

# COURT OF APPEAL FOR BRITISH COLUMBIA

## Paper 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 (written argument).*

## 1.0 Book of Authorities

### 1.1 Book of Authorities Content Requirements

Requirement	Instructions	Completed
<b>Cover Page</b>	Required You may use this <a href="#">Word template</a> 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"/>
<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 Requirements for Books of Authorities

This is a list of format requirements for creating paper Books of Authorities.

Requirement	Instructions	Completed
<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"/>
<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 page numbering of the eBook (PDF portfolio).</li></ul>	<input type="checkbox"/>

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Requirement	Instructions		Completed
<b>Cover Page</b>	You may use this <a href="#">Word template</a> to create your cover page		<input type="checkbox"/>
<b>Cover and Back Page Colours</b>	<b>Type</b>	<b>Colour</b>	<input type="checkbox"/>
	Joint	Grey	
	Appellant	Buff	
	Respondent	Green	
<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"/>
<b>Tabs</b>	Add tabs to separate each authority		<input type="checkbox"/>
<b>Highlighting</b>	Do not highlight or underline text <b>Optional:</b> black vertical paragraph lines to draw attention to a specific paragraph		<input type="checkbox"/>

## 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. Court staff will apply a filing stamp on all paper copies once approved in-person 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 your records and 1 copy to serve on each party	<input type="checkbox"/>
<b>Minimum Total</b>	5 copies	

History:

Replaces Completion Instructions in previous Rules and Forms

Last Updated: April 14, 2025