



COURT OF APPEAL

**British Columbia Court of Appeal
Practice Directive (Civil & Criminal)**

Title: Submission of Electronic Factums and Statements

Issued: 22 April 2019

Effective: 02 July 2019

Cite as: *Submission of Electronic Factums and Statements (Civil & Criminal Practice Directive, 02 July 2019)*

1. This Practice Directive sets out the procedures to be followed by parties delivering electronic factums (including reply factums) and statements to the Court. In cases of demonstrated hardship, the Registrar may exclude a self-represented litigant from these requirements.
2. Since June 2014, parties have been delivering their factums and statements to the Court through the use of external media, such as DVD, memory stick or CD-ROM. These were filed at the same time as the paper versions of the parties' factums.
3. To reduce the cost of this process, the Court will now receive factums and statements via email to appealrecords@courts.gov.bc.ca and will no longer receive them on external media. At the time the factum or statement is filed in paper, the parties must present a copy of the email transmitting their factum electronically. If this is not done, the registry will reject the filing of the paper factum.
4. Judges must be able to copy and paste from an electronic factum or statement. As such, the electronic factum or statement must be submitted in optical character recognized (OCR) portable document format (PDF) or saved as a PDF from which text can be copied and pasted. Scanned factums or statements without OCR will be rejected, as will those which are not PDF.
5. The format of the electronic factum or statement shall be in one complete file, include the coversheet, index, any appendices and the content required by civil [Form 10 - Appellant's Factum](#), [Form 10 - Respondent's Factum](#) and [Form 11 – Appellant's Reply Factum](#) or criminal [Form 6 - Factum](#). The electronic factum or statement shall be a true copy of the paper factum, excluding the handwritten signature. As stated in [Citation of Authorities \(Civil & Criminal Practice](#)

[Directive, 30 May 2013](#)), the Court welcomes optional hyperlinks to authorities in electronic versions of factums.

6. Use the following file names when submitting your materials via email:

CA12345_factum_appellant
CA12345_factum_respondent
CA12345_factum_appellant_reply
CA12345_factum_cross-appellant
CA12345_factum_cross-respondent
CA12345_factum_intervenor
CA12345_statement_appellant
CA12345_statement_respondent
CA12345_statement_appellant_reply
CA12345_factum_appellant_amended
CA12345_factum_respondent_amended
CA12345_factum_appellant_supplementary
CA12345_factum_respondent_supplementary
CA12345_factum_intervenor_supplementary
CA12345_further_submissions_appellant
CA12345_further_submissions_respondent
CA12345_further_submissions_intervenor

Examples: CA12345_factum_appellant.pdf
CA12345_factum_respondent.pdf
CA12345_factum_appellant_reply.pdf

The Honourable Chief Justice Bauman
for the Court of Appeal of British Columbia

History:

Replaces *Submission of Electronic Factums and Statements* (Civil & Criminal Practice Directive, 27 June 2014) which replaced *Filing of Electronic Factums and Statements* (Civil & Criminal Practice Directive, 19 September 2011), which replaced the civil and criminal Practice Directives titled *Filing of Electronic Factums*, both dated 12 December 2005 and both amended 5 May 2008.