



# Civil Resolution Tribunal

## Request for Extension to Serve

The Civil Resolution Tribunal (CRT) Rules require that respondents be served with a copy of the Dispute Notice and instructions for response.



In many cases the CRT will serve the respondents. If the CRT notifies you that you must serve the Dispute Notice and instructions for response, then you must serve the Dispute Notice and instructions for response on each respondent within 90 days of the date the CRT issued the Dispute Notice.

If you don't serve the respondents with the Dispute Notice and instructions for response before this deadline, or request an extension, the CRT may dismiss or refuse to resolve the dispute.

Save time and apply 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. Submit your form by email, mail or fax. Or include it with other forms in your submission.

### 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



General Information			
Legal First Name	Legal Last Name	CRT Dispute Number (if available)	
Address (Street or PO Box)		Unit (optional)	
City	Province/State	Postal/Zip Code	Country
Daytime Phone		Email	
* When would you like the deadline for service extended until? (The CRT generally will only extend the deadline by a maximum of 90 days)			
* Why do you need more time to serve the Dispute Notice?			

Declarations and Signature	
* I confirm that:	
<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.	
* Signature:	* Date signed: