

Claim of the Plaintiff(s)

Part 1: STATEMENT OF FACTS

[Using numbered paragraphs, set out a concise statement of the material facts giving rise to the plaintiff's(s') claim.]

2

1

2

[If any party sues or is sued in a representative capacity, identify the party and describe the representative capacity.]

Part 2: RELIEF SOUGHT

[Using numbered paragraphs, set out the relief sought and indicate against which defendant(s) that relief is sought. Relief may be sought in the alternative.]

3

1

2

Part 3: LEGAL BASIS

[Using numbered paragraphs, set out a concise summary of the legal bases on which the plaintiff(s) intend(s) to rely in support of the relief sought and specify any rule or other enactment relied on. The legal bases for the relief sought may be set out in the alternative.]

4

1

2

Plaintiff's(s') address for service: *[Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.]*

5

Fax number address for service (if any):

E-mail address for service (if any):

Place of trial:

The address of the registry is:

Date:[dd/mm/yyyy].....

Signature of

[] plaintiff [] lawyer for plaintiff(s)

.....[type or print name].....

Rule 7-1 (1) of the Supreme Court Civil Rules states:

(1) Unless all parties of record consent or the court otherwise orders, each party of record to an action must, within 35 days after the end of the pleading period,

- (a) prepare a list of documents in Form 22 that lists
 - i. all documents that are or have been in the party's possession or control and that could, if available, be used by any party at trial to prove or disprove a material fact, and
 - ii. all other documents to which the party intends to refer at trial, and
- (b) serve the list on all parties of record.

Appendix

6 *[The following information is provided for data collection purposes only and is of no legal effect.]*

Part 1: CONCISE SUMMARY OF NATURE OF CLAIM:

7 **Part 2: THIS CLAIM ARISES FROM THE FOLLOWING:**

8 *[Check one box below for the case type that best describes this case.]*

A personal injury arising out of:

a motor vehicle accident

medical malpractice

another cause

A dispute concerning:

contaminated sites

construction defects

real property (real estate)

personal property

the provision of goods or services or other general commercial matters

investment losses

the lending of money

an employment relationship

a will or other issues concerning the probate of an estate

a matter not listed here

9

Part 3: THIS CLAIM INVOLVES:

[Check all boxes below that apply to this case]

a class action

maritime law

aboriginal law

constitutional law

conflict of laws

none of the above

do not know

10

Part 4:

[If an enactment is being relied on, specify. Do not list more than 3 enactments.]

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online: www.courtservicesonline.gov.bc.ca. They can also be printed and completed manually; or completed online, printed and filed.

File this form in the court registry and personally serve it on the defendant.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. The court registry will insert the registry number, which you must use on all your documents. Insert the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. “Material facts” are the facts that relate to your claim. Set out your story.
 3. “Relief sought” is a summary of what orders you are asking the court to make (e.g., that the defendant pay \$27,000, the balance owing under the contract for purchase of my boat; that the defendant pay \$35,000 for failing to return my car pursuant to our rental agreement).
 4. Set out the legal basis of your claim, including the Court Rules, legislation, and case law that support your claim (e.g., the defendant’s stairs were rotten and unsafe contrary to *The Occupiers’ Liability Act*, s. 3; calculation of damages in a wrongful dismissal case as described in *Brown v. Smith*, 2009 BCSC 200, etc.).
 5. Set out your name. Your address must be a physical location (not just a post office box) where documents can be delivered.
 6. This data appendix has no legal effect. You are required to fill it out, however, as the collection of data is essential for continued improvement of the civil justice system.
 7. Indicate, in one or two short sentences, the essence of your claim. For example, “This claim involves a slip and fall in a grocery store, resulting in a broken hip.”
 8. Check only one box. There may be more than one box that applies to your case, but just do your best to check the box that you believe BEST describes your case. For example, if your case involves the purchase of a diamond ring, check the box labelled, “the provision of goods or services or other general commercial matters.” If your case arose because you gave a diamond ring to your friend for safekeeping and he lost or damaged it, check the box labelled, “personal property.” (Note that “personal property” generally means all property other than lands or buildings.)
 9. Check ALL the boxes that best describe your case. If you believe that none of them apply, check “none of the above.” If you are not sure if any apply, check “do not know.” Note that “conflict of laws” concerns matters that have ties to the laws of different provinces or countries (e.g., a contract between a BC and an American, concerning a Mexican company).
 10. List any laws (e.g., Acts or regulations), that you are relying on to support your case. For example, if your case involves contesting the amount of compensation received in an expropriation, you would list *The Expropriation Act*. Do not list more than 3 enactments.
-

