



# Notice of Change of Address

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

REGISTRY FILE NUMBER
REGISTRY LOCATION

Notice of Change of Address

## 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. # \_\_\_\_\_

I, NAME  
wish to notify the court and the other parties that my address for service is now changed to:

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ TEL. # \_\_\_\_\_

The change is effective as of DATE \_\_\_\_\_

Dated \_\_\_\_\_

Signature box

Signature of Party or Party's Solicitor

**NOTE: Small Claims Court – Civil Rules Rule 18 (16) provides that:**  
A party must promptly notify, in writing, the registrar and all other parties of any change in the party's address.