



# Civil Resolution Tribunal

## Public Information Request



This form is to request access to records or information about a CRT dispute.

You don't need to use this form if you want to view a CRT decision. Decisions are posted publicly on our website at <https://www.civilresolutionbc.ca/decisions>.

### 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. There is \$25 fee for submitting this form. Attach a cheque or money order payable to "Minister of Finance". Or you can pay in person at any Service BC office. Service BC accepts payment by cash, cheque, credit card, and debit. Find your nearest location at <https://www.servicebc.ca>
3. Submit your form by email, mail or fax.

### 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

Your Information			
Your First Name	Your Last Name	CRT Dispute Number	
Organization Name (if you're a business, society, strata, or other type of organization)			
Address (Street or PO Box)			Unit (optional)
City	Province/State	Postal/Zip Code	Country
Daytime Phone		Email	

Dispute Information			
CRT Dispute Number	Applicant's Name OR Respondent's Name		
<p>What dispute information do you want access to? (Select all that apply)</p> <table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Dispute Resolution</li> <li><input type="checkbox"/> Dispute Notice</li> <li><input type="checkbox"/> Proof of Service</li> <li><input type="checkbox"/> Dispute Response</li> <li><input type="checkbox"/> Tribunal Decision Plan</li> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Evidence submitted by a party</li> <li><input type="checkbox"/> Submissions and arguments submitted by a party</li> <li><input type="checkbox"/> Witness statements submitted during Tribunal Decision Process</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence submitted by a witness during Tribunal Decision Process</li> <li><input type="checkbox"/> Transcripts from oral hearings <i>(if any on file)</i></li> <li><input type="checkbox"/> Party contact information <i>(Only available if dispute resolved through the CRT resolution process)</i></li> <li><input type="checkbox"/> Representative information <i>(Only available if dispute resolved through the CRT resolution process)</i></li> <li><input type="checkbox"/> Correspondence and notices between CRT and one or more parties <i>(Only available if record does not disclose party settlement discussions)</i></li> <li><input type="checkbox"/> Order</li> <li><input type="checkbox"/> Other information (explain):</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Dispute Resolution</li> <li><input type="checkbox"/> Dispute Notice</li> <li><input type="checkbox"/> Proof of Service</li> <li><input type="checkbox"/> Dispute Response</li> <li><input type="checkbox"/> Tribunal Decision Plan</li> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Evidence submitted by a party</li> <li><input type="checkbox"/> Submissions and arguments submitted by a party</li> <li><input type="checkbox"/> Witness statements submitted during Tribunal Decision Process</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence submitted by a witness during Tribunal Decision Process</li> <li><input type="checkbox"/> Transcripts from oral hearings <i>(if any on file)</i></li> <li><input type="checkbox"/> Party contact information <i>(Only available if dispute resolved through the CRT resolution process)</i></li> <li><input type="checkbox"/> Representative information <i>(Only available if dispute resolved through the CRT resolution process)</i></li> <li><input type="checkbox"/> Correspondence and notices between CRT and one or more parties <i>(Only available if record does not disclose party settlement discussions)</i></li> <li><input type="checkbox"/> Order</li> <li><input type="checkbox"/> Other information (explain):</li> </ul>
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**Delivery Options and Signature**

**Please send me the requested records by:**

- Email (\$25 fee)
- Mail (\$25 fee + \$1 per page) – pay the \$25 fee now and we will contact you for the page fees.
- Fax (\$25 fee + \$1 per page) – pay the \$25 fee now and we will contact you for the page fees.

Signature:

Date signed: