

# COURT OF APPEAL FOR BRITISH COLUMBIA

## Paper Filing

### Completion Instructions:

## Application for Leave to Intervene (Intervener Status) – Civil Rule 61

*This application allows a person, other than the party, interested in an appeal to apply to a justice for leave to intervene in the appeal.*

### 1.0 Application for Leave to Intervene

#### 1.1 Memorandum of Argument Content

Argument: **Maximum 10 pages**

Requirement	Instructions	Completed
<b>Cover page</b>	Required You may use this <a href="#">Word template</a> including 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>Part 1: Argument</b>	Include a brief statement setting out the reasons why: (a) Interest in the appeal – briefly describe the intervener and the intervener’s interest in the appeal  (b) Position on the appeal – identify the position the intervener takes on the appeal, briefly summarize the submissions the intervener will make and their relevance to the appeal  (c) Position on leave to intervene – set out the reasons that the intervener’s submissions will be: (1) useful to the court, and (2) different from those of other parties	<input type="checkbox"/>
<b>Part 2: Order Sought</b>	The nature of the order (or orders) requested Enter name of lawyer(s) or party(ies) who prepared the filing	<input type="checkbox"/>

#### 1.2 Written Argument Document Format Requirements

Word template is [here](#).

Requirement	Instructions	Completed
<b>Font</b>	Arial 12 (including citations)	<input type="checkbox"/>
<b>Spacing</b>	Lines spaced 1.5 lines apart with a single space between paragraphs (pre-set in template)	<input type="checkbox"/>
<b>Margins</b>	No less than 2.5 cm. (1 in)	<input type="checkbox"/>
<b>Paragraph Numbering</b>	Paragraphs numbered consecutively starting from Part 1: Statement of Facts	<input type="checkbox"/>
<b>Footnotes</b>	Arial 12 ( <i>pre-set in template</i> ) Footnotes can be single spaced.	<input type="checkbox"/>

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### 2.0 Format Requirements

#### 2.1 Paper Format Requirements for Application

This is a list of format requirements for creating paper application.

Requirement	Instructions	Completed
<b>Cover Page</b>	Required You may create cover page using this <a href="#">Word template</a>	<input type="checkbox"/>
<b>Cover and Back Page Colours</b>	Application: <b>Yellow</b> (no clear cover)	<input type="checkbox"/>
<b>Printed</b>	Double sided	<input type="checkbox"/>
<b>Binding</b>	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. Court 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 2 copies for the Court, 1 copy for your records, 1 copy to serve on each party	<input type="checkbox"/>
<b>Minimum Total</b>	4 copies	

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: December 20, 2023