

SMALL CLAIMS APPEAL

This guide is only intended to provide legal information. While this guide is intended to provide correct information, it is not the law and no judge of the Court is bound by any statement contained in this guide.

This guide is not a substitute for professional legal advice, including whether you should or should not make an application, what type of application you should make, whether there is a law in support of your application and whether other legal options or strategies are available to you.

This guide is based upon *The Small Claims Act, 2016* and its regulations. This Act and regulations can be downloaded for free from Publications Saskatchewan at the following webpage address: <https://publications.saskatchewan.ca/#/products/88510>.

APPEAL PROCESS

You may appeal a decision of a Small Claims judge to the Court of King's Bench provided that the appeal is started **within 30 days** from the date of the Certificate of Judgment (See [Question 2](#) below regarding applications to extend the time to appeal).

To commence an appeal, you must **within 30 days**:

- properly serve on (provide to) the other party or parties involved in the Small Claims litigation (referred to as the respondents) a [Notice of Appeal](#) in proper form;
- order a written transcript of the audio recording of the Small Claims trial from Transcript Services;
- file with the Court of King's Bench at the King's Bench courthouse [link to list of Court locations: [COURT LOCATIONS & SITTING TIMES | Saskatchewan Courts \(sasklawcourts.ca\)](#)] nearest to the place where the Small Claims trial was held: the [Notice of Appeal](#); Proof of Service of the Notice of Appeal on the respondents; proof the transcript was ordered; and a copy of the decision being appealed; and
- pay the filing fee of \$100.00.

Below are step by step instructions for commencing and completing your appeal. These steps must be completed within the time described below:

Step 1

Complete the [Notice of Appeal in Form M](#) attached to this guide on Page 9. Complete all the blanks in the Notice of Appeal including:

- i. the grounds for appeal; and
- ii. details of the defence to the claim, counterclaim, or third-party claim if a written reply (defence) to the summons, counterclaim, or third-party claim had not been filed in Small Claims Court.

Note on Grounds for Appeal

Grounds for appeal are the reasons why you believe the trial judge was wrong. An appeal based on a claim that the trial judge was wrong in their determination of the

facts, is limited. The limits to appeals of fact have been described by the Court of King's Bench as follows: "The appellate jurisdiction of this court in dealing with appeals pursuant to [The Small Claims Act, 1997](#) is similar to the appellate jurisdiction of other levels of courts of appeal. That jurisdiction is limited to correcting errors of law and reversing findings of fact which are unreasonable. As pointed out by the Court in *Kitzel v. Ungar, supra*, findings of fact based on the credibility of witnesses are not to be reversed unless the trial judge made some palpable and overriding error which affected his assessment of the facts. This is reflective of the advantage position that a trier of fact has in having been in a position to have been observed and heard the witnesses at trial." (*Myrowsky v Smith*, 2005 SKQB 177 at para 9).

Step 2

Order a transcript of the Small Claims trial from Transcript Services. The [Transcript Order Form](#) is attached on Page 11 of this guide. Complete that form and send it to Transcript Services at their address set out in the form. Transcript Services will then return to you a copy of your order with a notation acknowledging that they have received your order. Transcript Services will also notify you sometime later of the amount you are required to deposit with them for payment of the transcript.

Step 3

Serve the completed [Notice of Appeal \(Form M\)](#) and [Acknowledgement of Service](#) (Form 12-4 attached to this guide) on the opposing side or their lawyer as soon as possible and no later than **30 days of the date of the Certificate of Judgment**. Because proof of service of the Notice of Appeal upon the respondent must be filed with the Court within 30 days of the Certificate of Judgment, you will likely have to serve the documents several days before the time for appeal expires to allow time for filing the documents described in [Step 5](#) with the Court. How the respondent is to be served with the Notice of Appeal is described in [Question 5](#) below.

Step 4

Unless the respondent or the respondent's lawyer has signed and returned an [Acknowledgement of Service](#), you must complete the appropriate Affidavit of Service (see [Question 6](#) below) setting out when, where and how the respondent was served with the Notice of Appeal. You may swear the affidavit to be true before a Commissioner of Oaths or a Local Registrar at the Court of King's Bench.

