COURT OF APPEAL
FOR BRITISH COLUMBIA

British Columbia Court of Appeal

Registrar's Filing Directive

Court of Appeal Act, s. 38

Issued: July 18, 2022

Updated: September 4, 2025

Cite as: *Registrar's Filing Directive* (4 September 2025)

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1. Introduction

- Under s. 38 of the *Court of Appeal Act* and Rule 5 of the *Court of Appeal Rules*, the Registrar may provide directives on filing documents.

- This directive provides general directions on how to file documents in the Court of Appeal. Specific instructions, including formatting requirements for the different types of documents filed in an appeal, are found in the completion instructions and the forms.

2. Options for filing documents

- Depending on whether you are a lawyer or self-represented, the Court of Appeal allows the following options for filing documents:

Filer	CRIMINAL APPEALS	CIVIL APPEALS
Lawyers	• e-filing encouraged (*see section 3 for exceptions and size limitations*) • paper filings accepted	• e-filing required (*see section 3 for exceptions and size limitations*)
Self-represented parties	• e-filing encouraged (*see section 3 for size limitations*) • paper filings accepted	

- When e-filing in criminal appeals, parties must observe the e-filing formatting requirements for the equivalent civil record. At a minimum, documents e-filed in criminal appeals must have readable and searchable text (OCR), page numbering, bookmarking, and/or hyperlinked indexes.

3. How to e-file

- Court Services Online (CSO) is used to e-file documents. Parties who have never used electronic filing (e-filing) must create a BCeID account (either a Basic or Business account) or a BC Online account and register it with Court Services Online (CSO)
- Anyone having difficulty with electronic filing should contact CSO Support by email at Courts.CSO@gov.bc.ca for assistance. Please **do not** contact the registry for assistance with electronic filing.
- The size limitation for e-filed documents is **200 megabytes.**
- Lawyers in civil appeals who cannot e-file should seek permission from the Registry/Registrar to file in paper. As e-filing is mandatory, lawyers should seek an exemption only in rare circumstances. Examples might include where CSO is unable to accept their filing because the system is unavailable, they cannot access their CSO account, or where there are other issues preventing them from e-filing.

4. E-filed documents that must be filed in paper: checklist

Appeal records	✓ If e-filed (required for lawyers in civil appeals) you must provide the registry with three (3) stamped paper copies of the e-filed document within two (2) weeks of e-filing.
Factums and statements	✓ If e-filed (required for lawyers in civil appeals) you must provide the registry with three (3) stamped paper copies of the e-filed document within two (2) weeks of e-filing.

5. Other documents that must be filed in paper/hardcopy: checklist

Type of document	Filing Requirement
Chambers records longer than 300 pages	✓ Can be filed electronically, but a Registrar may request paper copies be provided prior to the hearing
Sound or video exhibits	✓ When included, indicate in the appeal book index that the electronic media is being submitted separately. ✓ File four (4) identical memory sticks labelled with the appeal file number (#CAXXXXX). CDs or DVDs will not be accepted.
Condensed books *Condensed books include excerpts of relevant portions of the appeal book, transcripts, or authorities you wish to refer to at the hearing. See completion instructions for details.*	✓ Parties may hand up paper condensed books at the appeal hearing or may file paper copies in advance if they will appear by Zoom. ✓ These books are optional, but strongly encouraged for larger appeals, particularly those with extensive transcripts. Full civil transcripts are not always before the court.

6. At the Hearing

- At the hearing of the appeal or chambers matter, judges may work in paper or electronically, or both. With the exception of the full transcript in civil appeals, the Court will have the filed books before them in one or both formats.
- In appeals with large records, paper condensed books are highly encouraged, as judges working in paper may not print and bring all of the books to the courtroom. At the hearing, it is acceptable to provide the Court with references to documents they may need to examine after the hearing, including references to lengthy transcripts and appeal books.

7. Processing & Other Requirements

7.1 Processing Times for E-Filed Documents, Rule 83

- E-filed or emailed documents will be backdated to the date they were filed or deemed to be filed. The Court will try to process all e-filings on the day they are filed, but may require up to 24hrs.

7.2 Signatures & Authenticity Requirements, Rule 79(4)

- Court orders, certificates, and documents provided to the Court for evidentiary purposes (affidavits) must be signed.
- Where a signature is required, parties may use an electronic signature or a scan or copy of the original signature, unless otherwise required by law.

7.3 Use of Litigation Aids & Artificial Intelligence

- Given the rapid development of artificial intelligence tools, the Court reminds all litigants that they are responsible for the authenticity and accuracy of all materials filed with the Court.

7.4 Retention of Paper Equivalents

- Parties are not required to retain paper documents when converting them to their electronic equivalents.

8. Case Management of Large Appeals

- If an appeal involves, or is expected to involve, more than 4,000 pages of material, parties must seek directions from the Registrar as soon as possible, and not less than 90 days before the appeal hearing.

9. Registry Contact Information

- General Inquiries: 604.660.2468
- Maria Littlejohn, Court Scheduler: 604.660.2865
- Michael Chu, Chambers Scheduler: 604.660.2859
- Kristine Dhamrait, Registrar Scheduler: 604.660.2729

Mail or Courier to the **Vancouver Registry:**

BC Court of Appeal
The Law Courts
400 – 800 Hornby Street
Vancouver, British Columbia
V6Z 2C5

Dated 4 September 2025 at Vancouver, British Columbia

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Timothy Outerbridge,
Registrar