



Court of Appeal
for British Columbia

CHECKLIST FOR COURT OF APPEAL STATEMENTS for SENTENCE APPEALS

Please review:

[Sentence Appeals \(Criminal Practice Directive, 11 March 2016\)](#)

Please use these word templates to create your statement:

Appellant’s Statement on Sentence - [Word Template](#)

Respondent’s Reply to Appellant’s Statement on Sentence - [Word Template](#)

- If you “save as” the word template to your computer the format, auto numbering etc. will be retained when you create your statement.

Format of Statements:

Task	Completed
Maximum 8 pages, unless appeal involves constitutional challenge to legislation, where maximum 15 pages	<input type="checkbox"/>
Lines and footnotes spaced 1.5 lines apart	<input type="checkbox"/>
References to an authority (case law, legal textbooks etc.) or a reproduction of an enactment (i.e., acts or regulations) indented and single spaced	<input type="checkbox"/>
Margins no less than 2.5 cm. (1 in)	<input type="checkbox"/>
Authorities cited by following: <u>Citation of Authorities (Civil & Criminal Practice Directive, 30 May 2013)</u>	<input type="checkbox"/>
Font: Arial 12 (including citations and footnotes)	<input type="checkbox"/>
Pages numbered consecutively in middle or top right of page	<input type="checkbox"/>
Paragraphs numbered consecutively	<input type="checkbox"/>
Instruction tables deleted, if using template on courts’ website	<input type="checkbox"/>
File 6 paper (bound or stapled) statements (4 for the Court, 1 for the lawyer, and 1 for the opposing party) plus 1 electronic copy (for the Court)	<input type="checkbox"/>
Signed by lawyer or party	<input type="checkbox"/>
File 5 paper copies (bound or stapled) of book of authorities (3 for the Court, 1 for the lawyer, and 1 for the opposing party) Check: <u>Frequently Cited Authorities (Civil & Criminal Practice Note, 21 October 2011)</u> for authorities which the Court does not require the parties to reproduce in their book of authorities.	<input type="checkbox"/>

Electronic Statements:

Practice Directive [Submission of Electronic Factums and Statements \(Civil & Criminal Practice Directive, 27 June 2014\)](#):

IMPORTANT: The electronic statements must be true copies of the paper (excluding signature in the electronic statement)

Task	Completed
Final statement saved (“Save As”) in portable document format (PDF) <ol style="list-style-type: none">1. Select File tab and then Save As (change filename)2. Select PDF from Save as type drop down list3. Click Options.4. Click check box: Create Bookmarks Using and select headings5. Click OK6. Click Save; <u>or</u>;	<input type="checkbox"/>
The statement can be scanned and converted to PDF format and optical character recognized (OCR selected on scanner), then text can be copied and pasted.	<input type="checkbox"/>
File Name Requirements used in Submission of Electronic Factums and Statements (Civil & Criminal Practice Directive, 27 June 2014) e.g. CA12435_statement_appellant.pdf	<input type="checkbox"/>
Statement saved to CD, DVD or memory stick and labeled with case number	<input type="checkbox"/>
Statement saved as one file including cover page	<input type="checkbox"/>