



PROOF OF NOTICE FORM

DISPUTE NOTICE PROVIDED TO A PERSON



Save time and have your Proof of Notice processed faster by doing this online from any computer, mobile device or tablet. Instructions and links for filing the Proof of Notice online were included in the email that the CRT sent you with the Dispute Notice.

How to Use this Form

1. Ensure that you provided the Dispute Notice to the person in a way that is authorized by the Civil Resolution Tribunal's (CRT's) Rules. For more information, see: <https://civilresolutionbc.ca/how-the-crt-works/tribunal-process/starting-a-dispute/dispute-notice/>. Fill out a separate Proof of Notice form for each respondent that you provided a copy of the Dispute Notice to.
2. You can fill this form out on your computer using Adobe Acrobat (<https://get.adobe.com/reader/>). This will allow you to make and save changes easily, and email the form without having to scan it. You can get an electronic version of the form here: <https://civilresolutionbc.ca/resources/forms/#applicants>
3. Submit the completed Proof of Notice form to the Civil Resolution Tribunal **within 10 days of the date you provided the Dispute Notice to the Respondent**. The respondent will have 14 days from the date you provided the Dispute Notice to file a response with the CRT (30 days if the respondent was outside British Columbia).
4. After the deadline expires, the CRT will contact you and let you know whether a response has been filed and what you should do next.
5. There is no fee for filing 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



You must submit a completed Proof of Notice form to the CRT before the notice deadline listed in your Dispute Notice or the CRT may dismiss your claims or refuse to resolve them.

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



PROOF OF NOTICE FORM - PERSON



Notice Details

Dispute Number:	Respondent first name:	Respondent last name:	Date Notice Provided: <i>This is the date that the respondent received the Dispute Notice</i>
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Please enter the street address, email address or fax number that the Dispute Notice was delivered to

Please select **one** of the options below, to tell the CRT how the Dispute Notice was delivered

<input type="checkbox"/>	Notice was provided by email and I have a reply email from the respondent confirming that the Dispute Notice was received.
<input type="checkbox"/>	Notice was provided by fax and I have the fax confirmation sheet.
<input type="checkbox"/>	Notice was provided by Registered Mail and I have confirmation of delivery from Canada Post. Canada Post tracking number: _____
<input type="checkbox"/>	Notice was provided by Courier and I have confirmation of delivery from the courier company.
<input type="checkbox"/>	Notice was delivered in person to a designated person who can receive the notice. Notice was provided to (name): _____ Time of day Notice was delivered: _____ <i>(indicate whether AM/PM)</i>
<input type="checkbox"/>	Notice was provided in accordance with directions from the CRT on how to serve notice. <i>Use this ONLY if you requested, and the CRT provided you with, directions for substitutional service of the Dispute Notice.</i>

By selecting one of the options above I confirm that:

- the respondent is a person or sole proprietorship in Canada
- If the respondent is a minor, I served notice to their parent or guardian
- If the respondent is an adult with impaired capacity, I served their committee of estate, representative or attorney

Declaration

<input type="checkbox"/>	I certify that I properly provided the respondent with a copy of the dispute notice package by the method indicated above, in accordance with the <u>CRT Rules</u> .
<input type="checkbox"/>	I understand that, under section 92 of the Civil Resolution Tribunal Act, a person who provides false or misleading evidence or other information in a tribunal proceeding commits an offence and is liable on conviction to a fine of \$10,000 or imprisonment for term not longer than 6 months, or both.

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

