



CLAIM RESPONSE SHEET ATTACH TO DISPUTE RESPONSE FORM



How to Use this Form

1. If you are responding to a Dispute Notice that includes more than one claim, use this form to respond to the extra claims and attach it to your Dispute Response Form.
2. Read your Dispute Notice carefully before you complete this form.
3. You can fill this form out on your computer using Adobe Acrobat (<https://get.adobe.com/reader/>) instead of printing it. This will allow you to make and save changes easily, and email the application without having to scan it. **!** If you were given a paper version of this form you can get an electronic version here: <https://www.civilresolutionbc.ca/response-forms/>
4. Provide the completed Dispute Response form, including any additional Claim Response Sheets, to the Civil Resolution Tribunal **within 14 days of the date you received the Dispute Notice** (or within 30 days if you are outside of BC).

Where to Send this Form (Email Recommended)

Email: RSC@crtbc.ca
Fax: 1 (250) 356-6552

Mail: PO Box 9239 Stn Prov Govt
Victoria BC V8W 9J1

Personal Information and Privacy: Your personal information is collected for the purpose of a Civil Resolution Tribunal dispute resolution process, pursuant to the Civil Resolution Tribunal Act and the CRT's Rules. You can view the CRT's policy on access to records and information in CRT disputes at <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



DISPUTE RESPONSE FORM

ORGANIZATION/BUSINESS



SECTION 2: RESPONSE TO CLAIM(S)

Dispute Number

Enter the dispute number from the notice you are responding to Dispute number (e.g. ST-2016-00000)

Response to Claim # [redacted] in Dispute Notice

On the Dispute Notice, is the 'Claim description' for **Dispute Claim #**___ accurate?

- The description is accurate
- The description is not accurate
- No opinion

Response to Claim Description

If you do not think the description of Claim #___ in the Dispute Notice is accurate, tell us what you think happened. You don't need to provide every detail here. You will have an opportunity to respond in more detail during the CRT dispute resolution process.

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Response to Outcomes, Remedies, Actions

What is your response to the **FIRST** outcome, remedy or action requested for Dispute Claim #___?

(If you agree to the outcome, remedy or action, you agree to pay money or take other action required to make it happen)

I agree

I disagree

No opinion

If you disagree with the first outcome, remedy, or action requested, please explain why

What is your response to the **SECOND** outcome, remedy or action requested for Dispute Claim #___?

(If you agree to the outcome, remedy or action, you agree to pay money or take other action required to make it happen)

I agree

I disagree

No opinion

If you disagree with the second outcome, remedy, or action requested, please explain why

What is your response to the **THIRD** outcome, remedy or action requested for Dispute Claim #___?

(If you agree to the outcome, remedy or action, you agree to pay money or take other action required to make it happen)

I agree

I disagree

No opinion

If you disagree with the third outcome, remedy, or action requested, please explain why

What is your response to the **FOURTH** outcome, remedy or action requested for Dispute Claim #___?

(If you agree to the outcome, remedy or action, you agree to pay money or take other action required to make it happen)

I agree

I disagree

No opinion

If you disagree with the fourth outcome, remedy, or action requested, please explain why

What is your response to the **FIFTH** outcome, remedy or action requested for Dispute Claim #___?

(If you agree to the outcome, remedy or action, you agree to pay money or take other action required to make it happen)

I agree

I disagree

No opinion

If you disagree with the fifth outcome, remedy, or action requested, please explain why

When Did You Become Aware of the Issue Described in Claim # [redacted] ?

Enter the approximate month and year: _____



You must provide a response to each claim described in the Dispute Notice. If you need to respond to more claims, you can get additional Claim Response sheets from the CRT web site: <https://civilresolutionbc.ca/resources/forms/>



Civil Resolution Tribunal

MORE INFORMATION

www.civilresolutionbc.ca | 1-844-322-2292 (toll free)

Rev. May 2017