



THE PROVINCIAL COURT
OF BRITISH COLUMBIA

Effective date: 17 May 2021

GEN 01

PRACTICE DIRECTION

FAX FILING REGISTRIES - FAMILY AND SMALL CLAIMS

Purpose

To provide fax numbers for the registries where documents will be accepted for fax filing.

Application

This practice direction applies to all court locations in the Province for family matters, and to the court registries listed below for small claims matters.

Directions

1. Family

For the fax numbers for registries pursuant to the *Provincial Court Family Rules* see Ministry of Attorney General - Courthouse Locations.

2. Small Claims

The following are the designated fax numbers for the registries where documents will be accepted by fax pursuant to *Small Claims Rule* 17.1.

Chilliwack	(604) 795-8397
Cranbrook	(250) 426-1498
Dawson Creek	(250) 784-2218
Kamloops	(250) 828-4345
Kelowna	(250) 979-6768
Nelson	(250) 354-6133
Penticton	(250) 492-1290

Prince George	(250) 614-7923
Rossland	(250) 362-7321
Salmon Arm	(250) 833-7401
Smithers	(250) 847-7344
Terrace	(250) 638-2143
Vernon	(250) 549-5461
Williams Lake	(250) 398-4264

The registry staff will return to the person submitting the document a confirmation that the document has been filed. It is in the discretion of a registrar or clerk of the court whether the confirmation will be returned by fax or by some other method. This confirmation will consist of:

- a cover sheet, stating the fees paid and any comments about the filing;
- the first page of the document, showing the date stamp and file number; and
- any other page altered by registry staff.

3. Hours of registry for fax filing

Documents received after 4:00 p.m. will be deemed to be received on the following business day.

History of Practice Direction

- Original practice direction dated February 1, 2003.
- Amended practice direction dated February 23, 2015 (changes to wording and formatting only).
- Amended practice direction dated May 1, 2018 (change to add Burns Lake as a fax filing registry for family).
- January 8, 2020: Housekeeping update to remove “duration” section as contained information duplicated in “History of Practice Direction” section.
- May 17, 2021: Authority statement revised and new s. 1 added regarding family to be consistent with the new *Provincial Court Family Rules* that came into force May 17, 2021.

I make this practice direction pursuant to my authority under the *Provincial Court Act*, R.S.B.C. 1996, c. 379, the *Small Claims Act*, R.S.B.C. 1996, c. 430, the *Small Claims Rules*, B.C. Reg. 261/93, and Rule 160 of the *Provincial Court Family Rules*, B.C. Reg. 120/2020.

Melissa Gillespie
Chief Judge
Provincial Court of British Columbia