

COURSE OUTLINE		
TERM: Fall 2025	COURSE NO: LAW 316	
INSTRUCTOR:	COURSE TITLE: Small Claims and Civil Resolution Tribunal Procedures	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliłwətał (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT

This course will be offered in a synchronous or asynchronous online format or a synchronous in-person format, four hours per week for a 15-week semester, including two weeks for final exams. For either synchronous or asynchronous online format, the instructor will provide weekly readings, and students will complete exercises and discussions. Three of the four instructional hours will be completed with lectures, and a fourth hour will consist of at-home and online work supported through eLearn.

COURSE PREREQUISITES

LAW 101 and either LAW 110 or LAW 210

CALENDAR DESCRIPTION

This course provides a comprehensive overview of the procedures and processes involved in resolving disputes through the British Columbia Small Claims Court and the Civil Resolution Tribunal (CRT). Students will learn the jurisdictional differences, the procedural steps, and their respective rules of evidence and procedure. The course will also cover the unique aspects of the CRT, including its online dispute resolution process, its facilitation and adjudication approaches, and the role of helpers, including Indigenous Navigators.

REQUIRED TEXTS AND/OR RESOURCES

- **Law Students' Legal Advice Manual (available online)**
- *Civil Resolution Tribunal Act, SBC 2012, c 25. Website:*
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreq/12025_01

- *Civil Resolution Tribunal Rules (effective May 1, 2023). Website:*
<https://civilresolutionbc.ca/wp-content/uploads/CRT-Rules-in-force-May-1-2023.pdf>
- *Small Claims Act, RSBC 1996, c 430. Website:*
www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96430_01
- *Small Claims Rules, BC Reg 261/93. Website:*
www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/261_93_00b

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Apply the jurisdictional limits of the Small Claims Court ("Small Claims") and the Civil Resolution Tribunal (CRT) to different disputes.
2. Recall the concept of limitation periods applicable to both Small Claims and the CRT.
3. Apply the rules of procedure, including pre-trial procedures, that apply to Small Claims and the CRT.
4. Evaluate the unique aspects of the CRT's online dispute resolution process, including its facilitation and adjudication approaches.
5. Outline the process for enforcing orders and appealing decisions in Small Claims and the CRT.
6. Prepare and file the necessary documents to initiate and respond to claims in Small Claims and the CRT.
7. Compare and contrast the processes involved in evidence gathering, document disclosure, and witness preparation in Small Claims and the CRT.
8. Assess the rules of procedure that apply to each system and their impact on case management.
9. Develop a strategy for navigating settlement and pre-trial procedures in Small Claims.

COURSE CONTENT

WEEKLY COURSE CONTENT	
WEEK	CONTENT
Week 1	Introduction to Small Claims Court
Week 2	Starting a Claim in Small Claims Court
Week 3	Responding to a Claim in Small Claims Court, Counterclaims and Third-Parties
Week 4-5	Pre-Trial Procedures in Small Claims Court
Week 6	Small Claims Trial
Week 7	Midterm exam
Week 8	Small Claims Court Orders and Enforcing Judgments after Trial
Week 9	Appeals from Small Claims Court Decisions
Week 10	Introduction to the Civil Resolution Tribunal (CRT)
Week 11	The CRT Process - Initial Steps and Facilitation
Week 12	The CRT Process - Adjudication and Decisions
Week 13	CRT's Unique Approach, Indigenous Navigators and other "Helpers", and Judicial Review
Week 14-15	Final Exam

EVALUATION PROFILE

Practical Assignments	30-35%
Quizzes	15-20%
Midterm Exam	20-25%
Final Exam	20-25%

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

*** Accommodations can be made to honour community needs and traditional practices.

Attendance

Students are expected to attend all classes and associated activities.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page

<https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.