



REQUEST TO CANCEL A DECISION / ORDER



How to Request Cancellation of a CRT Decision/Order:

1. Complete this form as a fillable PDF document. You can fill it 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. Save your completed Request for Decision / Order Cancellation form to your computer and attach it to an email to the CRT. See the “Where to send this Form” section below, for the email address.
3. Include any evidence that supports your request with the email. For example, if you have a doctor’s letter explaining your inability to provide a response, attach a PDF copy of that letter to the email you send to the CRT.



The CRT can only cancel decisions or orders where the original decision or order was made as a result of a default or noncompliance that was beyond the party’s control.

For example, you could not file a response or provide required information by the deadline, because you were extremely sick or injured (you should provide a doctor’s note or other evidence to confirm the explanation).

If you simply disagree with the decision, please visit <https://civilresolutionbc.ca/how-the-crt-works/how-the-process-ends/#what-if-i-dont-agree-with-the-decision>.

Where to send this form (email recommended):

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

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

Fee

You must pay a **\$50** fee to submit a Request to Cancel a Decision/Order . 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 options to pay online using a credit card or to request the CRT waive the fee, if you establish that you can’t afford it.

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@crbcb.ca or; Mail: Attention Registrar and Executive Director, Civil Resolution Tribunal ,PO Box 9239, Stn Prov Govt, Victoria BC, V8W 9J1





Dispute and Decision / Order Details

Dispute Number

The dispute number is provided in the decision (for example: ST-2017-000001 or SC-2017-000002)

Decision Number *(if indicated on decision)*

The written decision may also include a decision number (for example, 2017 CRTBC 001).

Name of Party Requesting Cancellation

Provide the name of the party who is requesting that the decision/order be cancelled, exactly as the name is shown on the decision

Who is Submitting Request? (information about you)

First Name

Last Name

Phone Number

E-mail Address

Mailing Address

Relationship to Party Requesting Cancellation of Decision / Order

Non Compliance Details

Why were you unable to comply with the rules or direction of the CRT? (For example, why did you not submit a dispute response to the CRT within the required timeframe?)





Non Compliance Details

List the evidence you are providing to support your explanation for the non-compliance (for example, a note from a doctor)

Send the CRT copies of your evidence, together with this form

If the decision was made because you did not file a Dispute Response after receiving a Dispute Notice (a default decision), why do you disagree with the applicant's claim?

In addition to completing this form, you must also complete and return a [Dispute Response form](#). If the CRT decides to cancel the decision and order, the Dispute Response will be accepted and filed for the dispute.

When did you receive the CRT decision (date)?

Explain why you did not apply to set aside the default or non-compliance order immediately.

Declarations

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 a term not longer than 6 months, or both.

Signature

Signature of person submitting request:

Date signed:

*Type name instead of signing,
for fillable PDF*

dd/mmm/yyyy

