

**ADDRESS FOR SERVICE  
IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)**

Registry File Number:
Registry Location:

In the case between \_\_\_\_\_ **CLAIMANT(S)**

and \_\_\_\_\_ **DEFENDANT(S)**

\_\_\_\_\_ **THIRD PARTY**

**FILL** in the name(s) of person(s)/party(ies) filing this form.

I/we, \_\_\_\_\_

confirm that my/our address for service is:

**MUST** select one or both of these options. **SELECT** how you want to receive notice from the Court and other parties. **If both options are selected**, you will be served by one of the two options, not both. **ENTER** email address or full mailing address or both.

**Service by email:** \_\_\_\_\_  
EMAIL ADDRESS

**Service by mail:**

\_\_\_\_\_  
STREET ADDRESS APT NO. BOX/RR NO.

\_\_\_\_\_  
CITY, TOWN PROVINCE POSTAL CODE TELEPHONE

**MUST** complete this section. **ENTER** the address of your residence or registered office, your place of business, or your solicitor's office.

I/we confirm that my/our address for **personal service** is:

Same as "service by mail" address noted above, or

\_\_\_\_\_  
STREET ADDRESS APT NO. BOX/RR NO.

\_\_\_\_\_  
CITY, TOWN PROVINCE POSTAL CODE TELEPHONE

**CHANGE OF INFORMATION:** **ENTER** date on which the new email, mailing or personal service address comes into effect.

**Change of information:**  
My/our address has changed and the new address(es) are effective on:  
\_\_\_\_\_  
(mmm/dd/yyyy)

**INFORMATION** for person filing this form.

Small Claims Rule **18(16)** provides if an address for service changes, the party **must file** a new Address for Service (Form 38) with the Court Registry and mail or email a copy to all other parties.

By submitting this form, I/we acknowledge and agree to receive notice from the Court and the other parties by one of the methods selected above.

Dated: \_\_\_\_\_  
(mmm/dd/yyyy)

Party or Party's Solicitor  
Sign, print or type name