



REFERRAL FOR REVIEW AFFIDAVIT

PRIOR TO FILING WITH THE COURT, WHAT DO I DO WITH THE 'REFERRAL FOR REVIEW AFFIDAVIT' FORM?

The attached form is an affidavit that must be sworn prior to being filed with the court. Take the affidavit to a *commissioner for taking affidavits*.

WHAT IS A *COMMISSIONER FOR TAKING AFFIDAVITS*?

All lawyers, notaries public and also certain staff at the Vancouver Robson Square Court registry are commissioners. The person whose evidence is in the affidavit will be asked to swear or affirm that the contents are true. Bring identification with you, as you may be asked to produce it.

Please note that the commissioner will likely charge a fee, and that neither the commissioner nor any other registry staff member will assist with completing the content of the affidavit.

WHAT DO I ATTACH TO THE AFFIDAVIT?

You should attach your Fare Infraction Ticket and the decision letter from the arbitrator to the affidavit.

WHERE DO I SEND THE ATTACHED FORM?

Once your form has been signed by a Commissioner, please make a copy for your records. Prior to October 16, 2013, please send the original signed form, the Fare Infraction Ticket and the arbitrator's decision letter to:

**Robson Square Provincial Court Small Claims Registry
800 Hornby Street
Vancouver, BC V6Z 2C5**