

NOTES

Form 10

(Rule 4-4 (3))

[Style of Proceeding]

1

ADVERTISEMENT

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[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

To:[party(ies)].....

3, 4

TAKE NOTICE THAT on[dd/mm/yyyy]..... an order was made for service on you of a[document]..... issued from the[location]..... Registry of the Supreme Court of British Columbia in proceeding number[registry number]..... by way of this advertisement.

5

In the proceeding, the[plaintiff/petitioner]..... claim(s) the following relief against you:[describe the relief claimed]..... .

You must file a responding pleading/response to petition within the period required under the Supreme Court Civil Rules failing which further proceedings, including judgment, may be taken against you without notice to you.

You may obtain, from the[location]..... Registry, at[address]....., a copy of the[document]..... and the order providing for service by this advertisement.

6

This advertisement is placed by[party(ies)]..... whose address for service is[Set out the street address of the address for service. One or both of a fax number and an e-mail address may be given as additional addresses for service.]..... .

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:
www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

A copy of the advertisement may be attached as an exhibit to the affidavit filed in support to an application for substituted service or it may be attached as a schedule to an order but the form itself is usually not filed in the court registry.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. The court registry will insert the registry number, which you must use on all your documents. Insert the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. Write in the person's name that will be served substitutionally by an advertisement.
 3. Describe the document that you are serving (e.g., a notice of civil claim).
 4. Insert the location/name of the registry where the action is filed, and its full mailing address.
 5. Describe the nature of the lawsuit (e.g., \$27,000 for non-payment of the money owing under a contract for the purchase of laundromat located 123 Main Street, in Smithers, B.C.).
 6. Write your name. Your address must be a physical location (not just a post office box) where documents can be delivered.
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