



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