



# Civil Resolution Tribunal

## Dispute Application Form – Small Claims – Person



Get a discount, save time, and have your application processed faster by applying online: <https://civilresolutionbc.ca/how-the-crt-works/getting-started>

### Instructions

1. Complete this form. Please print clearly.
2. Fields marked \* are required. If your form is missing information, it will take longer to process.
3. Attach any additional pages you need.
4. Submit your completed form and fee payment to the CRT. (See the end of this form.)

### Helpers and Representatives

- A helper may assist you throughout the process, including filling out forms.
- A helper cannot speak on your behalf. Only a representative approved by the CRT can do that.
- If you want to have a representative, you must ask the CRT for permission. Complete and attach a Representative Request form. (Visit <https://civilresolutionbc.ca> to download the form.)

**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

## Application Overview

### \* Required fields

#### **Section 1: Applicant** - Who is applying for dispute resolution?

- Use this form if you're an individual. (If you're applying on behalf of a business or organization, use our Dispute Application Form – Small Claims – Organization instead. Download it from our website.)
- If there's more than one applicant, include a separate applicant page for each.

#### **Section 2: Respondent** - Who is the dispute against?

- You need to know whether the respondent is an individual, a business (such as a sole proprietorship or corporation, a partnership, or a company) or an organization (such as a society or association).
- Ensure you have the correct names for your respondents. If the name isn't exact, you may not be able to enforce a CRT order.
- If there's more than one respondent, include a separate respondent page for each.

#### **Section 3: Dispute Details** - What is your dispute about?

- Describe what you're claiming and why.
- Describe the resolutions you want.

#### **Section 4: Declarations and Signature**

- Read and acknowledge the declarations by marking the checkboxes.
- Sign and date the form.

#### **Section 5: Instructions for Fee Payment and Form Submission**

- Read this section for details on the application fee and how to pay it.
- Send your completed application form and payment to the address specified.

### Section 1: Applicant

If there's more than one applicant, include a separate applicant page for each.

Personal Information		
* Legal First Name and Middle Name	* Legal Last Name	
Preferred First Name	List other names you go by	
How should the CRT refer to you? <i>(We are asking so we address you respectfully during the process.)</i>		
<input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them <input type="checkbox"/> Other:		
* Address (Street or P.O. Box)	Unit	* Postal Code
* City	* Province/State	Country <i>(if other than Canada)</i>
* Daytime Phone	* Email Address	

### Special accommodations and risks



Special accommodations and risks are not disclosed to other parties in your dispute. We only use this information to determine what assistance we may be able to give you.

Special Accommodations and Risks
Do you have any of the following that may require special accommodation?
<input type="checkbox"/> Difficulty reading and writing <input type="checkbox"/> English speaking difficulty <input type="checkbox"/> Visual impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Mental health issues <input type="checkbox"/> Other
Is there a risk you'll lose your job or become homeless due to this dispute? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, explain the immediate risk:</i>

## Section 2: Respondents

A respondent is who your dispute is against. If there’s more than one respondent, include a separate respondent page for each.

### *\* If the respondent is a person*

Respondent Information		
* Legal First Name and Middle Name	* Legal Last Name	
* Address (Street or P.O. Box)	Unit _	* Postal Code
* City	* Province/State	Country (if other than Canada)
Daytime Phone	Email Address	

### *\* If the respondent is a business or organization*

Respondent Information		
* Legal Business or Organization Name		
* Address (Street or P.O. Box)	Unit _	* Postal Code
* City	* Province/State	Country (if other than Canada)
* Type of business:		
<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Society/Non-profit <input type="checkbox"/> Other		



### Section 3: Dispute Details

#### Claim 1 - Description

\* Provide a 1-sentence summary of your claim:

\* Describe your claim and what led to it: (*Maximum 5,000 words*)

When did you become aware of the issues in this dispute? (*Approximate dates are fine*)

What have you done so far to try to resolve this dispute?

#### Other Resolution Processes

\* Has a resolution process for any of these claims gone to a court, tribunal, or legally binding process? For example, the Civil Resolution Tribunal, Provincial Court, Supreme Court, Human Rights Tribunal.

Yes    No

*If yes, where is the other process and how far along is it? (The Civil Resolution Tribunal can't accept appeals from decisions made by other courts, tribunals, or legally binding processes.)*



**Claim 1 - Resolutions**

*List all the resolutions you want. You must include at least one resolution asking the respondent to pay money. Other resolutions are optional, including asking the respondent to do or stop doing something.*

**\* Resolution 1 – Monetary**

What is this amount for? (*Maximum 200 words*)

**\* Amount claimed: \$**

**\* Is this amount agreed to in a contract?**

Yes  No

**Resolution 2**

What do you want the respondent to do?  
(*Maximum 200 words*)

Amount claimed (*if any*): \$

Is this amount agreed to in a contract?

Yes  No

**Resolution 3**

What do you want the respondent to do?  
(*Maximum 200 words*)

Amount claimed (*if any*): \$

Is this amount agreed to in a contract?

Yes  No

**Resolution 4**

What do you want the respondent to do?  
(*Maximum 200 words*)

Amount claimed (*if any*): \$

Is this amount agreed to in a contract?

Yes  No

**Total amount claimed: \$**

**Fees, Expenses, and Interest**

\* Do you want the respondent to pay for dispute-related fees and expenses?  Yes  No

You can claim interest whether or not you and the respondent have agreed on an interest rate. If you choose “No”, you can’t claim interest later.

