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| AFFIDAVIT - GENERAL (stand alone or included with applications with or without exhibits attached) INSTRUCTIONS (please remove table when completed)Last Updated: July 21, 2022 |
| Step | **Action** |
| 1 | Double click on **REQUIRED** grey text fields; delete text and then enter information or enter information where there are instructions. |
|  | **Title Page:** Enter number of affidavit (1st, 2nd, 3rd etc.) name and date.  |
| 2 | **Title Page:** Enter Court of Appeal case number example: CA12345 If **more than one case is being heard together:** enter only the case number applicable to the party, case and court record being filed. |
| 3 | **Title Page:** Enter appellant and respondent’s names below.  |
| 4 | **Affidavit:*** Appellant/Respondent’s statement – you have to identify yourself as the person who is making the statements in the affidavit.
* 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.
* Body of affidavit. Simple, organized and short relevant facts.
* If exhibits are attached enter in information about the exhibits in the body of the affidavit and attach after the affirmation.
 |
| 5 | **Consecutive paragraph numbering**  |
| 6 | To add to paragraph numbering: Enter text and press enter after each paragraph to maintain auto-numbering. |
| 7 | To delete numbering use backspace key. |
| 8 | To remove instructions table: Right click mouse on  (top lefthand corner of this table) |
| 9 | Select **Delete Table**. |
| 10 | The required affirmation information (see below)may be filled in by Registry staff at Registry counter or another Commissioner for taking affidavits for the Province of British Columbia.  |
| 11 | **Signatures Required:** Hand written signatures are required for affidavits. Once complete and the instruction table is removed, print and sign with your Commissioner.  |

This the \_\_\_\_\_\_\_ affidavit

 *(#)*

Of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in this case

 (NAME)

and was made on \_\_\_\_\_ of \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_

 (DAY) (MONTH) (YEAR)

COURT OF APPEAL FILE NO. CA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURT OF APPEAL**

BETWEEN:

[Enter name(s) of appellant(s) and their role in the lower court or tribunal in brackets e.g. (Plaintiff)]

AND:

[Enter name(s) of respondent(s) and their role in the lower court or tribunal in brackets e.g. (Defendant)]

**AFFIDAVIT**

I, , of

(NAME) (OCCUPATION) (ADDRESS)

SWEAR (OR AFFIRM) THAT:

1. **Example**: I am the appellant/respondent in this proceeding.
2. **Example:** I make this affidavit in support of may application for an order …
3. **Exhibits:** Reference any exhibits and then attach (paper) or combine (electronic) with PDF tool at the end of the affidavit after the affirmation.
4. **Example:** Attached and marked as "Exhibit A" is [name of document]

**Sworn/Affirmed before me at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (CITY/TOWN)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this day

 (PROVINCE/STATE) (COUNTRY)

 \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_. )

 (DAY) (MONTH) (YEAR) ) Signature Deponent:

 )

Commissioner Signature: )

 ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Print Name:

Print Name: )

 )

A Commissioner for Taking Affidavits for

The Province of British Columbia.

Expiry Date of Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or Affix Stamp: