

# SUMMONS TO A PAYMENT HEARING

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

**TO:**  
Fill in the name, address and telephone number of the person you are requiring to come to court.

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, TOWN, MUNICIPALITY \_\_\_\_\_ TEL. # \_\_\_\_\_  
 PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

For the creditor(s), copy the name(s) of the person(s) who obtained the order, decision or certificate being enforced as set out in the Payment Order, Default Order or document registered with the court. For the debtor(s), copy the name of each person required to pay money as set out in the order, decision or certificate. Complete and file an Address for Service (Form 38).

**You have been summoned to a payment hearing in the case between**  
 \_\_\_\_\_ **CREDITOR(S)**  
**and**  
 \_\_\_\_\_ **DEBTOR(S)**

Form 38, Address for Service included for filing       Form 38, Address for Service previously filed

Fill in the date, time and method of attendance for the hearing.

**You are required to attend the Provincial Court of British Columbia**

on \_\_\_\_\_ at \_\_\_\_\_ or as soon after this time as the court schedule allows

in person at \_\_\_\_\_ court location

by another method of attendance, as specified \_\_\_\_\_ appearance details

A creditor may require that a debtor file and serve any records or other things that relate to the evidence that may be heard at a payment hearing. A debtor who is an individual is already required to file and serve a Statement of Finances with supporting records. List anything else the debtor will be required to file and serve.

**You must file the following records and other things with a Supporting Materials Cover Sheet (Form 39) at the registry at least seven days before the payment hearing and serve these records and other things on the creditor at least two business days before the payment hearing:**

\_\_\_\_\_

\_\_\_\_\_

List of documents continued on \_\_\_\_ attached page(s)

If the debtor is an individual (rather than a corporation or partnership), the debtor must also complete and file a Statement of Finances (Form 40) and Supporting Materials Cover Sheet (Form 39) **at least 7 days** before the payment hearing. You must serve the creditor with the filed Statement of Finances **at least 2 business days** before the payment hearing.

If you intend to rely on anything else at the payment hearing, you must file and serve it within the timelines noted above.

(a) Total amount of order/decision/certificate being enforced	\$	_____
(b) Less any payments to the creditor	-	\$ _____
(c) Amount remaining due	=	\$ _____
(d) Interest (calculated to the date below)	+	\$ _____
(e) Creditor's expenses allowed by the Court	+	\$ _____
Amount due to the creditor	Total =	\$ _____

Calculation continued on \_\_\_\_ attached page(s).

If claiming interest, show the calculation. Attach extra page(s) if necessary.

**WHAT HAPPENS AT THE PAYMENT HEARING?**  
 The purpose of the payment hearing is to assess the debtor's ability to pay and consider whether a payment schedule should be ordered. As such, the Court may hear evidence about the following:

- (a) the income and assets of the debtor;
- (b) the debts owed to and by the debtor;
- (c) any assets that the debtor has disposed of since the claim arose;
- (d) the means that the debtor has, or may have in the future, of paying the amount owed.

**CAN THE SUMMONS BE CANCELLED?**  
 Any person who is served with a Summons to a Payment Hearing may apply to a judge who may

- (a) cancel the summons if the person is not the right person to provide information on behalf of the debtor, and
- (b) direct the registrar to issue a new summons to someone who is the right person to provide the information.

**WHAT HAPPENS IF THE PERSON SUMMONED DOES NOT ATTEND?**  
 If the creditor asks, a warrant for the arrest of the person may be issued.

\_\_\_\_\_ date \_\_\_\_\_ by the Court

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creditor copy