



West Coast Title Search Holiday Runs Service

At this busy time of year, we recommend sending files in a few days in advance to allow for unforeseen delays.

Client Runs – Vancouver/New Westminster

December 24 – Our offices will be closed at 12:00 p.m.

❖ There will be no client runs operating after 11:00 a.m.

The last inter-office run leaving our Vancouver office for New Westminster will be at 11:00 a.m.

The last inter-office run leaving our New Westminster office for Vancouver will be at 9:30 a.m.

December 31 – Our offices will be closed at 3:00 p.m.

❖ There will be no client runs operating after 1:00 p.m.

The last inter-office run leaving our Vancouver office for New Westminster will be at 1:15 p.m.

The last inter-office run leaving our New Westminster office for Vancouver will be at 2:15 p.m.



File/Register – Vancouver & New Westminster

On December 24th and 31st, our run system and offices will be closing early. If you have documents that must be filed on those days, please send them in as early as possible or the day before. For urgent documents, please let us know in advance. (Van – 604-659-8700 / NW – 604-659-8600)

Provincial & Out-of-Area Courts - There will be no runs to most outlying registries on December 24th.



❖ Abbotsford, Chilliwack, Port Coquitlam, Surrey and Richmond:

We will not be attending on December 24.

➤ All other dates, work to be filed must be in our New Westminster office **by 10:30 a.m.**

❖ North Vancouver – We will attend on December 24.

➤ Work to be filed must be in our Vancouver office **by 9:30 a.m.**

❖ OUT-OF-AREA COURT:

Work for Out-of-Area must be in our Vancouver office, 3 or more days in advance:

➤ for filing on December 24 - by **1:00 p.m.** on **December 19**

➤ for filing on December 31 - by **11:00 a.m.** on **December 24**

➤ for filing on January 2 - by **1:00 p.m.** on **December 30**

Victoria to/from Vancouver

Our overnight courier service will leave from both our Vancouver and Victoria offices **at 12:00 p.m.** on December 24 and December 31. Work to be filed in **VICTORIA or VANCOUVER/NW** must be in the 'sending' office by the following times:

❖ For filing on December 29

Work must be in the sending office (Vancouver or Victoria) **by 11:00 a.m.** on December 24

❖ For filing on January 2

Work must be in the sending office (Vancouver or Victoria) **by 11:00 a.m.** on December 31



Weather Warning

❖ OVERNIGHT SERVICE TO VICTORIA or OUT-OF-TOWN REGISTRIES:

➤ Flight schedules can change, or be cancelled, without warning during the winter season.

➤ Ground couriers can also be cancelled or delayed for extended periods, without warning, due to volume or weather.

We advise you not to rely on overnight couriers for submission/registration of work sent on a 'Rush' or 'Urgent' basis. Instead, we advise you to send your documents to us at least **three days (or more) before your deadline for filing**.