

How to Bring an Appeal:

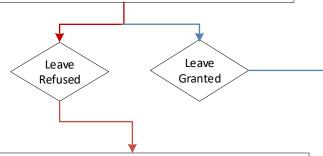
- File your <u>Notice of Appeal</u> (Form 1) within 30 days of the decision you want to appeal (Rule 6)
- Check the box on Form 1 indicating that leave is required
- Serve a filed copy on each respondent

Hearing Documents:

- File your <u>Notice of Application</u> (Form 4) and your Application Book for leave to appeal not more than 30 days after filing the notice of appeal (Rule 13)
- Obtain a hearing date for the application that is at least 10 business days after the application for leave to appeal is filed and served (Rule 13)

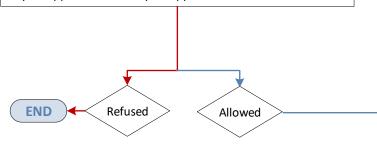
The Hearing:

 Your application will be heard by a single judge sitting in chambers who will grant or refuse leave to appeal



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 (Rule 62)
- You must obtain a hearing date and file and serve a <u>Notice of Application to Vary an Order of a Justice</u> (Form 8) not more than 7 days after leave was refused
- You must file and serve an application book not more than 14 days after filing the notice of application
- Attend the hearing the division of the Court will either allow your application or end your appeal



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- File your <u>Notice of Appeal</u> (Form 1) within 30 days of the decision you want to appeal (Rule 6)
- Serve a filed copy on each respondent

Appeal Record and Book of Transcripts:

- File your <u>Appeal Record</u>* not more than 60 days after filing the Notice of Appeal or the date when leave to appeal was granted (Rule 23)
- File a Book of Transcripts at the same time (if applicable)
 include all witness testimony and any other transcripts
 needed to resolve the issues under appeal (Rule 24)
- Serve a filed copy of the Appeal Record and (if applicable) the Book of Transcripts on each respondent

The Factum and Appeal Book:

- File your <u>Factum</u>* not more than 30 days after filing your Appeal Record (Rule 25)
- File your <u>Appeal Book</u>* at the same time as you file your factum (Rule 26)
- Serve a copy of your Factum and the Appeal Book on each respondent
- If applicable, file your Reply* not more than 7 days after being served the respondent's Factum (Rule 25(3))

Setting a Hearing Date:

- After filing your factum and a copy of each order under appeal, obtain a hearing date in accordance with the directions on the <u>registry webpage</u> (Rule 33)
- Contact the <u>Registry</u> and reserve a time and date for your appeal
- File a <u>Notice of Hearing</u> (Form 5) without delay after obtaining a hearing date (must be filed not more than one year after the Notice of Appeal)
- Serve a filed copy of the Notice of Hearing on each respondent

The Appeal:

- You may provide a condensed book of authorities and/or a condensed book or evidence at the hearing of any appeal (Rule 37)
- 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>



^{*} All forms and completion instructions are available at www.bccourts.ca.

Please follow the paper or e-filing instructions for preparing any documents referred to in this chart.