\* Do you want to claim interest on an amount owing?  Yes  No

*If yes, select one of:*

I want to claim interest, but don’t have an agreement on an interest rate. (The rate will be calculated using the interest rates set under the *Court Order Interest Act*.)

When did the interest start applying to the amount owing?

What is the amount of principal owing as of today?  
\$

I want to claim interest on an amount agreed to in a contract or strata bylaw

What is the annual rate of interest agreed to in your contract or strata bylaw?

What date did the interest start applying to the amount owing?

What is the amount of principal owing as of today?  
\$

How much interest is owing as of today?  
\$

**Other Information**

\* Are you under 19 years old?

Yes  No

\* Do you have a committee of estate, a representative appointed in a representation agreement, or an attorney appointed in an enduring power of attorney?

Yes  No

\* Is this dispute the result of a motor vehicle accident? (If yes, the CRT will send a copy of the Dispute Notice package to ICBC.)

Yes  No

## Section 4: Declarations and Signature

### Information and Access Policy

The Civil Resolution Tribunal (CRT) collects a wide variety of information from parties in disputes brought to the Tribunal. Most of this information is shared with the parties and their representatives during the dispute resolution process. In some cases, members of the public may also be able to access CRT dispute records.

The CRT only asks for information that is needed to resolve a dispute. The CRT will collect the following types of information, and share it with the parties:

- Contact information for the parties and their representatives, including names, addresses, telephone numbers, fax numbers, and email addresses;
- Each party's description of the dispute and position on its resolution;
- Communications between the parties and the CRT;
- Information and evidence provided by parties, which may include information about damages and injuries, health and financial records, and other information of a personal nature;
- Information about witnesses, including their contact information and evidence they might be called upon to provide.

The CRT might also collect information from a party about special circumstances they might have. These circumstances might include language or capacity issues, or the ability to pay CRT fees. This information will not normally be shared with other parties, unless the circumstances require the CRT to do so.

Generally, discussions between the parties aimed at resolving a dispute through negotiation will be confidential. This means the CRT will not disclose these negotiations unless the parties agree to the disclosure or the law requires it.

If the parties settle a dispute by negotiation and agreement, the public will be able to request copies of any CRT order documenting the settlement.

If a dispute is not resolved by agreement, it will move into the Tribunal Decision Process. The CRT will decide the claims and make any necessary orders to give effect to the decision. Members of the public may access the names of parties in a CRT Tribunal Decision Process, as well as a general description of the dispute and its status. Members of the public may also request copies of submissions and evidence provided during the Tribunal Decision Process.

The Civil Resolution Tribunal Act requires that final decisions and orders must be posted to the CRT's website and available to the public. Normally, a member of the public will have to submit a request to search for dispute records that are not publicly available through the CRT or another public website.

If a party or witness is concerned that information in a final decision or order would be harmful to their privacy or security, they may request that this information be redacted or anonymized.

All information that the CRT receives from parties and witnesses is stored in Canada.

The CRT's complete policy on collecting and disclosing information gathered during the dispute resolution process can be found online at <https://civilresolutionbc.ca/resources/information-access-privacy-policy>.



If you have other questions about the CRT's policy for accessing dispute records or storage of the records, contact the CRT at:

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

Phone (toll-free): 1-844-322-2292

Mail: ATTN: Registrar and Executive Director  
 PO Box 9239, STN PROV GOVT  
 Victoria, BC V8W 9J1

### Declarations and Signature

**\* I confirm that:**

- I am the primary applicant and will be the contact for all other applicants (if any) named in this dispute.
- The CRT only asks for information necessary to resolve a dispute. Information entered in this application form will be shared with the other parties in the dispute, except where indicated in the form. I confirm that all applicants are aware of the CRT's Information Access and Privacy Policy.
- I and all other applicants understand that the maximum amount that the CRT can award in a small claim is \$5,000, excluding CRT fees, expenses and interest. If our claim is more than \$5,000, we agree to reduce it to \$5,000 and abandon the rest.
- I am responsible for providing evidence to support my position on each claim in the dispute. I understand that if the dispute goes to the Tribunal Decision Process, there will be deadlines for providing my evidence, and failure to prepare that evidence in advance may not be a basis for the CRT to extend those deadlines.
- 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 of primary applicant:

\* Date signed:



## Section 5: Instructions for Fee Payment and Application Submission



Application fees must be paid in full when you submit your application, or else your application may not be accepted. If you can't pay the fees, complete our [Fee Waiver Request](#) form and submit it with your application. (Download this form from our website.)

### Application fees for Small Claims disputes filed by email, fax, or mail:

CRT Application – Small claims of \$3,000 or less (including any contractual interest)	\$100
CRT Application – Small claims of \$3,001 to \$5,000 (including any contractual interest)	\$150

### How to pay:

- **By mail.** Attach a cheque or money order to this form. Make your cheque or money order payable to “Minister of Finance”. There is a \$30 fee for dishonoured cheques.
- **In person at any Service BC location.** Service BC accepts payment by cash, cheque, credit card, and debit. Service BC has offices throughout BC. Find your nearest location at <http://www.servicebc.ca>

### How to submit your completed application:

- **By email or fax.** Save your completed form and email it to [RSC@crtbc.ca](mailto:RSC@crtbc.ca) or fax to 1-250-356-6552. Pay in person at any Service BC location, or let us know that you're mailing your payment.
- **By mail or courier.** Mail this completed form and your cheque or money order to:  
ATTN: Intake  
Civil Resolution Tribunal  
PO Box 9239 STN Prov Govt  
Victoria BC V8W 9J1