Step 5

Within 30 days of the date of the Certificate of Judgment, file with the Local Registrar of the Court of King's Bench at the judicial centre closest to where the Small Claims trial took place, all of the following documents:

1. [Notice of Appeal in Form M](#) attached to this guide on Page 9.
2. Proof of Service of the Notice of Appeal on the respondent or their lawyer. (Affidavit of Service or [Acknowledgement of Service](#))
3. A copy of the Certificate of Judgment being appealed.
4. A copy of the request for a transcript of the proceedings ([form](#) attached) received back from Transcript Services that shows that Transcript Services has confirmed that it has received this form from you.
5. A filing fee of \$100.00.

Step 6

Once Transcript Services has notified you of the amount of the deposit they require, pay Transcript Services that amount as soon as possible. Transcript Services will not commence the transcription until their deposit is paid (See [note on Transcripts](#) below after Step 8). You will be required to request a minimum of two hard copies of the transcript. If you request an electronic copy for your records, you will receive an email with a PDF copy.

Step 7

Once you receive your transcript from Transcript Services, you are required to serve a copy of the transcript on the respondent and then file a hard copy of the transcript at the judicial centre where you filed your appeal, along with proof of service on the respondent.

Step 8

Once the transcript is received by the Court, the Local Registrar of the Court of King's Bench will notify both parties of the hearing date by letter, email, or telephone. You will be required to attend Court on that date to present your argument in support of your appeal.

Note on Transcripts

If the transcript is **not filed within six months from the date the Notice of Appeal is filed, the appeal is deemed to be dismissed**, which means that you will not be allowed to proceed with your appeal. This will occur unless an order has been made by a King's Bench judge prior to the expiration of the six month period that extends the time for the filing of the transcript. It is the appellant's responsibility to ensure that the transcript of evidence is filed with the Local Registrar within six months from the date the Notice of Appeal is filed. To ensure the transcript is filed within six months, you must pay the deposit required by Transcript Services as soon as possible after being notified of the amount due. If you have not been notified of that amount by Transcript Services within 30 days of sending in your transcript order, contact Transcript Services to ensure your request is being processed.

Further information on the preparation and costs of transcripts can be found on Pages 10 to 13 of this guide.

Enforcement Stayed

Unless a judge of the Court of King's Bench orders otherwise, upon an appeal being filed no steps can be taken to enforce the judgment until the appeal is heard and a decision on the appeal has been rendered. If the appeal is dismissed or if the appeal is deemed to be dismissed because the transcript has not be filed, the stay of proceedings ends and the judgment may be enforced.

Frequently Asked Questions

Question 1: Will the Local Registrar accept my Notice of Appeal and allow me to file the other required documents later?

No. All the documents described in [Step 5](#) including the court fee of \$100.00 must be received before the appeal is accepted for filing.

Question 2: I was unable to file my appeal with the Court of King’s Bench within 30 days, what are my options?

In certain circumstances Small Claims Court may set aside the Small Claims Judgment on an application made to it within 90 days after the date of the judgment. Those circumstances are set out in Section 42 of the *Small Claims Act, 2016* (a copy of [Section 42](#) can be found on Page 7 of this guide). If you think these circumstances apply to you, contact the Small Claims Court to apply to have the judgment amended or clarified.

Another option is to bring an application to the Court of King’s Bench to extend the time for bringing the appeal for a period not exceeding 150 days from the date of the judgment.

The application should be made by Notice of Application served upon the opposing side.

The Local Registrar can provide you with the forms and process for making this type of application.

In *Munawar v Istifo Brothers Property Ltd*, 2019 SKQB 69, the process for applying for an order to extend the time for appeal is described at paragraph 8 of that decision as follows:

“It logically follows from these principles that the application to extend the time to appeal must be an application made by Notice of Application served on the proposed respondent in the appeal, supported by an affidavit of the proposed appellant which addresses the issues of:

- i. Explanation for the delay;
- ii. That there was a *bona fide* intention to appeal within the time limited for appeal;
- iii. Whether the proposed appellant has at least an arguable case; and
- iv. Address the issue of prejudice to the respondent.”

Question 3: What if I am unable or fail to have the transcript filed with the Court within six months of the date my appeal is filed?

