

NOTICES PACKAGE

Under the Supreme Court Civil and Family Rules there are certain situations where the rules may require you to give notice to the other parties in the proceeding.

For example, if you were previously represented by a lawyer and have decided to act on your own behalf you must file and serve a Notice of Intention to Act in Person on the other parties of record pursuant to Supreme Court Civil Rule 22-6(1)(c) or Supreme Court Family Rule 21-4(1)(c).

If your address for service changes you must file and service a Notice of Address for Service on the other parties of record pursuant to Supreme Court Civil Rule 4-1(3) or Supreme Court Family Rule 6-1(3).

If you wish to take a step in a dormant proceeding, you are required to give notice to the other parties of record pursuant to Supreme Court Civil Rule 22-4(4), which states;

In a proceeding in which judgment has not been pronounced and no step has been taken for one year, a party must not proceed until

- a) the expiration of 28 days after service, on all parties of record, of notice in Form 44 of that party's intention to proceed, and
- b) a copy of the notice of intention to proceed and proof of its service has been filed.

Supreme Court Family Rule 21-2(4) is similar and states;

In a family law case in which judgment has not been pronounced and no step has been taken for one year, a party must not proceed until

- a) the expiration of 28 days after service of notice of that party's intention to proceed in Form F48 on all parties, and
- b) a copy of the notice of intention to proceed and proof of its service has been filed.

Included in this package are the following documents:

- 1) Civil Form 111 – Notice of Intention to Act in Person
- 2) Family Form F88 – Notice of Intention to Act in Person
- 3) Civil Form 9 – Notice of Address for Service
- 4) Family Form F10 – Notice of Address for Service
- 5) Civil Form 44 – Notice of Intention to Proceed
- 6) Family Form 48 – Notice of Intention to Proceed

Form 111

No.
..... Registry

In the Supreme Court of British Columbia

Between

Plaintiff(s)

and

Defendant(s)

NOTICE OF INTENTION TO ACT IN PERSON

TAKE NOTICE that I now intend to act personally in this proceeding in place of

.....
[name of lawyer]

Date:

.....
Signature of party

.....
[type or print name]

My address for service is:

[Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.]

Fax number address for service (if any):

E-mail address for service (if any):

Form F88

Court File No.:
Court Registry:

In the Supreme Court of British Columbia

Claimant:

Respondent:

NOTICE OF INTENTION TO ACT IN PERSON

TAKE NOTICE that I now intend to act personally in this proceeding in place of

.....
[name of lawyer]

Date:

.....
Signature of party

.....
[type of print name]

My address for service is:

[Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.]

Fax number address for service (if any):

E-mail address for service (if any):

In the Supreme Court of British Columbia

Between

Plaintiff(s)

and

Defendant(s)

NOTICE OF ADDRESS FOR SERVICE

TAKE NOTICE that the address for service of
[party(ies)]

(the "filing party(ies)") is:

[Check whichever one of the following boxes is correct and complete the required information.]

- The filing party(ies) represented by a lawyer in the proceeding.
[is/are]

Name and office address of party's lawyer: <i>[This must be an accessible address.]</i>
Additional addresses for service (optional):
Lawyer's fax number:
Lawyer's e-mail address:

[OR]

- The filing party(ies) not represented by a lawyer in the proceeding.
[is/are]

Residential address or business address: <i>[This must be an accessible address.]</i>
<i>[If the residential address or business address noted above is more than 30 kilometres from the registry, the filing party must provide at least one of the following in addition to the address noted above. In any case, the filing party may provide one or more of the following as additional addresses for serve.]</i>
Postal address in British Columbia:
Fax number:
E-mail address:

Date:

.....
Signature of

filing party lawyer for filing party(ies)

.....
[type or print name]

Rule 1-1(1) of the Supreme Court Civil Rules defines “accessible address” as follows:

“accessible address” means an address that describes a unique and identifiable location in British Columbia that is accessible to the public during normal business hours for the delivery of documents;

In the Supreme Court of British Columbia

Claimant:

Respondent:

NOTICE OF ADDRESS FOR SERVICE

The address for service of is:
[party(ies)]

[Check whichever of the following boxes is correct and complete the required information.]

I am represented by a lawyer in the family law case.

Name and office address of party's lawyer: <i>[this must be an accessible address]</i>	
Additional addresses for service (optional)	
Lawyer's fax number:	
Lawyer's e-mail address:	

[OR]

I am not represented by a lawyer in the family law case.

Residential address or business address: <i>[this must be an accessible address]</i>	
<i>[If the residential address or business address noted above is more than 30 kilometres from the registry, the party must provide at least one of the following in addition to the address noted above. In any case, the party may provide one or more of the following as additional addresses for service.]</i>	
Postal address in British Columbia:	

Fax number:	
E-mail address:	

Date:

.....

Signature of

filing party lawyer for filing party(ies)

.....

[type or print name]

Rule 1-1(1) of the Supreme Court Family Rules defines “accessible address” as follows:

“accessible address” means an address that describes a unique and identifiable location in British Columbia that is accessible to the public during normal business hours for the delivery of documents;

Form 44

No.
..... Registry

In the Supreme Court of British Columbia

Between

Plaintiff(s)

and

Defendant(s)

NOTICE OF INTENTION TO PROCEED

Filed by:
[party(ies)]

To:
[party(ies)]

TAKE NOTICE that intend(s) to proceed
[party(ies)]
with this proceeding.

Date:

.....
Signature of
 filing party lawyer for filing party(ies)

.....
[type or print name]

Form F48

Court File No.:
Court Registry:

In the Supreme Court of British Columbia

Claimant:

Respondent:

NOTICE OF INTENTION TO PROCEED

Filed by:
[party(ies)]

To:
[party(ies)]

TAKE NOTICE that intend(s) to proceed
[party(ies)]
with this family law case.

Date:

.....
Signature of
 filing party lawyer for filing party(ies)
.....
[type or print name]