



## Replying to a Claim Checklist

You may want to use this checklist to make sure you have considered all the steps in replying to a claim.

- Court location: Be sure the lawsuit is in the correct court location. It should be in the court nearest to:
  - where you live or conduct business, or
  - at the court that is nearest to where the event occurred.

If the court location is wrong, ask the registry staff or a lawyer what you should do.

- Defendant's name: Be sure that the claimant is suing the right person. If it is not you or your company, are not the people that did the action that hurt the claimant, than say so in the reply.
- [Read the special rules](#) for defendants who are under 19 years old and for companies, partnerships or societies, if applicable.
- Fill out the [Reply Form](#): Be sure to use the correct [form](#). If you need help filling it out use the [Filing Assistant](#) or ask [court registry staff](#). Include:
  - What you disagree with in the Notice of Claim and why
  - What, if anything, you agree with
  - What, if anything, you are claiming against the claimant or a third party
  - Whether you want the court to set a payment schedule
- Making a counterclaim: Detail what you are asking for and make it clear how you arrived at that amount.
- Gather the documents and/or photographs you need for your case: Be sure to have originals and enough copies for yourself, the judge and the defendant.
- File your reply with the court: Be sure to file the reply within 14 days of when you received the Notice of Claim. If you were served outside of BC you have 30 days to reply. You will have to pay a filing fee and, if you are making a counterclaim, there is a fee for that as well. You can pay by cash, personal or company cheque, certified cheque, money order or bank draft payable to the Minister of Finance.
- Wait for the next step: What happens next will depend on your reply and whether you agree to pay the claimant, dispute the claim or the amount, or want to add a third party. If the case is going further, the registry will send you a notice by mail about attending a settlement or trial conference which is the next step in the court process.
- Third parties should be added before the settlement conference.
- Give a current address where you can be mailed documents either by the court or by the claimant. If you change your address, you must serve a change of address form on the other parties and file the form with the court.