# Fax Cover Sheet in the Provincial Court of British Columbia (Family)

**This form must be used when transmitting documents to the court registry by fax for filing.**

**THIS FORM IS NOT TO BE EMAILED**

This is a pilot project, not available at all Court locations, and is subject to limitations set out in Court Rules and Practice Directives which are found at the Court Services Branch, Ministry of Attorney General website at www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/submit-court-documents-forms/fax-filing/how-to-fax-file.

It is the responsibility of the person transmitting a document to ensure that the document is filed in the court registry within the required filing time. The registry takes no responsibility for difficulty experienced when transmitting a document by fax to the registry. The registry cannot guarantee that any document will be filed on the day it is received in the registry.

Documents transmitted to the court registry will be processed in the order they are received. Confirmation of acceptance or refusal will be forwarded to you as soon as possible at the return fax number set out below or by mail if indicated.

## To:

court location

fax number

**Fax numbers for transmitting documents to court registries are available through the Court Services Branch website at www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/submit-court-documents-forms/fax-filing or through Enquiry BC at 1-800-663-7867**

## From:

name - firm or individual

contact name

phone number

address

city

province

postal code

Notification of acceptance or refusal of filing will be sent by either fax or mail. Please choose one of the following:

☐ Notification by mail to address above

☐ Notification by fax to: _____

## Attached:

file number or name (style of cause) e.g. - 013654 or "Steward vs. Parakeet"

comments

| **Type of document:** (e.g. Reply) | **No. of pages in document** |
|---|---|
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| | |
| **Total no. of pages in submission** (Maximum 20 including the cover sheet) | |

Court Services Branch may use your contact information for the purposes of conducting an evaluation of the fax service.