



Serving Documents Checklist

You may want to use this checklist to make sure you have considered all the steps in serving documents.

- Find out the rules that apply to the service of documents on your defendant: Be sure to identify your defendant correctly.
- [Read the special rules](#) for defendants who are under 19 years old and for companies, partnerships or societies, if applicable.
- Proof of service: Be sure to find out what type of document you need in order for the court to be satisfied that proper service was done.
- Serve the defendant with the Notice of Claim and a blank reply form: You can do this by registered mail, personally serve it, or have someone else serve it (sometimes it is best to have a friend or process server – for a fee – do so).
- If someone else serves it, you will need to have that person complete the Certificate of Service that is printed on the back of the Notice of Claim. You have up to a year to serve this.
- If you are having trouble serving a defendant, you may make an application to the registrar to serve the notice of claim by substituted service (e.g. leaving the Notice of Claim with the defendant's parent or sending it by email to a known email address of the defendant or taking an advertisement out in a local newspaper).
- If you are serving someone outside of BC make sure to change the time for their reply from 14 days to 30 days. You have one year to serve your notice of claim and reply on the defendant.
- Have the person who served the documents fill out the certificate of service. This details who served them, when and where. If you are using registered mail, you must get a Proof of Service that you attach to your Certificate of Service which is then filed at the registry. If there is more than one defendant you must have a separate Certificate of Service for each one.
- If you served a summons to a payment hearing or a summons to a default hearing you will file an Affidavit of Service instead of a Certificate of Service.
- When the defendant files the reply, his or her address will be on it and you can then send any other documents to that address by ordinary mail. From this point onward, it is up to each person involved in the case to make sure the court and other parties have their current addresses. Make sure to keep track of the date of mailing so that you can show you served documents within the time limits.