NOTES

Form 2

(Rule 3-3 (1))

[Style of Proceeding]

RESPONSE TO CIVIL CLAIM

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

Filed by:[party(ies)]..... (the “defendant(s)”)

Part 1: RESPONSE TO NOTICE OF CIVIL CLAIM FACTS

2 Division 1 – Defendant’s(s’) Response to Facts

[Indicate, for each paragraph in Part 1 of the notice of civil claim, whether the fact(s) alleged in that paragraph is(are) admitted, denied or outside the knowledge of the defendant(s).]

- 1 The facts alleged in paragraph(s)[list paragraph numbers]..... of Part 1 of the notice of civil claim are admitted.
- 2 The facts alleged in paragraph(s)[list paragraph numbers]..... of Part 1 of the notice of civil claim are denied.
- 3 The facts alleged in paragraph(s)[list paragraph numbers]..... of Part 1 of the notice of civil claim are outside the knowledge of the defendant(s).

Division 2 – Defendant’s(s’) Version of Facts

[Using numbered paragraphs, set out the defendant’s(s’) version of the facts alleged in those paragraphs of the notice of civil claim that are listed above in paragraph 2 of Division 1 of this Part.] 1

2

Division 3 – Additional Facts

[If additional material facts are relevant to the matters raised by the notice of civil claim, set out, in numbered paragraphs, a concise statement of those additional material facts.]

1

2

Part 2: RESPONSE TO RELIEF SOUGHT

[Indicate, for each paragraph in Part 2 of the notice of civil claim, whether the defendant(s) consent(s) to, oppose(s) or take(s) no position on the granting of that relief.]

- 5 1 The defendant(s) consent(s) to the granting of the relief sought in paragraphs[list paragraph numbers]..... of Part 2 of the notice of civil claim.
- 6 2 The defendant(s) oppose(s) the granting of the relief sought in paragraphs[list paragraph numbers]..... of Part 2 of the notice of civil claim.
- 7 3 The defendant(s) take(s) no position on the granting of the relief sought in paragraphs[list paragraph numbers]..... of Part 2 of the notice of civil claim.

Part 3: LEGAL BASIS

8

[Using numbered paragraphs, set out a concise summary of the legal bases on which the defendant(s) oppose(s) the relief sought by the plaintiff(s) and specify any rule or other enactment relied on. The legal bases for opposing the plaintiff's(s') relief may be set out in the alternative.]

1

2

9

Defendant's(s') address for service: *[Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.]*

Fax number address for service (if any):

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm. They can be completed online and filed electronically using Court Services Online: www.courtservicesonline.gov.bc.ca. They can also be printed and completed manually; or completed online, printed and filed.

