



Civil Resolution Tribunal

Public Information Request Form

How to request records

1. Complete this form. To fill it out on your computer or device use the newest Adobe Acrobat DC (<https://get.adobe.com/reader/>). This will allow you to make and save changes easily, and email the application without having to scan it.
2. Provide your completed form and your payment to the Civil Resolution Tribunal by following the instructions in the “Where to send this Form” section at the end of this form.

About this Form

Use this form to request a record or information in one of the CRT’s dispute files. Information on the types of records and information that you can access is available here:

<https://civilresolutionbc.ca/wp-content/uploads/2018/05/Access-to-Info-in-CRT-Case-Records-20180501.pdf>

You do not need to use this form to access a CRT decision, if it was made after a Tribunal Decision Process.

The CRT posts those decisions on its web site: <https://civilresolutionbc.ca/>

OFFICE USE ONLY

The Civil Resolution Tribunal (CRT) collects a wide variety of personal information from parties in disputes brought to the tribunal. The information provided and/or requested will be collected by the CRT under section 62 of the Civil Resolution Tribunal Act and the CRT’s Rules, in order to assist the CRT in resolving strata property disputes. You can view the CRT’s policy on access to records and information in CRT disputes here: <https://civilresolutionbc.ca/resources/information-access-privacy-policy/>. If you have any questions regarding the collection of your personal information, please contact the CRT: Email: Info@crtbc.ca or; Mail: Attention Registrar and Executive Director, Civil Resolution Tribunal, PO Box 9239, Stn Prov Govt, Victoria BC, V8W 9J1



Requestor's General Information

Legal organization or business name (if applicable)			
First Name	Last Name		
Address (Street or PO Box)			Unit (optional)
City	Province/State	Country	Postal/Zip Code
Daytime Phone	Fax	Email	

Dispute Information Request

Please help the CRT find the record(s) that you require by providing at least 2 of the following 3 pieces of information:

CRT Dispute Number	Applicant's Name	Respondent's Name
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Please choose the record(s) or form(s) you are requesting. If you are requesting another record type, provide a description:
 (1) Only available if dispute resolved through the tribunal resolution process (2) Only available if record does not disclose party settlement discussions

Category	Record/Form
Initiating	<input type="checkbox"/> Application for Dispute Resolution
	<input type="checkbox"/> Dispute Notice
	<input type="checkbox"/> Proof of Notice
	<input type="checkbox"/> Dispute Response
	<input type="checkbox"/> Additional Claim
	<input type="checkbox"/> Request on Directions on how to provide Notice
Tribunal Decision Process	<input type="checkbox"/> Tribunal Decision Plan
	<input type="checkbox"/> Evidence submitted by a party during Tribunal Decision Process
	<input type="checkbox"/> Submissions and arguments submitted by a party to the CRT
	<input type="checkbox"/> Summons
	<input type="checkbox"/> Witness statements submitted during Tribunal Decision Process
	<input type="checkbox"/> Evidence submitted by a witness during Tribunal Decision Process
Miscellaneous	<input type="checkbox"/> Transcripts from Oral Hearings (if filed with CRT)
	<input type="checkbox"/> Party contact information ⁽¹⁾
	<input type="checkbox"/> Information about representatives ⁽¹⁾
	<input type="checkbox"/> Correspondence and notices between CRT and one or more parties ⁽²⁾
	<input type="checkbox"/> Order
	<input type="checkbox"/> Other [provide details below]

Other Record type (please describe)



Delivery Options

Please indicate how you would like to receive the records. There is an extra charge of \$1 per page for records provided by mail or fax. Please ensure you have recorded your email, mailing address or fax on the first page.

- Email (\$25 fee)
- Mail (\$25 base fee, plus \$1 per page)
- Fax (\$25 base fee, plus \$1 per page)

Declaration

By typing or signing my name in the signature space below, I am formally making this request

Signature _____ Date Signed (dd/mmm/yyyy) _____

\$25 Request fee due immediately

There is a fee for information requests. If you don't include the base fee (\$25) with this form, your request will not be accepted. If you want to receive the records by mail or fax, CRT staff will contact you to request payment of the additional fees before processing your request.

Make the \$25 cheque payable to: Minister of Finance

Submitting your completed application

Option 1: Email or Fax your forms and mail your cheque (recommended)

- Email your completed form(s) to: rsc@crtbc.ca
- Send your cheque by standard mail to:

Civil Resolution Tribunal
Attention: Intake
PO Box 9239 STN PROV GOVT
Victoria, British Columbia
V8W 9J1, Canada

Option 2: Send your form(s) and cheque by standard mail

Civil Resolution Tribunal
Attention: Intake
PO Box 9239 STN PROV GOVT
Victoria, British Columbia
V8W 9J1, Canada