



# Civil Resolution Tribunal

## Proof of Service on a Person



You must submit a Proof of Service form for every respondent in your dispute before the notice deadline listed in your Dispute Notice, or your dispute may be dismissed.

Save time and submit your Proof of Service online: <https://civilresolutionbc.ca>

### Instructions

1. Complete this form. 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. Fill out a Proof of Service form for each person, organization, or strata council you served with a copy of the Dispute Notice package.
3. Submit your form by email, mail or fax. There is no fee for submitting this form.

### Where to Send Your Form (email recommended)

**Email:** [RSC@crtbc.ca](mailto: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 us.

Email: [info@crtbc.ca](mailto:info@crtbc.ca)

Mail: ATTN Registrar and Executive Director  
Civil Resolution Tribunal  
PO Box 9239, Stn Prov Govt  
Victoria BC V8W 9J1



| General Information   |   |
|---|---|
| Respondent's First Name   | Respondent's Last Name                                  |
| CRT Dispute Number  | Date the respondent received the Dispute Notice package |
| What email address or street address did you serve the Dispute Notice package to?   |   |
| <p>How did you serve the Dispute Notice package?</p> <p><input type="checkbox"/> By <b>email</b>, and I have a reply from the respondent confirming the Dispute Notice was received.</p> <p><input type="checkbox"/> By <b>registered mail</b>, and I have a confirmation of delivery from Canada Post.<br/>Canada Post tracking number:</p> <p><input type="checkbox"/> By <b>courier</b>, and I have a confirmation of delivery from the courier company.</p> <p><input type="checkbox"/> <b>In person</b>, to a designated person who can receive the Dispute Notice package.<br/>Name of person it was served to:<br/>Date and time it was served (indicate AM or PM):</p> <p><input type="checkbox"/> In accordance with <b>directions</b> from the CRT on how to serve. <i>(Use this ONLY if you requested, and the CRT provided you with, directions for substitutional service of the Dispute Notice.)</i></p> <p>By selecting one of the options above I confirm that:</p> <ul style="list-style-type: none"> <li>• The respondent is a person or sole proprietorship in Canada.</li> <li>• If the respondent is a minor, I served their parent or guardian.</li> <li>• If the respondent is an adult with impaired capacity, I served their committee of estate, representative or attorney.</li> </ul> |   |
| Declarations and Signature  |   |
| <p><b>I confirm that:</b></p> <p><input type="checkbox"/> I certify that the respondent or their authorized representative has been properly served a copy of the Dispute Notice package by the method indicated, in accordance with the CRT Rules.</p> <p><input type="checkbox"/> I understand that, under section 92 of the <i>Civil Resolution Tribunal Act</i>, 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.</p>  |   |
| Signature   | Date signed   |