



NOTICE OF OBJECTION FORM SMALL CLAIMS



How to provide a Notice of Objection:

1. Complete this form. You can fill this out on your computer, tablet, or device using Adobe Acrobat (<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. Submit your completed Notice of Objection to the CRT by following the instructions in the “Where to send this Form” section below.



The CRT can only accept a Notice of Objection for decisions on small claims disputes. If your dispute number starts with “SC”, it is a small claims dispute.

You must submit the Notice of Objection to the CRT within 28 days from the date you received the CRT decision. The CRT has rules about when a CRT communication is considered received. This depends on the way it was sent (email, mail, courier, etc.). These rules are provided on the last page of this form.

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

Fee

You must pay a **\$200** fee to submit a Notice of Objection. There are two ways to pay the fee:

1. Mail a cheque with this form to the address above, made payable to “Minister of Finance”.
2. Email or fax the form to the CRT. The CRT will send you instructions for paying the fee, including an option to pay online using a credit card.

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



NOTICE OF OBJECTION FORM

SMALL CLAIMS



Who is submitting the Notice of Objection?

First Name	Last Name	Phone Number	E-mail Address
Mailing Address			
Select:			
<input type="checkbox"/>	I am named in the decision or order as an Applicant or Respondent <i>(The CRT can only accept amendment requests from applicants or respondents)</i>		
<input type="checkbox"/>	I am a representative or contact for a party that is named as an Applicant or Respondent Filed for (party name): _____		

Decision / Order Details

Dispute Number A dispute number is provided in the written decision and looks like "SC-2017-000001".
Decision Number A decision number is provided in the written decision and looks like "2017 BCCRT 001".
Date You Received Notice of Decision

Notice of Objection

Please indicate you would like to file a Notice of Objection by placing a mark in the box below

<input type="checkbox"/>	<p>I would like to file a Notice of Objection to this decision.</p> <p><i>I understand the CRT will review this document. If the CRT receives the request and payment within 28 days of the date I received the notice and it is for a small claims decision, the CRT will accept my notice of objection.</i></p> <p><i>If my notice of objection is accepted, the CRT will provide a Certificate of Completion to all parties to the dispute. Any party may use the certificate to initiate a claim in the Provincial Court of BC.</i></p>
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CIVIL RESOLUTION TRIBUNAL RULES

Timing of Communications

- 23) Electronic information and communications are considered received 24 hours after they are sent, unless the electronic communication is made to provide a Dispute Notice to someone.
- 24) Information and communications sent by ordinary mail are considered received at noon on the 10th day after they are postmarked.
- 25) Information and communications sent by registered mail and courier delivery requiring a signature are considered received at the time shown on the delivery receipt.
- 26) Information and communications sent by fax are considered received on the date and time noted on the fax confirmation sheet.

