

# COURT OF APPEAL FOR BRITISH COLUMBIA

## E-Filing

### Completion Instructions:

#### Appeal Book - 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
<b>Cover Page</b>	Required You may use this <a href="#">Word template</a> to create your cover page	<input type="checkbox"/>
<b>Table of Contents</b>	Required	<input type="checkbox"/>
<b>General</b>	Appeal books must contain only as much evidence as is necessary to resolve the issues on appeal:	<input type="checkbox"/>
<b>Trial</b>	<ul style="list-style-type: none"> <li>If the appeal is from a trial, the necessary evidence entered at the trial in the order that evidence was introduced;</li> </ul>	
<b>Chambers</b>	<ul style="list-style-type: none"> <li>If the appeal is from a chambers hearing, the necessary affidavits before the chamber's justice in the order in which they were filed;</li> </ul>	
<b>Tribunal</b>	<ul style="list-style-type: none"> <li>If the appeal is directly from a tribunal, the necessary evidence that was before the tribunal.</li> </ul>	

### 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
<b>True Copies</b>	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"/>

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<b>Scanned Records: Optical Character Recognized - OCR</b>	<ul style="list-style-type: none"> <li>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)</li> <li>This allows the PDF to be copied from and pasted into another document and made text searchable.</li> </ul>	<input type="checkbox"/>
<b>Page Numbering</b>	<ul style="list-style-type: none"> <li>page numbered (1, 2, 3) sequentially (or Bates numbered)</li> <li>top centre of page</li> <li>can start after Table of Contents or on cover page</li> <li><b>Table of Contents <u>must</u></b> match page numbering (or Bates numbering)</li> <li><b>Page searching <u>must</u></b> match page numbering (or Bates numbering) (if page numbering starts after the table of contents this is done using the <b>Page Labels</b> function in Adobe otherwise page 1 will be the cover page when searching – see <a href="#">Technical Instructions</a>)</li> </ul>	<input type="checkbox"/>
<b>Cover Page</b>	Create cover page using this <a href="#">Word template</a> with header style applied to document name. Example: “Appeal Book”	<input type="checkbox"/>
<b>Table of Contents</b>	<ul style="list-style-type: none"> <li>Create Table of Contents in <b>Word</b> based on sequential page numbers (or Bates numbering) in eBook (PDF portfolio) and with header style applied for title “Table of Contents”</li> <li>Page numbering (or Bates numbering) in Table of Contents <b>must</b> align with page numbering of the eBook (PDF portfolio).</li> </ul>	<input type="checkbox"/>
<b>Exhibits</b>	<p>The Table of Contents must describe each exhibit:</p> <ul style="list-style-type: none"> <li>by exhibit number</li> <li>a full description of the document</li> <li>exhibit date.</li> </ul>	
<b>Affidavits</b>	<p>The Table of Contents must describe each affidavit by including:</p> <ul style="list-style-type: none"> <li>the name of the deponent,</li> <li>the date of the affidavit was filed,</li> <li>a description of any attached exhibits</li> </ul>	

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<b>Bookmarking</b>  Bookmarks must be: <ul style="list-style-type: none"> <li>• <b>consistent;</b></li> <li>• <b>clear and;</b></li> <li>• <b>meaningful.</b></li> </ul>	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"/>
<b>Audio or Video exhibits</b>	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"> <li>• Create page with information about exhibit in the appeal book.</li> <li>• Describe in Table of Contents and bookmarks</li> <li>• Exhibits must be filed on 4 memory sticks (labelled with case number) same day the appeal book is e-filed at the Registry counter.</li> </ul>	<input type="checkbox"/>
<b>Reproduction Quality</b>	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"/>
<b>Photographs</b>	Must be legibly reproduced in original colour.	<input type="checkbox"/>
<b>Security Settings</b>	Disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document.	<input type="checkbox"/>
<b>E-Filing File size limit: maximum 100 megabytes (MB)</b>	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 100MB. <ul style="list-style-type: none"> <li>• If the document is larger than 100MB, the material cannot be electronically filed and <b>may be filed in paper</b> or in volumes (see below)</li> </ul>	<input type="checkbox"/>
<b>Volumes 100 megabytes (MB) maximum per volume</b>	<b>Files greater than 100 MB:</b> <ul style="list-style-type: none"> <li>• Can be split into volumes based on file size <u>not</u> number of pages.            For example: an 150MB appeal book, could be split into two 75MB volumes</li> <li>• try not to split exhibits between volumes</li> </ul> <b>Files less than 100 MB:</b> one (1) file: <ul style="list-style-type: none"> <li>• <b>do not</b> spilt into separate files based on number of pages per volume.</li> </ul>	<input type="checkbox"/>

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## 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.

Filing/Service	Requirements	Completed
<b>Electronic Copies</b>	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: July 18, 2022