



Consent to Adjourn Settlement Conference

In the Provincial Court of British Columbia (Small Claims Court)

REGISTRY FILE NUMBER
REGISTRY LOCATION

In the case between:

CLAIMANT(S)

NAME _____

ADDRESS _____

CITY, TOWN, MUNICIPALITY _____ PROV. _____ POSTAL CODE _____ TEL. # _____

and

DEFENDANT(S)

NAME _____

ADDRESS _____

CITY, TOWN, MUNICIPALITY _____ PROV. _____ POSTAL CODE _____ TEL. # _____

THIRD PARTY

NAME _____

ADDRESS _____

CITY, TOWN, MUNICIPALITY _____ PROV. _____ POSTAL CODE _____ TEL. # _____

All parties in the above named action consent to adjourn the settlement conference currently set for

_____ at _____ to: _____

(date) (time) (ie. to a specific date/to next available date/ generally, etc.)

Claimant(s): Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Defendant(s): Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Third Party: Name: _____ Signature: _____ Date: _____

Information for All Parties; Adjourning a Settlement Conference

If you are attempting to adjourn a scheduled settlement conference the following steps **must** be taken:

1. You must contact the other party/parties personally by phone, mail or fax, and ask if they will consent to an adjournment of the scheduled settlement conference.
2. If they agree to the adjournment you must get the consent of all parties in writing. You may use the consent form at the top of this form if you wish.
3. If they do not agree to the adjournment you must complete an *Application to the Registrar (SCL 016)* **at least 7 days before the date set for the settlement conference.** The Application asks the Registrar for an adjournment. When completing the form you must include all of the following:
 - a) A detailed reason for the adjournment request.
 - b) Whether you contacted the other party/parties. If not, state the reason why.
 - c) When and how you contacted the other party/parties and who you spoke to.
 - d) Their response – i.e. they would not consent.

The Registrar will only consider those applications where the applicant has made reference to everything stated above. Please note that the Registrar is not bound to automatically grant all applications for adjournments. However, if your application is granted you may be required to serve a copy of the Registrar's order on the other party/parties.

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