



Civil Resolution Tribunal

Request for Directions on Providing Notice

How to use this form:

www.civilresolutionbc.ca/how-the-crt-works/tribunal-process/starting-a-dispute/dispute-notice/

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. Provide your completed form to the CRT by following the instructions in the “Where to send this Form” section below.



Before you can request directions on how to provide notice to a party by alternative methods, you must make reasonable attempts to provide notice using one or more of the CRT’s approved methods or explain why using an approved method won’t work.

The required method(s) of notice depend on the type of respondent.

- **Individuals:** You must try email, fax, registered mail, courier and in-person delivery to the individual(s).
- **Non-Persons** (i.e. corporations and businesses): You must try registered mail or courier and delivery in person to the address on file at the BC Registry, delivery in person to a person at the organization’s place of business and delivery in person to the director, officer, liquidator, trustee in bankruptcy or receiver manager

If you have tried the required notice methods above or if there is a reason why they will not work, complete and submit this form for each Respondent that has not received a copy of the Dispute Notice.

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

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://www.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



Which respondent are you unable to provide notice to?

Enter the person, business, or strata number or section as displayed on the Dispute Notice	Dispute Number
<input type="text"/>	<input type="text"/>

How did you try to provide notice?

Method you tried	Date	Street address, email address or fax number where you attempted to provide notice
<input type="text"/>	<input type="text"/>	<input type="text"/>

What happened?

Method you tried	Date	Street address, email address or fax number where you attempted to provide notice
<input type="text"/>	<input type="text"/>	<input type="text"/>

What happened?

Method you tried	Date	Street address, email address or fax number where you attempted to provide notice
<input type="text"/>	<input type="text"/>	<input type="text"/>

What happened?

Notice attempt details

Attempts you have made to locate the Respondent
If you cannot locate the respondent, please describe the actions that you have taken to try to locate them.

How has the Respondent avoided notice?
If you feel the respondent is avoiding notice, please describe how you believe they are avoiding notice.

Please select the option(s) you are requesting

I am requesting a time extension to deliver notice to this respondent.
What new date are you requesting?
Why do you need more time?

I am requesting direction on an alternative method to deliver notice to this respondent.

Declaration

I certify that the above information is true and complete to the best of my knowledge

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)