You may make an application to the Court of King’s Bench to extend the time for filing the transcript provided that the application is made before the expiration of the six month period.

Question 4: If I am successful in my appeal, can I recover the cost of the transcript against the unsuccessful party?

If you are successful in your appeal, the Court may order the other side to pay your costs including the amount paid to Transcript Services. Costs are calculated pursuant to a Court Tariff based upon the amount being appealed.

Question 5: How do I serve the respondent with a copy of my Notice of Appeal?

There are a number of ways to serve the Notice of Appeal, but the manner chosen for service must be one that permits the person serving the Notice of Appeal to produce and file proof that it was received by the person to be served.

The permitted methods of service are:

- personal service on the respondent;
- personal service on someone authorized to accept service on behalf of the respondent;
- registered mail;
- fax; or
- email.

In the case of a respondent who is a minor, a corporation or some other types of legal entity, there are special provisions as to who can be served on their behalf. These are described in Section 18 of *The Small Claims Act, 2016* (a copy of [Section 18](#) of the *Act* can be found on Page 6 of this guide).

Question 6: How do I prove that I have served the respondent with the Notice of Appeal?

The simplest way to prove service is to ask the respondent to sign and return an Acknowledgement of Service in [Form 12-3](#) (attached to this guide at Page 22). This completed acknowledgement may be filed with the Court as proof of service.

If the respondent should refuse to sign the [Acknowledgement of Service](#), then complete and file with the Court the form of Affidavit of Service (Forms E to I attached to this guide) that applies to the manner in which you chose to serve the respondent. Attached to this guide are the different Affidavit of Service Forms. These are:

- [Form E – Affidavit of Personal Service](#)
- [Form F – Affidavit of Service by Registered Mail](#)
- [Form H – Affidavit of Service by Email](#)
- [Form I – Affidavit of Service by Fax](#)

In the case where service is other than by personal service, the affidavit must contain or attach additional proof of receipt that includes:

- (a) in the case of registered mail, a copy of the post office acknowledgment of receipt purporting to be signed on behalf of the respondent;
- (b) in the case of fax or email, the factual basis for your belief that the address or number used was the respondent's address or fax number; and
 - (i) in the case of email, a copy of the email that shows the date and email address to which it was sent;
 - (ii) in the case of fax, a copy of the transmission record or journal generated by the fax machine that indicates the date of transmission and that the transmission was successful.

Serving documents

18(1) A summons issued pursuant to this Act must be served:

- (a) by personal service on the person required to be served with the summons;
- (b) by registered mail addressed to the person required to be served with the summons; or
- (c) in any manner mentioned in subsection (4) or (5).

(2) A reply must be served:

- (a) by regular mail addressed to each person required to be served with the reply;
- (b) by email addressed to each person required to be served with the reply; or
- (c) in any manner mentioned in clause (3)(a) or subsection (4) of (5).

(3) Subject to subsections (1) and (2), all documents required to be served by this Act may be served:

- (a) in any manner that permits the person serving the document to produce proof that it was received by the person to be served, including registered mail, fax, courier, personal service and any other prescribed means; or
- (b) in any manner mentioned in subsection (4) of (5).

(4) A document may be served:

- (a) on an adult, by delivering a copy of the document to the person to be served;
- (b) on a minor, by delivering a copy of the document to the minor and the minor's parent or guardian or another adult with whom the minor resides;
- (c) on a municipality, by leaving a copy of the document with the mayor, reeve, clerk or administrator of the municipality or with a deputy of any of those person;
- (d) on a Crown corporation:
 - (i) by personal service of a copy of the document on the chief executive officer of the Crown corporation; or
 - (ii) by sending a copy of the document by registered mail to the chief executive officer of the Crown corporation; or
- (e) on any corporation other than a Crown corporation:
 - (i) by leaving a copy of the document with any officer, director, agent or liquidator of the corporation or the clerk, manager, agent or other representative at, or in charge of, any officer or any other place where the corporation carries on business in Saskatchewan; or
 - (ii) by mailing by registered mail or delivering a copy of the document to the registered office of the corporation or to any attorney of the corporation

appointed pursuant to section 20-17 of *The Business Corporations Act, 2021*;

(f) on the Government of Saskatchewan, by leaving a copy of the document with:

(i) the Attorney General or the Deputy Attorney General; or

(ii) any barrister and solicitor who is designated by the Attorney General for the purposes of section 13 of *The Proceeding Against the Crown Act, 2019*.