File this form in the court registry and serve it on the plaintiff.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. This is where you respond to the facts that the plaintiff has set out in the notice of civil claim. There are facts that you may agree with (e.g., the date that the plaintiff fell down your stairs); disagree with (e.g., that your stairs were unsafe); or you don't know (e.g., that it was – 5 degrees Celsius on the day of the accident).
 3. State your own version of the facts here. Give details of the items that you disagree with in part 2 of the previous section.
 4. State other facts that are important to your case that were not raised by the plaintiff (e.g., that the plaintiff climbed over a locked gate to get into your yard).
 5. With respect to the orders that the plaintiff is asking the court to make, set out which ones (if any) you agree to.
 6. With respect to the orders that the plaintiff is asking the court to make, set out which ones you don't agree with.
 7. With respect to the orders that the plaintiff is asking the court to make, set out which ones (if any) you don't take a position on (e.g., are satisfied with whatever the court orders on that issue).
 8. Set out the legal basis of your claim, including the Court Rules, legislation, and case law that support your claim (e.g., the plaintiff trespassed on your property and is not entitled to damages for personal injury according to *Brown v. Smith*, 2009 BCSC 200).
 9. Set out your name. Your address must be a physical location (not just a post office box) where documents can be delivered.
-

NOTES

Form 10

(Rule 4-4 (3))

[Style of Proceeding]

ADVERTISEMENT

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

To:[party(ies)].....

TAKE NOTICE THAT on[dd/mm/yyyy]..... an order was made for service on you of a
.....[document]..... issued from the[location]..... Registry of the Supreme Court of
British Columbia in proceeding number[registry number]..... by way of this advertisement.

In the proceeding, the[plaintiff/petitioner]..... claim(s) the following relief against you:
.....[describe the relief claimed]..... .

You must file a responding pleading/response to petition within the period required under the Supreme
Court Civil Rules failing which further proceedings, including judgment, may be taken against you without
notice to you.

You may obtain, from the[location]..... Registry, at[address]....., a copy of the
.....[document]..... and the order providing for service by this advertisement.
This advertisement is placed by[party(ies)]..... whose address for service is

.....[Set out the street address of the address for service. One or both of a fax number and an e-mail address
may be given as additional addresses for service.]..... .

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:
www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

A copy of the advertisement may be attached as an exhibit to the affidavit filed in support to an application for substituted service or it may be attached as a schedule to an order but the form itself is usually not filed in the court registry.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. The court registry will insert the registry number, which you must use on all your documents. Insert the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. Write in the person's name that will be served substitutionally by an advertisement.
 3. Describe the document that you are serving (e.g., a notice of civil claim).
 4. Insert the location/name of the registry where the action is filed, and its full mailing address.
 5. Describe the nature of the lawsuit (e.g., \$27,000 for non-payment of the money owing under a contract for the purchase of laundromat located 123 Main Street, in Smithers, B.C.).
 6. Write your name. Your address must be a physical location (not just a post office box) where documents can be delivered.
-

NOTES

Form 11

(Rule 4-5 (2))

1 ENDORSEMENT ON ORIGINATING PLEADING OR PETITION FOR SERVICE OUTSIDE BRITISH COLUMBIA

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

2 The[party(ies)].....,[name(s) of party(ies)]....., claim(s) the right to serve this pleading/petition on the[party(ies)].....,[name(s) of party(ies)]....., outside British Columbia on the ground that[state the circumstances, enumerated in section 10 of the Court Jurisdiction and Proceedings Transfer Act, on which the plaintiff/petitioner relies]..... .

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:
www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

1. This endorsement must be included in a notice of civil claim or petition where the party being served is outside British Columbia. It should be typed right on the document. Insert it at the end of your document.
 2. Set out the reason that you are serving the document outside BC. Your reason must be one of the items specified in s. 10 of the *Court Jurisdiction and Proceedings Transfer Act* (e.g., the proceeding concerns the administration of the estate of Joe Brown, who owns a house at 456 Main Street, Kelowna, BC).
-

NOTES

Form 15

(Rule 4-6 (1))

[Style of Proceeding]

1

AFFIDAVIT OF PERSONAL SERVICE

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

2

I,[name]....., of[address].....,[occupation].....,
SWEAR (OR AFFIRM) THAT:

3

On[dd/mmm/yyyy]....., at[time of day]....., I served[name of person served].....
with the[type of document]..... in this proceeding, a copy of which is attached to this affidavit and
marked as Exhibit A, by handing it to and leaving it with that person.

