



## Proof of Service on a Person or Sole Proprietor



- The Dispute Notice lists who your claim is against. These are the “respondents”.
- You must serve the Dispute Notice package (Dispute Notice and Respondent Instructions) on each respondent.
- You must submit a Proof of Service form **within 10 days** of serving a respondent.
- Submit a separate form for each respondent you served. If the respondent is a business, organization, or strata corporation, find the correct form at <https://civilresolutionbc.ca/forms>
- See details about the ways you can serve each type of respondent at <https://civilresolutionbc.ca/service>
- There is no fee for submitting this form.
- Submit your completed form by email, mail, or fax to:

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

**Fax:** 1-250-356-6552

**Mail:** Civil Resolution Tribunal

PO Box 9239 STN Prov Govt

Victoria BC V8W 9J1

- Or save time and submit your Proof of Service by logging into your CRT Account at <https://portal.civilresolutionbc.ca/>



## Personal Information and Privacy

The CRT collects personal information from people and organizations involved in CRT claims. We only ask for information that's required to process and resolve the dispute under the *Civil Resolution Tribunal Act* and the CRT's Rules. Read the CRT's Access to Information and Privacy Policy at <https://civilresolutionbc.ca/privacy> to learn about the information we collect, how we use it, how long we keep it, and what information is shared.

If you have any questions about the collection or use of your personal information, please contact us.

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

Mail: ATTN Privacy Officer

Civil Resolution Tribunal

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Victoria BC V8W 9J1



Proof of Service Form	
Dispute Number (eg., SC-2020-000001)	Date the respondent received or confirmed receiving the Dispute Notice package
Respondent's First Name	Respondent's Last Name
<p><b>How did you serve the Dispute Notice package?</b></p> <p>By selecting one of the options below I confirm that:</p> <ul style="list-style-type: none"> <li>The respondent is a person or sole proprietorship.</li> <li>If the respondent is a minor, I served their parent or guardian. Name: _____</li> <li>If the respondent is an adult with impaired capacity, I served their committee of estate, representative or attorney. Name: _____</li> </ul> <p><input type="checkbox"/> <b>By email</b> to (email address): _____ and I have a reply from the respondent confirming they received the Dispute Notice package.</p> <p><input type="checkbox"/> <b>By text message</b> to (phone number): _____ and I have a reply from the respondent confirming they received the Dispute Notice package.</p> <p><input type="checkbox"/> <b>By messaging platform</b> (name of platform): _____ and I have a reply from the respondent confirming they received the Dispute Notice package.</p> <p><input type="checkbox"/> <b>By registered mail</b> requiring a signature and I have a delivery receipt from Canada Post.</p> <p>Canada Post tracking number: _____</p> <p>Delivery address: _____</p>	



**By courier** requiring a signature and I have a signed proof of delivery from the courier company. Courier tracking number: \_\_\_\_\_

Delivery address: \_\_\_\_\_

**In person:** The package was handed directly to a designated person who can receive the Dispute Notice package. Name of person it was served to: \_\_\_\_\_

**CRT directions:** I asked for a different way to serve the respondent and followed the CRT's directions.

Details:

**I confirm that:**

The respondent or their authorized representative has been properly served a copy of the Dispute Notice package by the method indicated above, in accordance with the CRT Rules or directions.

The information that I have provided in this form is accurate. I understand that intentionally or recklessly providing false or misleading evidence or other information may be an offence under the *Civil Resolution Tribunal Act*.

Signature

Date signed