NOTICE OF CLAIM

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

REGISTRY FILE NUMBER
REGISTRY LOCATION

NOTICE OF CLAIM

FROM:

Fill in the name, address and telephone number of the person(s) or business(es) making the claim.

CLAIMANT(S)

NAME

ADDRESS

CITY, TOWN, MUNICIPALITY | TEL. #

PROV. | POSTAL CODE

TO:

Fill in the name, address and telephone number of the person(s) or business(es) the claim is against.

DEFENDANT(S)

NAME

ADDRESS

CITY, TOWN, MUNICIPALITY | TEL. #

PROV. | POSTAL CODE

WHAT HAPPENED?

Tell what led to the claim.

☐ **If you need more space to describe what happened, attach another page, mark it "Page 2 of the Notice of Claim" and check this box. A copy of the attached page must accompany each copy of the Notice of Claim**

WHERE?

Tell where this happened.

CITY, TOWN, MUNICIPALITY

PROV.

WHEN?

Tell when this happened.

HOW MUCH?

Tell what is being claimed from the defendant(s). If the claim is made up of several parts, separate them here and show the amount for each part. Add these amounts and fill in the total claimed.

a	$	
b	$	
c	$	
d	$	
e	$	
TOTAL	0	
+ FILING FEES		
+ SERVICE FEES		
= TOTAL CLAIMED	$	

court copy

☐ DEBT
☐ OTHER THAN DEBT

TIME LIMIT FOR A DEFENDANT TO REPLY

The defendant **must complete and file the attached reply within 14 days from being served** with this notice, unless the defendant settles this claim directly with the claimant. **If the defendant does not reply, a court order may be made against the defendant without any further notice to the defendant.** Then the defendant will have to pay the amount claimed plus interest and further expenses.

The Court Address for filing documents is:

SAMPLE
Online Help Guide
SMALL CLAIMS BC
SmallClaimsBC.ca
JUSTICE EDUCATION SOCIETY