4

SWORN (OR AFFIRMED) BEFORE)
ME at[location]....., British Columbia)
on[dd/mmm/yyyy].....)
.....)
.....)
A commissioner for taking)
affidavits for British Columbia)
...[print name or affix stamp of commissioner]....

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:
www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

This document must be filed in the court registry; it is not served on anyone.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. The person who personally served the document might not be one of the parties, so this information must be completed.
 3. Describe the document that you served (e.g., a notice of civil claim) and attach a copy to your affidavit as an exhibit.
 4. Your document must be sworn or affirmed before a lawyer, a notary public, or a designated court official at the court registry.
-

NOTES

Form 16

(Rule 4-6 (1))

[Style of Proceeding]

1

AFFIDAVIT OF ORDINARY SERVICE

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

2

I,[*name*]....., of[*address*].....,[*occupation*].....,
SWEAR (OR AFFIRM) THAT:

3

On[*dd/mmm/yyyy*]....., at[*time of day*]....., I served[*name of person served*]..... with
the[*type of document*]..... in this proceeding, a copy of which is attached to this affidavit and
marked as Exhibit A, by

leaving the document at[*the party's address for service*].....

mailing the document by ordinary mail to[*the party's address for service*].....

faxing the document to[*fax number*]..... together with a fax cover sheet

e-mailing the document to[*e-mail address*].....

4

SWORN (OR AFFIRMED) BEFORE)
ME at[*address*]....., British Columbia)
on[*dd/mmm/yyyy*].....)
)
)
)
A commissioner for taking)
affidavits for British Columbia)
....[*print name or affix stamp of commissioner*]....

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:
www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

This document must be filed in the court registry; it is not served on anyone.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. The person who served this document might not be one of the parties, so this information must be completed.
 3. Describe the document that you served (e.g., a notice of application) and attach a copy to your affidavit as an exhibit.
 4. Your document must be sworn or affirmed before a lawyer, a notary public, or a designated court official at the court registry.
-

NOTES

Form 17

(Rules 4-6 (1), 5-1 (4), 5-2 (4), 5-4 (1), 8-1 (21.1) and (22), 8-5 (2), 9-4 (1), 12-2 (6), 13-3 (25), 16-1 (16.1) and (17), 20-5 (3), 21-5 (4), 23-1 (9), 23-3 (10) and 23-5 (5))

1

[Style of Proceeding]

REQUISITION – GENERAL

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

Filed by:[party(ies)].....

2

Required:

This requisition is supported by the following:

[Include a description of supporting document(s). Each affidavit included on the list must be identified as follows: "Affidavit #.....[sequential number, if any, recorded in the top right hand corner of the affidavit]..... of[name]....., made[dd/mmm/yyyy].....".]

1

2

Date:[dd/mmm/yyyy].....

.....
Signature of

[] filing party [] lawyer for filing party(ies)

.....[type or print name].....

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:
www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

File this form in the court registry. The Rules of Court will indicate if it must be served on the other parties.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. Fill in what you are asking the court/court registry to do (e.g., search for an appearance; file a consent order; enter a default judgment, etc.).
-

NOTES

Form 17

No.

.....Registry

In the Supreme Court of British Columbia

Between

1

Plaintiff(s)

and

Defendants(s)

Requisition – General

2

Filed by:.....[party(ies)].....

Required:

3

1. Application pursuant to Supreme Court Civil Rule 5-1 (3) to shorten the service period applicable to a notice of case planning conference.
2. Application pursuant to Supreme Court Civil Rule 5-2 (3) (a) exempting a person from attending a case planning conference.
3. Application pursuant to Supreme Court Civil Rule 5-2 (3) (b) respecting the method of attendance at a case planning conference.
4. Application pursuant to Supreme Court Civil Rule 12-2(4) for an order respecting the manner a person is to attend a trial management conference or exempting a person from attending a trial management conference.
5. Application pursuant to Supreme Court Civil Rule 23-5(4) for directions that an application be heard by way of telephone, video conference or other communication medium and the manner in which the application is to be conducted.

