

# COURT OF APPEAL FOR BRITISH COLUMBIA

## E-Filing

### Completion Instructions:

#### Book of Authorities – Civil 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
<b>Cover Page</b>	<ul style="list-style-type: none"> <li>Required</li> <li>You may use this <a href="#">Word template</a> to create your cover page.</li> <li>Include Sealing Order, Publication Ban, or Anonymity Order (if any) referencing legislative provision (or inherent jurisdiction) that authorizes the order or ban and precise terms.</li> </ul>	<input type="checkbox"/>
<b>Table of Contents</b>	Required	<input type="checkbox"/>
<b>General</b>	Include authorities referred to in the factum. The complete authority, not just case excerpts/headnotes should be provided.	<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
<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"/>

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### Completion Instructions:

### Book of Authorities – Civil Rule 27

Requirement	Instructions	Completed
<b>Cover Page</b>	You may use this <a href="#">Word template</a> to create your cover page with header style applied to document name. Example: "Book of Authorities"	<input type="checkbox"/>
<b>Bookmarking</b>  <b>Bookmarks must be:</b> <ul style="list-style-type: none"> <li>• consistent;</li> <li>• clear and;</li> <li>• meaningful.</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. "Tab 1 – Olsen v. Harris, 2016 BCSC 1776")	<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 must align with sequential Bates page numbering of the eBook (PDF portfolio).</li> </ul>	<input type="checkbox"/>
<b>Security Settings</b>	<ul style="list-style-type: none"> <li>• Disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document.</li> </ul>	<input type="checkbox"/>
<b>E-Filing File size limit: maximum 200 megabytes (MB)</b>	<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 200MB.</p> <ul style="list-style-type: none"> <li>• If the document is larger than 200MB, the material cannot be electronically filed and <b>may be filed in paper</b> or in volumes (see below) or;</li> <li>• Appeal with <b>4,000 pages or more</b>: parties must seek directions from the Registrar as soon as possible, and <u>not less than 90 days</u> before the appeal hearing.</li> </ul>	<input type="checkbox"/>
<b>Volumes 200 megabytes (MB) maximum per volume</b>	<p><b>Files greater than 200 MB:</b></p> <p>Can be split into volumes based on file size <u>not</u> number of pages. For example: an 300MB appeal book, could be split into two 150MB volumes</p> <ul style="list-style-type: none"> <li>• try not to split exhibits between volumes</li> <li>• Include cover page and table of contents with each volume</li> <li>• Page numbering sequential from volume 1 to subsequent volumes</li> </ul> <p><b>Files less than 200 MB:</b> one (1) file: <u>do not</u> spilt into separate files based on number of pages per volume.</p>	<input type="checkbox"/>
<b>Highlighting</b>	<p>Do not highlight or underline text</p> <p><b>Optional:</b> black vertical paragraph lines to draw attention to a specific paragraph</p>	<input type="checkbox"/>

# COURT OF APPEAL FOR BRITISH COLUMBIA

## E-Filing

### Completion Instructions:

### Book of Authorities – Civil Rule 27

## 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. Unless the Court directs otherwise, if you have e-filed the Book of Authorities, paper copies are not required.

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: April 14, 2025