

# OFFER TO SETTLE

In the Provincial Court of British Columbia (Small Claims Court)

REGISTRY FILE NUMBER

REGISTRY LOCATION

OFFER TO SETTLE

<b>In the case between:</b>				<b>CLAIMANT(S)</b>
NAME _____				
ADDRESS _____				
CITY, TOWN, MUNICIPALITY _____	PROV. _____	POSTAL CODE _____	TEL. # _____	
<b>and</b>				<b>DEFENDANT(S)</b>
NAME _____				
ADDRESS _____				
CITY, TOWN, MUNICIPALITY _____	PROV. _____	POSTAL CODE _____	TEL. # _____	
				<b>THIRD PARTY</b>
NAME _____				
ADDRESS _____				
CITY, TOWN, MUNICIPALITY _____	PROV. _____	POSTAL CODE _____	TEL. # _____	

**OFFER TO SETTLE:**  
The claimant(s) or defendant(s) or third party

NAME \_\_\_\_\_  
offer to settle this claim(s) in the following terms:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

at \_\_\_\_\_

Signature \_\_\_\_\_

<p><b>TIME LIMIT FOR AN OFFER</b> An offer to settle may be made up to 30 days after the conclusion of a settlement conference or mediation session, or later if permitted by a judge. A party who receives an offer has 28 days after being served with the offer to accept the offer. No response will be considered a rejection.</p> <p><b>ACCEPTANCE OF OFFER</b> To accept the offer to settle, the party must complete an Acceptance of Offer (Form 19) and serve the other party within 28 days of being served with the offer.</p> <p><b>FILING OFFER AND ACCEPTANCE</b> If a party served with an acceptance of offer files the offer and the acceptance in the registry, the acceptance becomes a payment order.</p> <p><b>NOTICE OF PENALTY</b> A trial judge may order a party to pay a penalty if the offer to settle has been rejected. A penalty is in addition to any other expenses and may be up to 20% of the amount of the offer to settle.</p> <p><b>THE COURT ADDRESS FOR FILING DOCUMENTS IS:</b> _____</p> <p>_____</p> <p>_____</p>	<p><b>EXPIRY DATE OF OFFER</b></p> <p>_____</p> <p><b>REGISTRY USE ONLY</b></p> <p>Dated _____</p> <p>Signature _____</p>
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