

COURT OF APPEAL FOR BRITISH COLUMBIA
E-Filing
Completion Instructions:
Book of Authorities – Rule 27

Books of authorities contain copies of authorities (case law, legal texts etc.) referred to in a party’s factum (argument).

1.0 Book of Authorities

1.1 Book of Authorities Content Requirements

Requirement	Instructions	Completed
Cover Page	Required You may use this Word template to create your cover page	<input type="checkbox"/>
Table of Contents	Required	<input type="checkbox"/>
General	Authorities included must be referred to in the factum	<input type="checkbox"/>

1.2 Format and Technical Requirements for Book of Authorities 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
Scanned Records: Optical Character Recognized - OCR	<ul style="list-style-type: none"> 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) This allows the PDF to be copied from and pasted into another document and made text searchable. 	<input type="checkbox"/>
Cover Page	You may use this Word template to create your cover page with header style applied to document name. Example: “Book of Authorities”	<input type="checkbox"/>
Page Numbering	<ul style="list-style-type: none"> pages numbered sequentially (or Bates numbered) may be stamped or handwritten 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) 	<input type="checkbox"/>

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Requirement	Instructions	Completed
Bookmarking Bookmarks must be: <ul style="list-style-type: none"> • consistent; • clear and; • meaningful. 	<p>The combined files (documents) must also contain bookmarks, which <u>consistently, meaningfully, and clearly</u> describe the individual documents or sections of the book.</p> <p>For example, bookmarks should describe the contents of the exhibit (e.g. “Tab 1 – Olsen v. Harris, 2016 BCSC 1776”)</p>	<input type="checkbox"/>
Table of Contents	<ul style="list-style-type: none"> • 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” • Page numbering (or Bates numbering) in Table of Contents must align with sequential Bates page numbering of the eBook (PDF portfolio). 	<input type="checkbox"/>
Security Settings	<ul style="list-style-type: none"> • 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 100 megabytes (MB)	<p>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.</p> <ul style="list-style-type: none"> • If the document is larger than 100MB, the material cannot be electronically filed and may be submitted in paper (or see volumes below) 	<input type="checkbox"/>
Volumes 100 megabytes (MB) maximum	<p>Files greater than 100 MB:</p> <ul style="list-style-type: none"> • 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 • try not to split exhibits between volumes <p>Files less than 100 MB: one (1) file <u>do not</u> spilt into separate files based on number of pages.</p>	<input type="checkbox"/>

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2.0 Copies for Filing and Service

2.1 E-filing Courts Records

Court staff will electronically apply registry filing stamp when approved through the e-filing system.

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: July 18, 2022