(5) A document may be served on a person by leaving a copy with the person's lawyer if the lawyer accepts service by signing a copy of the document and indicating that he or she is the lawyer for that person.

(6) A document may be served outside Saskatchewan if the matter is one in which service outside Saskatchewan would be allowed without a court order if the action was commenced in the Court of King's Bench.

Setting aside judgment

42(1) Subject to subsection (2), if there has been no appeal of a judgment made pursuant to this Act, any party to the action may, within 90 days after the date of judgment, apply to the court for a summons to set aside the judgment and rehear the matter if:

(a) the party applying to set aside the judgment did not appear at:

(i) the first appearance at which the judge gave judgment;

(ii) the case management conference at which the judge gave judgment;
or

(iii) the trial at which the judge gave judgment;

(b) the party applying to set aside the judgment submits an affidavit setting out:

(i) the party's reason for not appearing; and

(ii) if the party is a defendant or a third party, that the party has a valid defence to the claim or third party claim, as the case may be, made against him or her; and

(c) in the judge's opinion:

(i) the party applying to set aside the judgment has a reasonable excuse for not appearing; and

(ii) if the party is a defendant or a third party, the party has a valid defence to the claim or third party claim, as the case may be.

(2) In exceptional circumstances, the court may allow an application to be made pursuant to subsection (1) after the expiry of 90 days after the date of judgment.

(3) For the purposes of subclause (1)(c)(ii), the defence is not valid if the judge considers the defence:

(a) is without reasonable grounds;

(b) discloses no triable issues; or

(c) is frivolous, vexatious or an abuse of the court's process.

- (4) On the return date of a summons issued pursuant to subsection (1), the judge may;
 - (a) set aside the judgment on any terms as to costs that the judge considers appropriate; and
 - (b) give any directions that the judge considers necessary respecting the rehearing of the matter.
- (5) If the judgment is set aside pursuant to subsection (4), any certificate of judgment that was entered pursuant to subsection (40)(3) is vacated.

Form M
[Section 44 of the Act]
[Subsection 8(13) of the Regulations]

COURT FILE NUMBER _____
COURT OF KING'S BENCH FOR SASKATCHEWAN
JUDICIAL CENTRE _____
APPELLANT _____
RESPONDENT _____

NOTICE OF APPEAL

Take notice that _____, the appellant, is appealing to the Court of King's Bench from the judgment of the Honourable Judge

_____ dated the ____ day of _____, 20____.

The grounds of the appeal are:

1. _____

2. _____

(add if applicable)

No written reply in defence to the _____ was filed in Small
(claim/counter-claim/third party claim)

Claims Court, but the defence to that _____ presented at trial was:
(claim/counter-claim/third party claim)

1. _____

2. _____

(continue on another page if necessary)

Dated at _____, Saskatchewan, this ____ day of _____, 20____.

(Signature of Appellant)

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If prepared by a lawyer for the party:

Name of firm: _____
Name of lawyer in charge of file: _____
Address of legal firm: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

or

If the party is self-represented:

Name of party: _____
Address for service: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____



TRANSCRIPT ORDER FORM

Name of Accused/Parties Involved: _____

(include D.O.B) _____

Type of proceeding and Court File #: _____

EXAMPLE: Preliminary hearing, Show cause hearing or Trial ...etc...

Appearance date(s): _____

Location of appearance(s): _____

Level of court of where the proceeding was held: _____ (e.g.) Provincial or King's Bench Court

Reason for Transcript Request:

(check one of the following)

- Appeal Purposes
- Educational Purpose (specify purpose) _____
- Other (Must specify) _____

To be heard in:

- Court of Appeal
- Court of King's Bench
- Other (must specify) _____

How would you like to receive this transcript?

Hard copy and how many _____.

Electronic copy

If expedited, specify when the transcript is required by? _____

Will this transcript be published or shared/distributed on any social media platform? _____. If so, where?
(Please specify site or location) _____.

