

NOTICE OF TRIAL CONFERENCE

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

REGISTRY FILE NUMBER
REGISTRY LOCATION

In the case between

CLAIMANT(S)

NAME

and

DEFENDANT(S)

NAME

and

THIRD PARTY(IES)

NAME

A trial conference will be held on

day

month

year

at

time

M

or as soon after this time as the court schedule allows

in person at

court location

by another method of attendance, as specified

attendance details

Who must attend?

All parties must have the individual who will be responsible for presenting their case at the trial attend the trial conference, which may be

- (a) the party,
- (b) if the party is not an individual, a representative who has the authority to settle the claim,
- (c) a representative of an insurer in accordance with Rule 7.5(11)(c), or
- (d) a lawyer or articling student.

What must the parties do before the trial conference?

At least **14 days before** the date set for the trial conference, each party must complete a Trial Statement ([Form 33](#)) and file it at the registry with attached copies of all relevant documents. At least **7 days before** the trial conference, each party must serve a copy of their Trial Statement and attachments on each of the other parties.

What happens at a trial conference?

At the trial conference, a judge can discuss trial procedure and the evidence with the parties, engage in mediation, or give a non-binding opinion on the probable outcome of the trial. A judge may also make court orders and rulings on certain matters or dismiss the claim, counterclaim, reply or third party notice.

What happens if a party, either themselves or by a representative, does not attend?

If a party or their representative does not attend, the judge may dismiss the claim or make a payment order or other appropriate order against a defendant or third party.

day

month

year

by the Court