

COURT OF APPEAL FOR BRITISH COLUMBIA
Paper Submission
Completion Instructions:
Condensed Book of Authorities – Civil Rule 37

Condensed books of authorities contain excerpts of authorities (case law, legal texts etc.) that the party intends to refer the Court to at the hearing of an appeal.

1.0 Condensed Book of Authorities

1.1 Condensed Book of Authorities Content Requirements

Requirement	Instructions	Completed
Cover Page	Required You may use this Word template to create your cover page.	<input type="checkbox"/>
Table of Contents	Required	<input type="checkbox"/>
Authorities	<p>Authorities must include:</p> <ol style="list-style-type: none"> 1. authorities in the filed book of authorities 2. authorities the party intends to refer the court to at the hearing of an appeal 3. headnotes and excerpts only <p>Authorities must not include:</p> <ol style="list-style-type: none"> 1. authorities that are already in the Appeal Record (e.g. the lower court decision) 2. full copies of authorities 	<input type="checkbox"/>

1.2 Paper Format Requirements

Requirement	Instructions	Completed	
True Copies	Must be an identical or true copy of the original document.	<input type="checkbox"/>	
Tabs	Tab each authority in condensed book	<input type="checkbox"/>	
Cover Page	Required You may use this Word template to create your cover page.	<input type="checkbox"/>	
Cover and Back Page Colours	Condensed Book Type	Colour	<input type="checkbox"/>
	Appellant	Buff	
	Respondent	Green	
	Intervener	Yellow	

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Requirement	Instructions	Completed									
Table of Contents	<ul style="list-style-type: none"> • Create Table of Contents in Word based on tabs • List each authority tabbed • Create column with location in filed court record <p>Example: Table of Contents</p> <table border="1"> <thead> <tr> <th>Tab</th> <th>Authority</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>British Columbia (Milk Marketing Board) v. Saputo, 2017 BCCA 247</td> <td>Appellant’s Factum, pg. 10</td> </tr> <tr> <td>2</td> <td>Supreme Court Civil Rules, Rule 1–3</td> <td>Appellant’s Factum, pg. 25</td> </tr> </tbody> </table>	Tab	Authority	Location	1	British Columbia (Milk Marketing Board) v. Saputo, 2017 BCCA 247	Appellant’s Factum, pg. 10	2	Supreme Court Civil Rules, Rule 1–3	Appellant’s Factum, pg. 25	<input type="checkbox"/>
Tab	Authority	Location									
1	British Columbia (Milk Marketing Board) v. Saputo, 2017 BCCA 247	Appellant’s Factum, pg. 10									
2	Supreme Court Civil Rules, Rule 1–3	Appellant’s Factum, pg. 25									
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 (1 of 3 volumes) 	<input type="checkbox"/>									

2.0 Copies for the Court

Paper copies must be handed up to justices and provided to each party in the courtroom.

For **virtual** hearings paper copies must be handed in to the Registry no later than **noon the day before the hearing** so they can be delivered to justices.

Submissions	Requirements	Completed
Paper Copies	You will be required to provide 1 copy for each justice, 1 copy for you, 1 copy for each party in court.	<input type="checkbox"/>
Minimum Total	5 copies	

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: February 16, 2023