

# AN APPLICATION TO A JUDGE

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

In the case between:

\_\_\_\_\_ CLAIMANT(S)

and

\_\_\_\_\_ DEFENDANT(S)

FROM:

SERVICE COPY

NAME \_\_\_\_\_ APPLICANT  
ADDRESS \_\_\_\_\_  
CITY, TOWN, MUNICIPALITY \_\_\_\_\_ PROV. British Columbia POSTAL CODE \_\_\_\_\_ TEL. # \_\_\_\_\_

An application will be made to the court

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

at  court location

for the following order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The facts on which the application is based are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify these facts are true. \_\_\_\_\_  
SIGNATURE OF APPLICANT

The Court orders that

SERVICE COPY

\_\_\_\_\_ by the Court

APPLICATION TO A JUDGE

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** \_\_\_\_\_

Name the documents that you served.

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

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

