

REGISTRY FILE NUMBER

What is the registry file number and location shown on the Notice of Claim?

### Step 1

**COMPLETE** the APPLICATION. To complete the form, use a typewriter or print clearly. There are 4 copies, so be sure that all copies are legible.



Step 2

**FILE** the APPLICATION. The hearing will be at the Court and the registry staff will tell you the date. They will check your form and after it is accepted, apply the registry stamp.





Step 3

**SERVE** a copy of the application on each of the parties in your case at least 7 days before the hearing date. If you choose to use ordinary mail, you will have to put the summons in the mail at least 21 days before the hearing date.



# APPLICATION TO A JUDGE IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

COLUMBIA					
Fill in the names of he parties, copying hem from the Notice	In the case between:			CLAIMANT(S	_
of Claim. Also, fill in the registry file number shown on the Notice of Claim.	and			DEFENDANT(S	PPLIC
FROM: Fill in the name, address and telephone	NAME			APPLICAN'	. >
number of the applicant.	CITY, TOWN, MUNICIPALITY	British Columbia	TEL.#		NOL
The registry staff will ell you the date of the nearing.	An application will be mad		- 5002	or as soon after this	<b>10</b>
	on		at	time as the court schedule allows.	A JL
Give details of the order or are asking for.	for the following order:	at	court location		JUDGE
ou are asking tor.					- <b>'''</b> -
					_ _ _
Give the facts you wish	The facts on which the app	plication is based are as fo	illowe:		_
he court to consider and then sign the Ap- plication.	- The facts on which the app	Silvation is susce are as io	mows.		_ _ _
					_ _ _
					_ _ _
This will be completed		I certify these facts are	e true.	IATURE OF APPLICANT	_
by the court.	The Court orders that				
					court copy
					ЭУ



FROM: The person named as "applicant" will be asking the court to make this order.

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REGISTRY FILE NUMBER
REGISTRITTIEE NOMBER
REGISTRY LOCATION

n the case between:			CLAIMANT(S)
ıd			
			DEFENDANT(S)
AME			APPLICANT
DRESS			AFFLICANI
TY, TOWN, JNICIPALITY	British Columbia	TEL.#	
	PROV. POSTAL	CODE	
An application will be made	to the court		
			or as soon after this
on		at	time as the court
		time an	schedule allows.
	at		
for the following order:	L	court location	
<b>3</b>			
The facts on which the appli	ication is based are as fo	llows:	
The facts on which the appli	ication is based are as io	ilows.	
	I certify these facts are	e true.	URE OF APPLICANT
		SIGNAT	ONE OF ALL EIGANT
he Court orders that			
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REGISTRY FILE NUMBER
REGISTRY LOCATION

COLUIVIBIA	In the case between:			CLAIMANT(S)
	and			
				DEFENDANT(S)
FROM:	NAME ADDRESS	SERVICE GOI	PY	
	CITY, TOWN, MUNICIPALITY	British Columbia	TEL.#	APPLICANT
	An application will be ma	PROV. POSTAL CO	DDE	
		ade to the court	at	or as soon after this time as the court
			time am /	pm schedule allows.
	for the following order:	at	court location	pm schedule allows.
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	The facts on which the a	pplication is based are as follo	ows:	
		I certify these facts are t	rue.	RE OF APPLICANT
	The Court orders that		Sidivator	IL OF ALT EIGANT
		SERVICE (	GOPY	
				_
				]   '
			by the Court	

### FORM 4 SCL 004F 08/2006

### **CERTIFICATE OF SERVICE**

Fill in: your name;	I C	ertity	y that
the name of the party or other person served;	sei	rved	I
the date service took place;	on		
the street address or location, city and	at		
province where service took place.	wit	th	
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
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 <i>Business</i> 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
			<ul> <li>at the place of business of the company, with a receptionist of a person who appears to manage or control the company's business there.</li> <li>with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the company.</li> </ul>
an extraprovincial comparts as defined in the Busines.  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.
a municipal corporation,			with a receptionist who works at a place of business of the partnership.
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;	e		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 $\Box$ at the address for service on file with the Registrar of Companies.
an extraprovincial society as defined in the Society			□ with a director, officer, receiver manager or liquidator of the society.
Act (if no attorney has bee appointed, check one of the 2 preceding boxes for 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	n;		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 i it is not an extraprovincial company;	f		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)
		NO <sup>1</sup> 1. 2.	TE: You must give proof of service by <i>REGISTERED MAIL</i> by attaching <u>one</u> of the following: a copy, produced by fax or otherwise, of the signature obtained by Canada Post at the time the document was delivered. a print-out of the delivery confirmation made available on the Internet by Canada Post (http://www.canadapost.ca).

**CERTIFICATE OF SERVICE** 



# APPLICATION TO A JUDGE IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

Fill in the names of the parties, copying them from the Notice of Claim. Also, fill in the registry file numbe shown on the Notice o Claim.
EDOM:

Fill in the names of the parties, copying	In the case between:			CLAIMANT(S)
them from the Notice of Claim. Also, fill in the registry file number shown on the Notice of Claim.	and			DEFENDANT(S)
	NAME			4001104117
FROM: Fill in the name, address and telephone	ADDRESS			APPLICANT
number of the applicant.	CITY, TOWN, MUNICIPALITY	British Columbia	TEL.#	
The registry staff will tell you the date of the hearing.	An application will be made	PROV. POSTAL CO	DE	or as soon after this
	on		at am/	time as the court
Give details of the order you are asking for.	for the following order:	at	court location	
you are asking for.				
Give the facts you wish	The facts on which the ap	plication is based are as follo	ows:	
the court to consider and then sign the Ap-				
plication.				
		I certify these facts are t	rue.	E OF APPLICANT
This will be completed by the court.	The Court orders that			
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				]
			by the Court	