_

PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

**FROM:**

NAME \_\_\_\_\_ **DEBTOR**

ADDRESS \_\_\_\_\_

CITY, TOWN, MUNICIPALITY \_\_\_\_\_ TEL. # \_\_\_\_\_

PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

## SERVICE COPY

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at  court location

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## SERVICE COPY

**NOTICE OF A PAYMENT HEARING**

# 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 \_\_\_\_\_  
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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REGISTRY LOCATION

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 PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

**FROM:**

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 ADDRESS \_\_\_\_\_  
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