



THE PROVINCIAL COURT  
OF BRITISH COLUMBIA

Effective Date: 23 February 2015

SM CL 01

## PRACTICE DIRECTION

### PROOF OF SERVICE FROM CANADA POST

#### Purpose

To clarify the means of providing proof of service for deliveries from Canada Post.

#### Application

This practice direction applies to all court registries in the Province.

#### Directions

1. Commencing January 1, 1999, where proof of service is required pursuant to Rule 18(14)(b) of the *Small Claims Rules*, proof of service may be provided by filing the photocopy of the signature obtained at time of delivery available from Canada Post at 1-888-550-6333 or by attaching the Canada Post delivery confirmation available on the internet at [www.canadapost.ca](http://www.canadapost.ca).
2. Canada Post has discontinued the service, which previously provided an original acknowledgement of receipt card with registered mail.

#### History of Practice Direction

- Original practice direction dated January 27, 1999.
- Amended practice direction dated February 23, 2015 (changes to wording and formatting only).
- January 8, 2020: Housekeeping update to remove “duration” section as contained information duplicated in “History of Practice Direction” section.

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 and the *Small Claims Rules*, B.C. Reg. 261/93.

Thomas J. Crabtree  
Chief Judge  
Provincial Court of British Columbia