

COURT OF APPEAL FOR BRITISH COLUMBIA

Paper Filing

Completion Instructions:

Affidavit

An affidavit is a statement of facts made in writing, which is confirmed by the oath or affirmation of the person making it before someone with the authority to administer an oath or affirmation.

1.0 Affidavit

1.1 Affidavit Content without Exhibits

Requirement	Instructions	Completed
Affidavit	Include the following: <ul style="list-style-type: none">(a) Deponent statement – you have to identify yourself as the person who is making the statements in the affidavit.(b) Knowledge Statement – you state whether you are the appellant or respondent and that you have personal knowledge of the information and facts that you are putting in the affidavit.(c) Body of affidavit. Simple, organized and short relevant facts.	<input type="checkbox"/>
Affirmation	<ul style="list-style-type: none">You must swear your affidavit in front of a lawyer or a commissioner for taking affidavits. A court official such as a registry clerk is a commissioner for taking affidavits.If a person swears or affirms an affidavit before another person by video conference, the affidavit must state that the person swearing or affirming the affidavit was not physically present before the other person, but was before that person by video conference.Requires signature.	<input type="checkbox"/>

1.2 Affidavit Document Format Requirements

Word template is [here](#).

Requirement	Instructions	Completed
Font	Arial 12	<input type="checkbox"/>
Line Spacing	Lines spaced 1.5 lines apart	<input type="checkbox"/>
Margins	No less than 2.5 cm. (1 in)	<input type="checkbox"/>
Paragraph Numbering	Paragraphs numbered consecutively starting from Affidavit.	<input type="checkbox"/>
Page Numbering	Top centre of page	

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2.0 Affidavit with Exhibits

2.1 Affidavit Content Requirements

Requirement	Instructions	Completed
Title page	Required Please use this Word template .	<input type="checkbox"/>
Affidavit	Include the following: (a) Deponent's statement – you have to identify yourself as the person who is making the statements in the affidavit. (b) Knowledge Statement – you state whether you are the appellant or respondent and that you have personal knowledge of the information and facts that you are putting in the affidavit. (c) Body of affidavit. Simple, organized and short relevant facts.	<input type="checkbox"/>
Affirmation	<ul style="list-style-type: none"> You must swear your affidavit in front of a lawyer or a commissioner for taking affidavits. A court official such as a registry clerk is a commissioner for taking affidavits. If a person swears or affirms an affidavit before another person by video conference, the affidavit must state that the person swearing or affirming the affidavit was not physically present before the other person, but was before that person by video conference. Requires signature. 	<input type="checkbox"/>
Optional: Exhibits	<p>You may attach letters or other important documents you want the judge to consider. These are exhibits to the affidavit. If exhibits are attached, the exhibit must have this information:</p> <p>This exhibit [enter letter or number] referred to in the affidavit of [enter name] sworn (affirmed) before me this [enter day] day of [enter month, year] at [enter City/Town/Province/State/Country]</p> <p>Or</p> <p>Registry staff (or lawyer or another commissioner) can affix an exhibit stamp to fill in the above information.</p>	

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2.2 Paper Format Requirements for Affidavits

This is a list of format requirements for creating paper affidavits for filing.

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 sequentiallymay be stamped or handwrittentop centre of the page can start on the title page	<input type="checkbox"/>
Printed	Double-sided	<input type="checkbox"/>
Stapled/Binding	Stapled or Cerlox plastic comb bound in booklet form	<input type="checkbox"/>

3.0 Copies for Filing and Service

3.1 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 2 copies for the Court, 1 copy for your records, 1 copy to serve on each party	<input type="checkbox"/>
Minimum Total	4 copies	

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: September 26, 2024