



SETTLEMENT CONFERENCE RECORD

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

REGISTRY FILE NUMBER:

COURTROOM

REGISTRY LOCATION:

BEFORE JUDGE

_____ on _____ day _____ month _____ year _____ clerk

APPEARANCES

Claimant(s)	PA <input type="checkbox"/>	NA <input type="checkbox"/>	Counsel/representative
_____	PA <input type="checkbox"/>	NA <input type="checkbox"/>	_____
_____	PA <input type="checkbox"/>	NA <input type="checkbox"/>	_____
Defendant(s)	PA <input type="checkbox"/>	NA <input type="checkbox"/>	Counsel/representative
_____	PA <input type="checkbox"/>	NA <input type="checkbox"/>	_____
_____	PA <input type="checkbox"/>	NA <input type="checkbox"/>	_____
Defendant(s)/Third party(s)	PA <input type="checkbox"/>	NA <input type="checkbox"/>	Counsel/representative
_____	PA <input type="checkbox"/>	NA <input type="checkbox"/>	_____
_____	PA <input type="checkbox"/>	NA <input type="checkbox"/>	_____

SETTLEMENT BY CONSENT **PAYMENT ORDER** **DISMISSAL ORDER** Rule 7(17) (no appearance by claimant)
 See attached Agreement By Default Rule 7(14)(i)

For \$ _____ To Claimant Defendant _____ day _____ month _____ year
 + _____ Interest at _____ % per annum calculated from _____
 + _____ Expenses to be assessed by the registrar to _____
 = _____ TOTAL

Payment Immediate Schedule

After discussion with the parties and review of the filed documents, the _____ is dismissed because it;
 is without reasonable grounds
 discloses no triable issue
 is frivolous or
 is an abuse of the court's process

Terms/other orders: (if more space is required add page and check box) _____

ADJOURNMENT for a Application/referral to Court Trial Payment Hearing
 Settlement Conference Other _____
 on _____ day _____ month _____ year _____ at _____ time _____ am/pm
 or Date to be fixed by registry (notice to be sent to all parties).

Number of witnesses _____ Claimant _____ Defendant _____ Expert _____ Translator (party to arrange)
 Estimated time required _____ Hours

Agreed facts and outstanding issues: (if more space is required add page and check box) _____

DOCUMENT EXCHANGE ORDER

The parties must exchange a copy of all documents listed in the attached
 all relevant documents including photos, maps or similar material
 by _____ date _____ and bring 2 copies to the next court appearance
 All parties must exchange any case law they intend to use by _____ date _____

DISCLOSURE OF EVIDENCE ORDER

Each party must provide each other party with the name, address and telephone number and a summary of evidence of all witnesses the party intends to call as a witness at trial, including any expert witness by _____ date _____

Claimant's signature _____ Defendant's signature _____ Judge's signature _____