

COURT OF APPEAL FOR BRITISH COLUMBIA

E-Filing Completion Instructions:

Appeal Book – Civil Rule 26

Appeal books contain copies of the evidence referred to in a party's factum (argument).

1.0 Appeal Book

1.1 Appeal Book Content Requirements

Requirement	Instructions	Completed
Cover Page	<ul style="list-style-type: none"> • Required • You may use this Word template to create your cover page • Include Sealing Order, Publication Ban, or Anonymity Order (if any) referencing legislative provision (or inherent jurisdiction) that authorises the order or ban and precise terms. 	<input type="checkbox"/>
Table of Contents	Required	<input type="checkbox"/>
General	Appeal books must contain only as much evidence as is necessary to resolve the issues on appeal:	<input type="checkbox"/>
Trial	<ul style="list-style-type: none"> • If the appeal is from a trial, the necessary evidence entered at the trial in the order that evidence was introduced; 	
Chambers	<ul style="list-style-type: none"> • If the appeal is from a chambers hearing, the necessary affidavits before the chambers justice in the order in which they were filed; 	
Tribunal	<ul style="list-style-type: none"> • If the appeal is directly from a tribunal, the necessary evidence that was before the tribunal. 	

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1.2 Format and Technical Requirements for Appeal Book (eBook)

This is a checklist of all requirements for electronic books; combining multiple files into one PDF (eBook or portfolio) requires a PDF tool. [Please see this checklist with technical instructions.](#)

Requirement	Instructions	Completed
True Copies	Must be an identical or true copy of the original document, whether that original is scanned from paper or saved into PDF from another program, such as Microsoft Word.	<input type="checkbox"/>
Scanned Records: Optical Character Recognized - OCR	<p>If scanning is necessary because the original text-based document is paper or requires a handwritten signature (ex. affidavits), the scan must be Optical Character Recognized (OCR'ed)</p> <p>This allows the PDF to be copied from and pasted into another document and made text searchable.</p>	<input type="checkbox"/>
Page Numbering	<ul style="list-style-type: none"> • page numbered (1, 2, 3) sequentially (or Bates numbered) • top centre of page • can start after Table of Contents or on cover page • Table of Contents <u>must</u> match page numbering (or Bates numbering) <p>1.0 Page searching <u>must</u> match page numbering (or Bates numbering) (if page numbering starts after the table of contents this is done using the Page Labels function in Adobe otherwise page 1 will be the cover page when searching – see Technical Instructions)</p>	<input type="checkbox"/>
Cover Page	Create cover page using this Word template with header style applied to document name. Example: “Appeal Book”	<input type="checkbox"/>
Table of Contents	Create Table of Contents in Word based on sequential page numbers (or Bates numbering) in eBook (PDF portfolio) and with header style applied for title “Table of Contents”	<input type="checkbox"/>
Exhibits	<p>Page numbering (or Bates numbering) in Table of Contents <u>must</u> align with page numbering of the eBook (PDF portfolio). The Table of Contents must describe each exhibit:</p> <ul style="list-style-type: none"> • by exhibit number • a full description of the document • exhibit date. <p>The Table of Contents must describe each affidavit by including:</p>	
Affidavits	<ul style="list-style-type: none"> • the name of the deponent, • the date of the affidavit was filed, • a description of any attached exhibits 	

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Bookmarking Bookmarks must be: <ul style="list-style-type: none"> • consistent; • clear and; • meaningful. 	The combined files (documents) must also contain bookmarks, which <u>consistently, meaningfully, and clearly</u> describe the individual documents or sections of the book. For example, Bookmarks should describe the contents of the Exhibit (e.g. “Exhibit 1 – June 1, 2019 Letter from John Doe to Jane Doe.”)	<input type="checkbox"/>
Audio or Video exhibits	Must only be exhibits that cannot be legibly reproduced on paper (i.e. video and audio exhibits, no photographs) <ul style="list-style-type: none"> • Create page with information about exhibit in the appeal book. • Describe in Table of Contents and bookmarks • Exhibits must be filed on 4 memory sticks (labelled with case number) same day the appeal book is e-filed at the Registry counter. 	<input type="checkbox"/>
Reproduction Quality	Documents must not form part of the appeal books unless they can be legibly reproduced. (e.g. do not include a document with small print or a faded copy)	<input type="checkbox"/>
Photographs	Must be legibly reproduced in original colour.	<input type="checkbox"/>
Security Settings	Disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document.	<input type="checkbox"/>
E-Filing File size limit: maximum 200 megabytes (MB)	Court Services On-Line e-filing will accept one (1) PDF file (including cover page and Table of Contents) with a file size maximum of 200MB. <ul style="list-style-type: none"> • If the document is larger than 200MB, the material cannot be electronically filed and may be filed in paper or in volumes (see below) or; • Appeal with 4,000 pages or more: parties must seek directions from the Registrar as soon as possible, and <u>not less than 90 days</u> before the appeal hearing. 	<input type="checkbox"/>

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Volumes 200 megabytes (MB) maximum per volume	<p>Files greater than 200 MB:</p> <p>Can be split into volumes based on file size not number of pages. For example: an 300MB appeal book, could be split into two 150MB volumes</p> <ul style="list-style-type: none"> • try not to split exhibits between volumes • Include cover page and table of contents with each volume • Page numbering sequential from volume 1 to subsequent volumes <p>Files less than 200 MB: one (1) file:</p> <ul style="list-style-type: none"> • do not spilt into separate files based on number of pages per volume. 	<input type="checkbox"/>

2.0 Copies for Filing and Service

2.1 E-filing

Court staff will electronically apply registry filing stamp when approved through the e-filing system. Unless the Court directs otherwise, if you have e-filed the Appeal Book, paper copies are not required.

Filing/Service	Requirements	Completed
Electronic Copies	Save 1 copy with filing stamp for your records, 1 copy with filing stamp (paper or electronic) to be served on each party	<input type="checkbox"/>

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: December 20, 2023