

# Fax Filing Cover Page – Provincial Court Family

## Form 52

Provincial Court Family Rules  
Rule 194

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

Documents transmitted by fax are subject to the limitations set out in the Provincial Court Family Rules.

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 is not responsible for any difficulties 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.

|              |                                           |  |
|--------------|-------------------------------------------|--|
| <b>To:</b>   | Court location                            |  |
|              | Fax number                                |  |
| <b>From:</b> | Name of party, lawyer or firm             |  |
|              | Contact name<br>(if different from above) |  |
|              | Phone number                              |  |
|              |                                           |  |

**Fax numbers for transmitting Provincial Court family documents to court registries can be found on the BC Government website at:**  
[www.gov.bc.ca/gov/content/justice/courthouse-services/courthouse-locations](http://www.gov.bc.ca/gov/content/justice/courthouse-services/courthouse-locations) or through Enquiry BC at 1-800-663-7867

### Notification of acceptance or refusal of filing:

*Please select only one of the following options for notification and complete the required information*

|                                       |                           |
|---------------------------------------|---------------------------|
| <input type="checkbox"/> by fax to:   |                           |
|                                       | Fax number                |
| <input type="checkbox"/> by email to: |                           |
|                                       | Email address             |
| <input type="checkbox"/> by mail to:  |                           |
|                                       | Mailing address           |
|                                       | City Province Postal Code |

### Attachments:

|                    |  |
|--------------------|--|
| Court file number: |  |
| Names of parties:  |  |

### Document(s) for filing: (Application About a Family Law Matter, Reply, etc.)

### No. of pages in document

|                                                               |  |
|---------------------------------------------------------------|--|
|                                                               |  |
|                                                               |  |
|                                                               |  |
|                                                               |  |
| Total no. of pages in submission (including fax cover page) ➡ |  |

Note: If the total number of pages exceeds 30, your document(s) should be sent in batches. Please indicate at the top of the Fax Filing Cover Page, "Batch 1/2" and "Batch 2/2" and so on and specify in this section what is included in the specific batch. Court registry fax machines may be unable to accommodate a large volume of faxed materials. Other filing options should be considered.

### Note to Registry:

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