

# NOTICE OF SETTLEMENT 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 settlement conference will be held on

  
day  
month  
year

at

  M  
time

or as soon after this time as the court schedule allows

and you are required to attend

in person, at

  
c o u r t l o c a t i o n

by another method of attendance, as specified

The registry will send within 24 hours before the hearing date noted above the link to connect by MS Teams, including a dial-in conferencing number to be used by any party that is unable to use MS Teams or has problems with their video connection. If you have not provided your email address or telephone number to the registry on your Address for Service ([Form 38](#)), you must contact the registry to obtain the telephone conference or MS Teams conference information.

## WHO MUST ATTEND?

All parties must attend the settlement conference and have authority to settle the claim, and may be accompanied by a lawyer or articulated student, except the defendant need not attend if

- (a) the claim results from a motor vehicle accident,
- (b) the defendant is disputing the amount of the claim but not liability, and
- (c) a person appointed by the Insurance Corporation of British Columbia attends instead of the defendant.

## WHAT SHOULD THE PARTIES SUBMIT?

Each party to a claim must submit to the registry all relevant documents and reports they wish to rely upon **at least 14 days** before the conference, and **serve** them on **all parties 7 days** before the conference.

## WHAT IS THE PURPOSE OF THE SETTLEMENT CONFERENCE?

There are two main purposes for a settlement conference:

- (a) to encourage settlement of the case, or
- (b) if settlement is not possible, to help the parties prepare their cases for trial.

## WHAT HAPPENS IF SOMEONE DOES NOT ATTEND?

The judge may dismiss the claim or make a payment order or other appropriate order against a party who does not attend a settlement conference.

  
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