

**Manitoba Small Claims Court
Checklist – Service of Documents**

Serving (delivering) the Claim (Form 76A)

- You must serve a copy of the Small Claim and Notice of Intention to Appear on each defendant within 30 days of filing your claim. Even if the defendants are related, each defendant must receive his or her own copy of these documents by one of the following methods:
 - Deliver personally to the defendant by handing him or her a copy
 - Deliver a copy personally to an adult person at the home of the defendant
 - Deliver a copy by registered mail (use a separate envelope for each named defendant). Express Post and/or courier are not acceptable methods of service.

NOTE: If the defendant is a corporation, deliver a copy of the claim to a director or officer of the corporation. If by registered mail, send to the attention of a named officer or director, i.e., 234567 Manitoba Ltd., Attention: John Dough, Director.

NOTE: If you are making a claim about whether you are at fault for a car accident, you must deliver a copy of the claim in person or by registered mail to the Manitoba Public Insurance Corporation either at the MPI Legal Department, at the 8th floor–234 Donald Street, P.O. Box 6300, Winnipeg, MB, R3C 4A4 or to an MPI Service Centre in Manitoba (For a listing of MPI Service Centres in Manitoba please go to: <http://www.mpi.mb.ca/en/Reg-and-Ins/Registration/Pages/reg-service-outlet.aspx>).

Serving (delivering) the Counterclaim (Form 76E)

- You must serve a copy of the Counterclaim on each claimant immediately after filing it with the court office. You must use one of the methods listed above.

Serving (delivering) a Third Party Order

- You must serve a copy of the Third Party Order, along with a copy of the Small Claim and Notice of Intention to Appear, on each claimant, defendant, and third party immediately after filing it with the court office. You must use one of the methods listed above.

Serving (delivering) the Notice of Appeal (Form 76H) or Application for Leave to Appeal and Notice of Appeal (Form 76I)

- You must serve a copy of the Notice of Appeal or Application for Leave to Appeal and Notice of Appeal on each claimant, defendant, and third party within 20 days of filing it with the court office. You must use one of the methods listed above.

How to Obtain an Order for Substitutional Service