Term of order sought:

4

1. The notice of case planning conference must be served on the[name of party].....by[set out date].....
2. [name of lawyer or party]..... is exempted from attending the case planning conference in person and may attend by[set out method of attendance]... ..
3. [name of lawyer or party]..... may attend the case planning conference by[set out manner of attendance].....
4. [name of lawyer or party]..... may attend the trial management conference by[set out manner of attendance].....
or
.....[name of lawyer or party]..... is exempt from attending the trial management conference.

5

5. The application of[name of party]..... be heard by[set out method of hearing]..... (If required) The application be heard in the following manner;[set out manner of hearing].....

6

This requisition is supported by the following: [include reasons why the order is sought]

Date:

.....

Signature of
[] filing party [] lawyer for filing
party(ies)

[type or print name]

7

Address of applicant:

Phone number: _____

8

Order granted []
or

Application denied []

Date:

Judge/Master of the Supreme Court

NOTES

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They can be completed online and filed electronically using Court Services Online:
www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

Use this version of Form 17 when your application is made pursuant to Rule 5-1(4), 5-2(3)(a), 5-2(3)(b), 12-2(4), or 23-5(4). File this form in the court registry. The Rules of Court will indicate if it must be served on the other parties.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. Your name goes here.
 3. Check the box that applies (i.e., what application you are making).
 4. Check off the order you are asking the court to make.
 5. Put your name here, and how the application will be decided (e.g., by a hearing in court, or without a court hearing).
 6. State why you are asking the court to make the order (e.g., I am requesting that I attend the case planning conference by telephone instead of in person because I will be away on vacation and not near the courthouse on the date set for the conference).
 7. Put your address here.
 8. The court will complete this section, depending on whether your application is granted or denied.
-

[Select whichever one of the 4 following provisions is correct, complete the selected provision and remove the provisions that have not been selected so that they do not appear in the form when the form is filed.]

4 THIS COURT ORDERS that no fee is payable by _____
[name of person]

to the government under Schedule 1 of Appendix C of the Supreme Court Rules in relation to this proceeding:

[add the following if applicable:]

subject to the following:

5 _____
[set out any conditions on this order]

6 THIS COURT ORDERS that no fee is payable by _____
[name of person]

to the government under Schedule 1 of Appendix C of the Supreme Court Rules in relation to the following part(s) of this proceeding:

[describe part(s)]

[add the following if applicable:]

subject to the following:

[set out any conditions on this order]

THIS COURT ORDERS that no fee is payable by _____
[name of person]

to the government under Schedule 1 of Appendix C of the Supreme Court Rules in relation to this proceeding during the following period(s):

[describe period(s)]

[add the following if applicable:]

subject to the following:

[set out any conditions on this order]

THIS COURT ORDERS that no fee is payable by _____
[name of person]

to the government under Schedule 1 of Appendix C of the Supreme Court Rules in relation to the following steps in this proceeding:

[describe step(s)]

[add the following if applicable:]
subject to the following:

[set out any conditions on this order]

By the Court.

Registrar

NOTES

Court forms are available at:

www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:

www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

File this form in the court registry.

1. The style of proceeding is the part at the top of your document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. The court registry will insert the registry number, which you must use on all your documents. Insert the location of the registry (e.g., Vancouver). Write in the names of the plaintiff and defendant in capital letters (not addresses).
2. Put the name of the judge or master who heard this application and insert the date that application was heard.
3. Put your name here, and the date.
4. Put your name here.
5. Add any exceptions that the judge ordered. For example, "No fee is payable in relation to the filing of any documents in this proceeding."
6. Set out any conditions that the judge made on the order. For example, "The applicant must pay court fees if his employment resumes during the course of this litigation."

NOTES

Form 80

(Rule 20-5 (3))

This is the[1st/2nd/3rd/etc.]..... affidavit
of[name]..... in this case
and was made on[dd/mmm/yyyy].....

