

Initial Documents:

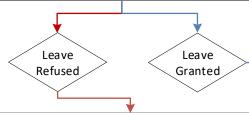
- File your <u>Notice of Application for Leave to Appeal</u> (Form
 within 30 days of the decision you want to appeal
- Serve a filed copy on each respondent
- File proof of service within 10 days of serving all respondents

Hearing Documents:

- File your <u>Notice of Motion for Leave to Appeal</u> (Form 3) and your <u>Motion Book</u> (Form 4) within 30 days of filing your Notice of Application for Leave to Appeal
- Serve a filed copy on each respondent at least 10 business days before the hearing

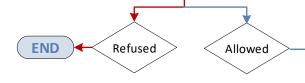
The Hearing:

- Your application will be heard by a single judge sitting in <u>Chambers</u> who will grant or refuse leave to appeal
- If leave is granted you must serve a copy of the order granting leave on each respondent who did not file a Notice of Appearance



Application for Review:

- You may ask a division of three judges of the Court to review the decision of the single judge who heard your application
- You must file and serve a <u>Notice of Application to Vary an</u>
 <u>Order of a Justice</u> (Form 15) and if necessary, an <u>Affidavit</u> to support your case within 7 days of the day leave was refused
- You must file and serve a Motion Book (Form 16) within 14 days of the Notice of Application to Vary an Order of a Justice
- Attend the hearing the division of the Court will either allow your application or end your appeal



Initial documents:

- File your <u>Notice of Appeal</u> (Form 7) within 30 days of the decision you want to appeal
- Serve a filed copy on each respondent
- File proof of service within 10 days of serving all respondents

The Appeal Record and Transcript:

- File your <u>Appeal Record</u>* (Form 9) within 60 days of the date of your Notice of Appeal or the date when leave to appeal was granted
- If witnesses testified at your trial, file a <u>Transcript</u> at the same time
- Serve a filed copy of the Appeal Record and (if applicable) the Transcript on each respondent

The Factum and Appeal Book:

- File your <u>Factum</u>* (Form 10) within 30 days of filing your Appeal Record
- If your Factum refers to testimony from witnesses at trial, file a <u>Transcript Extract Book</u>* (Form 13) at the same time as your Factum
- File your <u>Appeal Book</u>* (Form 12) at the same time as your Factum
- Serve a filed copy of your Factum, (if applicable) the Transcript Extract Book and the Appeal Book on each respondent
- If applicable, file your <u>Reply</u>* (Form 11) within 7 days of being served with the respondent's Factum

The Certificate of Readiness:

- File a <u>Certificate of Readiness</u> (Form 14) immediately after your factum has been filed (must be filed within 365 days of the Notice of Appeal or Notice of Application for Leave to Appeal)
- Contact the <u>Registry</u> and reserve a time and date for your appeal
- File a <u>Notice of Hearing</u> (Form 34) within 2 months of your Certificate of Readiness
- Serve a filed copy on each respondent

The Appeal:

- Your appeal will be heard by a division of three judges who will either allow or dismiss your appeal
- After the hearing, you may need to draft or approve the <u>Court Order</u>

END

^{*}You will usually need to file 5 or more copies. The Registry will keep 4 copies and you will serve a filed copy on each respondent.

All forms are available at www.bccourts.ca