

March 25, 2020

ANNOUNCEMENT - CHANGES TO SUPREME COURT REGISTRY SERVICES

Supreme Court registries are no longer providing in-person registry services during the suspension of the Court's regular operations.

For the following situations:

1. requests for an urgent hearing where a person is unable to use the electronic process established by the Court;
2. regular filings that are not defined as essential and urgent;

documents may be submitted to the registry by one of the methods set out below:

For Civil or Family Matters:

- **E-filing** using [Court Services Online](#);
- **Fax Filing** at a registry designated as a fax filing registry by *Supreme Court Civil Rule 23-2* or *Supreme Court Family Rule 22-3*. See Appendix A for a list of fax filing registries and the fax numbers;
- **Mailing to** any Supreme Court registry. Contact information for all Supreme Court registries is available [here](#); and
- ***NEW* - Using the Secure Drop Box** available at Supreme Court registries. The drop box will be accessible to the public from Monday to Friday, between 9 a.m. and 4 p.m. and will be emptied at the end of the day and processed every 24 hours. The drop box will be monitored to ensure its contents are secure during the day. Parties who submit materials for filing using the drop box must provide a telephone number or email address where they can be reached. Registry staff will contact parties only if their materials are not accepted for filing.

For Criminal Matters:

- **Mailing to** any Supreme Court registry. Contact information for all Supreme Court registries is available [here](#);
- **Faxing to** a criminal registry. Fax numbers for all Supreme Court registries are available [here](#); and
- ***NEW* - Using the Secure Drop Box** available at Supreme Court registries. The drop box will be accessible to the public from Monday to Friday, between 9 a.m. and 4 p.m. and will be emptied at the end of the day and processed every 24 hours. The drop box will be monitored to ensure its contents are secure during the day. Parties who submit materials for filing using the drop box must provide a telephone number or email address where they can be reached. Registry staff will contact parties only if their materials are not accepted for filing.

Appendix A – Fax Filing Registries

Chilliwack	(604) 795-8397
Cranbrook	(250) 426-1498
Dawson Creek	(250) 784-2218
Kamloops	(250) 828-4345
Kelowna	(250) 979-6768
Nelson	(250) 354-6133
Penticton	(250) 492-1290
Prince George	(250) 614-7923
Rossland	(250) 362-7321
Salmon Arm	(250) 833-7401
Smithers	(250) 847-7344
Terrace	(250) 638-2143
Vernon	(250) 549-5461
Williams Lake	(250) 398-4264