

COURT OF APPEAL FOR BRITISH COLUMBIA

Paper Filing

Completion Instructions:

Application for Leave to Intervene (Intervener Status) – Civil Rule 61

This application allows a person, other than the party, interested in an appeal to apply to a justice for leave to intervene in the appeal.

1.0 Application for Leave to Intervene

1.1 Memorandum of Argument Content

Argument: **Maximum 10 pages**

Requirement	Instructions	Completed
Cover page	Required You may use this Word template including cover page.	<input type="checkbox"/>
Part 1: Argument	Include a brief statement setting out the reasons why: (a) Interest in the appeal – briefly describe the intervener and the intervener’s interest in the appeal (b) Position on the appeal – identify the position the intervener takes on the appeal, briefly summarize the submissions the intervener will make and their relevance to the appeal (c) Position on leave to intervene – set out the reasons that the intervener’s submissions will be: (1) useful to the court, and (2) different from those of other parties	<input type="checkbox"/>
Part 2: Order Sought	The nature of the order (or orders) requested Enter name of lawyer(s) or party(ies) who prepared the filing	<input type="checkbox"/>

1.2 Written Argument Document Format Requirements

Word template is [here](#).

Requirement	Instructions	Completed
Font	Arial 12 (including citations)	<input type="checkbox"/>
Line Spacing	Lines spaced 1.5 lines apart	<input type="checkbox"/>
Margins	No less than 2.5 cm. (1 in)	<input type="checkbox"/>
Paragraph Numbering	Paragraphs numbered consecutively starting from Part 1: Statement of Facts	<input type="checkbox"/>

Paper Filing

Completion Instructions:

Application for Leave to Intervene (Intervener Status) – Civil Rule 61

2.0 Format Requirements

2.1 Paper Format Requirements for Application

This is a list of format requirements for creating paper application.

Requirement	Instructions	Completed
Cover Page	Required You may create cover page using this Word template	<input type="checkbox"/>
Cover and Back Page Colours	Application: Yellow (no clear cover)	<input type="checkbox"/>
Printed	Double sided	<input type="checkbox"/>
Binding	Cerlox plastic comb bound in booklet form	<input type="checkbox"/>

3.0 Copies for Filing and Service

3.1 Filing Paper Court Records

In civil appeals, e-filing is mandatory for lawyers and encouraged for self-represented parties. Court staff will approve all paper copies by applying a filing stamp at the Registry.

Filing/Service	Requirements	Completed
Paper Copies	You will be required to file 2 copies for the Court, 1 copy for your records, 1 copy to serve on each party	<input type="checkbox"/>
Minimum Total	4 copies	

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: July 18, 2022