

# Converting Director's Orders into Orders of the Small Claims Court

## The Residential Tenancies Act:

- Allows any Order of the Director under the *Residential Tenancies Act* that has not been appealed to be made an Order of the Small Claims Court and enforced in the way of all other court orders.

## Reference:

*Residential Tenancies Act*: Section 17B

## Details:

The Act states that an Order of the Director can be made an Order of the Small Claims Court after the time for filing an appeal has expired (ten days from the date of the Order of the Director). Once the appeal period has elapsed, one of the parties to the Order may ask the Residential Tenancy Officer to have the Order converted to an Order of the Small Claims Court. Such a request can be oral or written.

## Procedure:

When a request is made for an Order of the Director to be made a Small Claims Court Order, staff will prepare the documentation and send it to the local Small Claims Court. This documentation will include the following:

- Order of the Director stamped with "the appropriate stamp" and dated and signed by a Residential Tenancy Officer. It does not have to be signed by the Officer who heard the case.