



SMALL CLAIMS MEDIATION

Under Small Claims Rule 7.2
For Claims up to \$10,000

The Court Mediation Program, funded by the Ministry of Attorney General, provides mediation services at no extra cost to Small Claims parties in the Nanaimo, North Vancouver, Robson Square, Surrey, and Victoria registries. More information on the Court Mediation Program is available at http://www.ag.gov.bc.ca/courts/civil/smallclaims/guides/mediation_program/index.htm and a fillable copy of the Notice to Mediate for Claims up to \$10,00.00 form is available at <http://www.ag.gov.bc.ca/courts/forms/scl/scl040.pdf>.

NOTICE TO MEDIATE

Either party to a Small Claims action can choose to mediate. If you would like to mediate your case, complete the Notice to Mediate for Claims up to \$10,00.00 and return it to the court registry. Once you give this form to the Registry, the Court Mediation Program will schedule a mediation date and the other party(ies) must attend.

AUTOMATIC REFERRAL TO MEDIATION

Even if a Notice to Mediate for Claims up to \$10,00.00 is not filed by either party, some cases will be selected for mediation automatically. If your case is selected automatically, you will receive a Notice of Mediation Session indicating when and where the mediation will take place. You must attend the mediation session at the date and time shown on the Notice of Mediation Session.

IMPORTANT NOTICE FOR DEFENDANTS

Whether or not you choose mediation, you must still complete the Reply form that came with the Notice of Claim and follow the instructions for filing it. If you do not complete this form, judgment may be taken against you.

MORE INFORMATION

For questions regarding the mediation process, check the Program website: www.courtmediation.com/smallclaims.php. You may also contact the Program by telephone at: 604-684-1300 (If you are outside the Lower Mainland, call toll-free 1-877-656-1300.)

For other questions concerning court procedure, go to: www.ag.gov.bc.ca/courts/civil/index.htm#smcl or contact the appropriate registry as listed in the Blue Pages of your telephone book under Court Services.