

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

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](http://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

### From:

name - firm or individual

contact name

phone number

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**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](http://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**

address

city

province

postal code

Type of document: (e.g. Application to Obtain an Order, Reply)	No. of pages in document	Statutory fee amount

**Total no. of pages in submission**  
(Maximum 20 including the cover sheet)

	<b>\$</b>	Fee total
Plus confirmation fee	<b>\$</b>	<b>10.00</b>
<b>Total statutory fees due</b>		

Registry Use Only - Imprint

### Payment Information:

I authorize you to bill my credit card or BC OnLine account the total of the statutory fee for filing and the confirmation fee. I include the payment information for that purpose. (Note: BC OnLine is available only in the Prince George Court Registry)

credit card type: Visa / MasterCard / American Express (circle one)

BC OnLine account number:

print name as it appears on the credit card

OR

print name of BC OnLine account

sign, print or type name of authorizing signature (credit card)

sign, print or type name of authorizing signature (BC OnLine account)

credit card account number

expiry date on credit card

**Please note: The credit card information provided on this form will not be retained. Upon authorization of the payment request, all credit card information will be destroyed.**