

COURT OF APPEAL FOR BRITISH COLUMBIA
Paper Filing
Completion Instruction:
Appeal Record – Civil Rule 23

Appeal records contain copies of initiating documents, orders, judgments/decisions and the notice of appeal or leave.

1.0 Appeal Record

1.1 Appeal Record 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"/>
PART 1: Initiating Documents	Please include the following initiating documents based on where appeal is being initiated from:	<input type="checkbox"/>
Trial	If the appeal is from a trial, include the most recently amended: <ul style="list-style-type: none"> notice of civil claim response to civil claim counterclaim (if any) 	
Chambers	If the appeal is from a chambers order (excluding Judicial Review of a Tribunal), the most recently amended: <ul style="list-style-type: none"> notice of civil claim response to civil claim counterclaim (if any) notice of application application response 	
Tribunal (by judicial review)	If the appeal is from a chambers order judicially reviewing a tribunal decision, the most recently amended: <ul style="list-style-type: none"> petition and petition response relating to the order under appeal 	
Tribunal (direct appeal)	If the appeal is directly from a tribunal, provide the most recently amended record that initiated and responded to the proceeding before the Tribunal	

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Requirement	Instructions	Completed
PART 2: Order Under Appeal	<p>A copy of the entered order under appeal.</p> <p>If the order under appeal is not yet entered:</p> <ul style="list-style-type: none"> • Create a page stating that the “order will be submitted when available. • Indicate in Table of Contents: order to be submitted at a later date. <p>In the case of an appeal or judicial review from a tribunal, a copy of that tribunal’s order if separate from the reasons.</p> <p>NOTE: an appeal cannot be scheduled for hearing until the copy of the entered order is provided.</p>	<input type="checkbox"/>
PART 3: Reasons for Judgment or Decision Under Appeal	<p>If you have appealed a decision from a tribunal to the Supreme Court include a copy of that tribunal’s decision and the Supreme Court’s decision.</p>	<input type="checkbox"/>
PART 4: Notice of Appeal or Leave	<p>A copy of the notice of appeal and a copy of the entered order granting leave to appeal if applicable.</p> <p>If the order granting leave has not yet been entered:</p> <ul style="list-style-type: none"> • Create a page stating the order will be submitted when available. • Indicate in the Table of Contents: the order will be submitted at a later date 	<input type="checkbox"/>
PART 5: Notice Under the Constitutional Questions Act	<p>A copy of any notice required under this Act.</p>	<input type="checkbox"/>

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1.2 Format Requirements for Paper Appeal Record Book

This is a list of format requirements for creating paper appeal record 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"/>
Table of Contents	<ul style="list-style-type: none"> Must be consistent, clear and meaningful Create Table of Contents in Word based on sequential Bates page numbering of book Page numbering in Table of Contents must align with sequential page numbering of the book. 	<input type="checkbox"/>
Cover Page	You may use this Word template to create your cover page in Word	<input type="checkbox"/>
Cover and Back Page Colours (no clear plastic cover required)	Blue	<input type="checkbox"/>
Printed	Double sided	<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

E-filing is mandatory for lawyers and encouraged for self-represented parties in civil appeals. Court 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 and 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