

COURT OF APPEAL FOR BRITISH COLUMBIA

Paper 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 	

1.2 Format Requirements for Paper Appeal Book

This is a list of format requirements for creating paper appeal books.

Requirement	Instructions	Completed
True Copies	Must be an identical or true copy of the original document	<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
Table of Contents	<ul style="list-style-type: none"> • Must be consistent, clear and meaningful • Create Table of Contents in Word based on sequential page numbering (or Bates numbering) of book <p>Page numbering in Table of Contents must align with sequential page numbering (or Bates numbering) of the book.</p>	<input type="checkbox"/>
Exhibits	<p>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. 	
Affidavits	<p>The Table of Contents must describe each affidavit by including:</p> <ul style="list-style-type: none"> • the name of the deponent, • the date of the affidavit was filed, • a description of any attached exhibits 	
Cover Page	You may create cover page using this Word template	<input type="checkbox"/>
Cover and Back Page Colours (no clear plastic covers required)	Blue	<input type="checkbox"/>
Printed	Double sided	<input type="checkbox"/>
Audio or Video exhibits	<p>Must only be exhibits that cannot be legibly reproduced on paper (i.e. video and audio exhibits, no photographs)</p> <ul style="list-style-type: none"> • Create page with information about exhibit in the appeal book. • Describe in Table of Contents • Exhibits must be filed on 4 memory sticks (labelled with case number) when appeal book is filed. 	<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"/>
Binding	Cerlox plastic comb bound in booklet form	<input type="checkbox"/>
Volumes	<ul style="list-style-type: none"> • Maximum 500 pages (250 sheets of paper) per volume • Full Table of Contents in each volume • Volume number on cover page (e.g. 1 of 3 volumes) • Sequential page numbering from first volume to last volume 	<input type="checkbox"/>

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2.0 Copies for Filing and Service

2.1 Filing Paper Court Records

In civil appeals, e-filing is mandatory for lawyers and encouraged for self-represented parties. Registry 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 1 copy for each justice, 1 copy for the Court, 1 copy for your records, 1 copy to serve on each party	<input type="checkbox"/>
Minimum Total	6 copies	

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: December 20, 2023