Requested by: _____ Date: _____
 Address: _____ City: _____ Prov: _____
 Postal Code : _____
 Téléphone # : _____ E-mail : _____

Send this form to:

Ministry of Justice, Transcript Services
310-1855 Victoria Avenue, Regina SK S4P 3T2
General inquiry line: (306) 787- 8406 or (306) 787- 4210
Fax: (306) 798-1388

E-mail to: transcript.services@gov.sk.ca



▪The transcript is a verbatim record of the proceedings held in Court. Every matter that is heard in court is not transcribed. We transcribe only those matters which are requested in writing and with permission of the courts

▪Transcript Services coordinates the preparation of transcripts of court proceedings.

▪If a proceeding has been previously transcribed, the requester will be provided a copy of the completed transcript at a cost of \$0.50 per page plus GST.

▪If the proceeding has not been previously transcribed, the completed form will be forwarded to the relevant court office for consideration. If the Court authorizes that the transcript can be prepared, the court office forwards the audio recording to Transcript Services.

▪Transcript Services will estimate the length and cost of the transcript depending on the length of the audio recording forwarded by the court office. The party submitting the request must deposit funds sufficient to cover the cost of transcription. The matter will not be transcribed until a deposit is received. **Note:** you may not be required to submit a deposit if the request is made through your lawyer.

▪The cost to transcribe a court proceeding is set out in the Kings Bench Regulations. The cost of transcript preparation is \$4.00 per page (6 to 8 week turn around). Transcripts may be requested to be expedited at a cost of \$8.25 per page (10-19 business days) or \$9.50 per page (5-9 business days). All costs are subject to GST. The time to prepare a transcript is calculated from the time the third party contractor receives the audio, not from when the order form is submitted. **Requests for expedited transcripts are at the discretion of Transcript Services, depending on the length and type of the court proceeding.**

▪You are not bound by that request for deposit. Should you determine that you no longer require the transcript, please contact our office as soon as possible so we may close our file. It is your responsibility to submit your deposit in a timely manner.

▪If you are a party to a criminal appeal and you require a court transcript so that your appeal can proceed, please contact the court where your appeal is set to be heard to determine whether you need to order a copy of the transcript or pay for it to be transcribed.

▪If you do not require a transcript of the court matter but would like to have a copy of the audio from a proceeding, you must apply to the Court to determine if you can have a copy of the audio. Your application must be made at the court location where the matter was heard. In the event your application is successful, the Court will provide directions on how the audio can be accessed.

NOTE:

It is the requesters responsibility to ensure the information provided on the order form is complete and accurate.

* If the order form is incomplete, it will **not** be accepted and will be sent back to you to be completed fully.

* Please review your order form carefully and follow the instructions of where to submit your order form.



Terms and Conditions for publication:

▪ You acknowledge that the Government of Saskatchewan (as represented by the Ministry of Justice, Transcript Services) is the owner of the copyright of the transcripts provided pursuant to this request. We grant you a single-copy, single-purpose license to use the transcript copy provided for the purposes indicated in the original request form. You are not granted any permission to duplicate or copy the transcript volumes or copies provided pursuant to this order, or to distribute same, beyond the fair use of extracts from the transcript for the purposes indicated in the original request form. You are only granted permission to duplicate, copy or distribute complete copies of the transcript if we provide explicit written permission for you to do so.

▪ Costs and liabilities have been consented to by agreeing to these terms and conditions.

▪ We hold the right to deny the release of a transcript if we consider the information will be misused, the information is considered sensitive or highly classified. Courts also have the right to deny transcription of a court proceeding.

▪ We do not support the unethical use of this material. Misuse or wrongful distribution of this material may result in the cancellation of the copyright license granted.

▪ Any use of extracts from the transcripts provided must be properly attributed or acknowledged in footnotes, source references etc. in the normal format for the medium in which the extract is used. Please use the following format:

“Copyright © 2024, Transcript Services, Government of Saskatchewan”

▪ If any work in which extracts of the transcript are used or published, Transcript Services must be provided with a notice of the publication via email to our general inbox. (transcript.services@gov.sk.ca)

▪ Failure to comply with the copyright license, terms of use outlined, or the unlicensed use may result in civil or criminal liability.

