

# COURT OF APPEAL FOR BRITISH COLUMBIA

## Paper 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 Requirements for Paper Appeal Book

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

Requirement	Instructions	Completed
<b>True Copies</b>	Must be an identical or true copy of the original document	<input type="checkbox"/>
<b>Page Numbering</b>	<ul style="list-style-type: none"> <li>pages numbered sequentially (or Bates numbered)</li> <li>may be stamped or handwritten</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> </ul>	<input type="checkbox"/>

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Requirement	Instructions	Completed
<b>Table of Contents</b>	<ul style="list-style-type: none"> <li>• Must be consistent, clear and meaningful</li> <li>• Create Table of Contents in <b>Word</b> based on sequential page numbering (or Bates numbering) of book</li> </ul>	<input checked="" type="checkbox"/>
<b>Exhibits</b>	<p>Page numbering in Table of Contents must align with sequential page numbering (or Bates numbering) of the book.</p> <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>	
<b>Cover Page</b>	You may create cover page using this <a href="#">Word template</a>	<input type="checkbox"/>
<b>Cover and Back Page Colours</b>	Blue (no clear cover)	<input type="checkbox"/>
<b>Printed</b>	Double sided	<input type="checkbox"/>
<b>Audio or Video exhibits</b>	<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"> <li>• Create page with information about exhibit in the appeal book.</li> <li>• Describe in Table of Contents</li> <li>• Exhibits must be filed on 4 memory sticks (labelled with case number) when appeal book is filed.</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>Binding</b>	Cerlox plastic comb bound in booklet form	<input type="checkbox"/>
<b>Volumes</b>	<ul style="list-style-type: none"> <li>• Maximum 500 pages (250 sheets of paper) per volume</li> <li>• Full Table of Contents in each volume</li> <li>• Volume number on cover page (e.g. 1 of 3 volumes)</li> <li>• Sequential page numbering from first volume to last volume</li> </ul>	<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
<b>Paper Copies</b>	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"/>
<b>Minimum Total</b>	6 copies	

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: July 18, 2022