

## **RULE 4 – FORMS AND ADDRESS FOR DELIVERY**

### **Forms**

- (1) The forms in Appendix A shall be used where applicable with variations as the circumstances of the proceeding require.

### **Documents**

- (2) Unless the nature of the document renders it impracticable, every document prepared for use in the court shall be in the English or French language, legibly printed, typewritten, written or reproduced on 8 1/2 inch x 11 inch (126 mm x 279 mm) durable white paper or durable off-white recycled paper.
- (3) Transcripts of oral evidence shall conform to subrule (2) but may be double sided.

### **Space for stamp**

- (4) The first page of each document prepared for use in a proceeding must contain a blank area extending at least 5 centimetres from the top of the page and at least 5 centimetres from the right edge of the page.

### **Style of proceeding**

- (5) A document prepared for use in a proceeding must be headed with the style and number of the proceeding, but in a document, other than an order or a document that commences a proceeding, if there is more than one party in the proceeding identified as a plaintiff or as any other classification of party, the style of proceeding may be abbreviated to show the name of the first party listed in that classification, followed by the words "and others". The style of proceeding shall not refer to legislation.

### **Signature and dating**

- (6) A document prepared for use in a proceeding shall be signed and dated by the party, or by the party's lawyer.

### **Address for delivery**

- (7) The following documents must contain the address for delivery of the party by whom or on whose behalf the document is filed:
  - (a) an originating process;
  - (b) an appearance;
  - (c) a third party notice;
  - (d) a caveat;

- (e) a notice of appointment or change of lawyer;
- (f) a notice of self-representation.

#### **Required address**

- (8) Subject to subrule (10), each party of record to a proceeding must have, and must include on each document referred to in subrule (7) that is filed by or on behalf of the party, an address for delivery which includes:
  - (a) a residential address or business address; and
  - (b) a postal address.

#### **Additional address**

- (9) In addition, a party of record may provide a telephone number, fax number or email address.

#### **Required address must be available for delivery of documents**

- (10) An address for delivery, other than a postal address, a fax number or email address, must describe a unique and identifiable place, other than a post office box, that is accessible to the public during normal business hours for the delivery of documents.

#### **Address must be in Yukon**

- (11) The place referred to in each address for delivery provided under this rule must be a place located in Yukon unless otherwise ordered by the court.

#### **Change of address for delivery**

- (12) A lawyer of record or a party of record may change an address for delivery to an address for delivery that complies with subrules (8), (9) and (10) by filing and serving on all other parties of record a Notice of Change of Address for Delivery in Form 17.

#### **Failure to give address for delivery**

- (13) Where a party:
  - (a) fails to give an address for delivery as required by these rules; or
  - (b) gives an address which is declared by the court, upon an application that may be made without notice, to be fictitious or illusory,the party is not entitled to service or delivery of any pleading or other document otherwise required by these rules.