[Style of Proceeding]

AFFIDAVIT IN SUPPORT OF INDIGENT APPLICATION

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

I,[name]....., of[address].....,[occupation]....., SWEAR
(OR AFFIRM) THAT:

1 I am the[party]..... in this proceeding.

2 I make this affidavit in support of my application for an order that I be declared indigent with respect to
the payment of fees set out in Schedule 1 of Appendix C of the Supreme Court Civil Rules.

3 I am years old.

4 I have the following dependants: [List all the dependants in the household.]

.....
.....
.....

5 The following persons contribute to my household expenses: [List all in the household who contribute to
expenses.]

.....

6 I am employed unemployed.

7 Attached as Exhibit A is a financial statement that accurately sets out the monthly income, expenses and
assets of my household.

8 Attached as Exhibit B is an accurate description of my educational and employment history.

9 Attached as Exhibit C is an accurate description of my workplace skills.

10 Attached as Exhibit D is a copy of the document I wish to file or with which I wish to proceed.

SWORN (OR AFFIRMED) BEFORE ME)

at , British Columbia)

on[dd/mmm/yyyy].....).....

)

.....)

A commissioner for taking affidavits)

for British Columbia)

....[print name or affix stamp of commissioner]....

5

6

This is Exhibit A referred to in the affidavit of
....., sworn (or affirmed)
before me on[dd/mmm/yyyy].....
.....

A commissioner for taking affidavits for British
Columbia

7

FINANCIAL STATEMENT

ESTIMATED NET MONTHLY INCOME

[Attach proof – i.e. most recent pay stubs or payment advice, etc., if available.]

Estimated net monthly income from all sources:

Employment \$.....

Pension \$.....

Dividends \$.....

Interest \$.....

Other \$.....

TOTAL (Estimated net monthly income) \$.....

ESTIMATED MONTHLY EXPENSES

[Attach receipts for the following, if available.]

Estimated monthly expenses related to housing \$.....

Estimated monthly expenses related to transportation \$.....

Estimated monthly expenses related to household expenses \$.....

Estimated monthly expenses related to medical and dental expenses \$.....

Estimated monthly expenses, not included in above, related to dependent children \$.....

Estimated monthly debt payments [specify]..... \$.....

Estimate of other monthly expenses [specify]..... \$.....

TOTAL (Estimated monthly expenses) \$.....

ASSETS

[Specify assets and set out their estimated value.]

..... \$.....

..... \$.....

..... \$.....

..... \$.....

..... \$.....

TOTAL (Estimated asset values) \$.....

This is Exhibit B referred to in the affidavit of
....., sworn (or affirmed)
before me on[dd/mmm/yyyy].....
.....

A commissioner for taking affidavits for British
Columbia

EDUCATIONAL AND EMPLOYMENT HISTORY

[Set out details of education and employment history.]

1 Highest level of education attained and date completed:

.....
.....
.....

2 Employment history:

Employer Dates Position

.....
.....
.....

This is Exhibit C referred to in the affidavit of
....., sworn (or affirmed)
before me on[dd/mmm/yyyy].....
.....

A commissioner for taking affidavits for British
Columbia

WORKPLACE SKILLS

[specify]

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NOTES

Court forms are available at:

www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:

www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

File this form in the court registry.

1. Indicate which affidavit this is, your name, and the date you swore the affidavit.
 2. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 3. Put your name, address, and occupation here.
 4. State which party you are in this court case (e.g., the defendant; third party, etc.).
 5. The person whom you signed your affidavit in front of (i.e., a court registry person, notary public or lawyer) will complete this section.
 6. The person whom you signed your affidavit in front of (i.e., a court registry person, a notary public or lawyer) will complete this section.
 7. Complete this financial statement to the best of your ability. You must provide information in every section, with financial receipts, if possible (e.g., a pay stub; a rental agreement).
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