▪ Any breach of the agreement would result in the annulment of copyright under the Copyright Act of Canada.

I have read and accepted the terms and conditions.

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If prepared by a lawyer for the party:

Name of firm: _____
Name of lawyer in charge of file: _____
Address of legal firm: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

or

If the party is self-represented:

Name of party: _____
Address for service: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If prepared by a lawyer for the party:

Name of firm: _____
Name of lawyer in charge of file: _____
Address of legal firm: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

or

If the party is self-represented:

Name of party: _____
Address for service: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

Form H
[Clause 19(1)(e) of the Act]
[Subsection 8(8) of the Regulations]

COURT FILE NUMBER _____
COURT OF KING'S BENCH FOR SASKATCHEWAN
JUDICIAL CENTRE _____
APPELLANT _____
RESPONDENT _____

Affidavit of Service by Email

I, _____ of _____,
(name) (address)

Make Oath and Say/Affirm as follows:

1. I served _____ with a true copy of
(name of person served)
_____ attached to this affidavit
(name of document served)
by mailing it by email to the following email address: _____.

2. Attached to this affidavit is a copy of the email, dated the ____ day of
_____, 20_____, that was sent to the addressee.

3. The basis of my information and belief as to the email address of the addressee is:

SWORN (OF AFFIRMED) BEFORE ME
at _____, Saskatchewan
this ____ day of _____, 20_____.

A Commissioner for Oaths for Saskatchewan
being a solicitor, or
My appointment expires _____

(Signature)

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If prepared by a lawyer for the party:

Name of firm: _____
Name of lawyer in charge of file: _____
Address of legal firm: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

or

If the party is self-represented:

Name of party: _____
Address for service: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If prepared by a lawyer for the party:

Name of firm: _____
Name of lawyer in charge of file: _____
Address of legal firm: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

or

If the party is self-represented:

Name of party: _____
Address for service: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

COURT FILE NUMBER _____
COURT OF KING'S BENCH FOR SASKATCHEWAN
JUDICIAL CENTRE _____
APPELLANT _____
RESPONDENT _____

ACKNOWLEDGEMENT OF SERVICE

You are asked to fill out and sign this form without delay, and to mail it in the accompanying postage prepaid envelope addressed to _____
(name of party or lawyer effecting service)

or to return by fax to _____.
(name and fax number of party or lawyer effecting service)

If you do not return this signed and completed Acknowledgement of Service without delay, you may not receive notice of any further proceedings of any documents may be personally served on you and you will be required to pay the costs of service.

I acknowledge service on me of a copy of the following document(s) *(list documents by title and date)*:

I am: *(select one)*

a party in this action.

authorized to accept service on behalf of _____,
(name of party)

being a _____.
(e.g. lawyer, officer of corporation, power of attorney)

(signature)

(date of service)

My name is: _____
(full legal name)

The address for service of _____
(name of party acknowledging service)

is *(address in Canada where Court documents may be mailed or left):*

My telephone number is: _____

My fax number is *(optional)*: _____

My email address is *(see Notice)*: _____

Notice

- (1) You must include an address in Canada where documents may be mailed or left for you if you wish to receive notice of subsequent proceedings in this matter. Your address for service must include an e-mail address if you are represented by a lawyer or if your address for service is located outside Saskatchewan. Otherwise, including an e-mail address is optional. It is also optional to include a fax number.
- (2) When an e-mail address or fax number is included in your address for service, documents may be served on you by e-mail or fax.
- (3) The address, fax number or e-mail address that you give on this form will be used to serve you with documents until you serve on the other parties and file with the court written notice of a new address for service.

(If this form is to be signed by a lawyer or authorized person on behalf of a corporation, unincorporated entity, minor, or dependent adult, it must be adapted accordingly.)

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If prepared by a lawyer for the party:

Name of firm: _____
Name of lawyer in charge of file: _____
Address of legal firm: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____

or

If the party is self-represented:

Name of party: _____
Address for service: _____
(set out the street address)
Telephone number: _____
Fax number *(if any)*: _____
E-mail address: _____