



THE LAW COURTS
800 SMITHE STREET
VANCOUVER, B.C.
V6Z 2E1

COVID-19: CIVIL AND FAMILY MATTERS – FILING OF AFFIDAVITS OF SERVICE OR DELIVERY

COVID-19 Notice No. 24

Date: May 26, 2020

As of May 26, 2020 and until further notice, parties not appearing in person before the Court as a result of measures put in place during the public health emergency are required to file their affidavits of service or delivery.

Affidavits of service or delivery may be e-filed through Court Services Online. If the hearing date is imminent, the party e-filing through Court Services Online should request filing on an urgent basis. This option is available at “Step 1B: Rush Details” of the online process, as illustrated in Appendix A to this Notice. The party should choose “Other” and include the hearing date and time and method of appearance in the comment field (e.g., “Needed for hearing set for May 29, 2020 at 9:30 a.m. by phone”).

A party unable to use e-filing may file an affidavit of service or delivery by fax, mail, or drop box, as set out in Part VII of the Court’s [COVID-19 Notice #8](#). Parties using these filing methods should include a note requesting filing on an urgent basis and indicate the hearing date and time and the method of appearance. Registry staff will make every effort to scan affidavits of service or delivery before hearings, but cannot guarantee this will occur in all cases because of reduced staff capacity during the public health emergency. The drop box contents are quarantined for 24 hours, and therefore parties using the drop box must file affidavits of service or delivery a minimum of four days in advance of when they are needed to allow time for processing.

During the public health emergency, the Court has set out a process for commissioning affidavits in urgent cases where it is impossible or unsafe, for medical reasons, for the deponent of an affidavit to physically attend before a commissioner. For more information, please see [COVID-19 Notice No. 2](#).

THE FOREGOING IS SUBJECT TO CHANGE. ANY UPDATED DIRECTIONS WILL BE POSTED ON THE COURT’S WEBSITE.

Dated **May 26, 2020** at Vancouver, British Columbia

By Direction of Chief Justice Christopher E. Hinkson
Supreme Court of British Columbia

APPENDIX A – CSO RUSH FILING

Step 1B: Rush Details

Submitting on an urgent basis:

If you wish to request that this package be submitted on an urgent(rush) basis, you must provide a reason and contact information for your request to be considered.

My reason for requesting urgent(rush) filing is:

- The attached application is made under Rule 8-5(1) SCR.
- The court directed that the order be processed on an urgent basis.
- Other(please explain).

Needed for hearing set for May 29, 2020
at 9:30 am via video or phone.