



Court of Appeal for British Columbia

**Summary of Changes to
Court Forms, Completion Instructions
and Templates
July 18, 2022 - current**

Last Updated: February 22, 2024

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1.0 New Forms, Completion Instructions and Templates Compared with Former Forms – July 18, 2022 to current

1.1 Forms

Form	Updated	Comments	Forms before July 18, 2022
Form 1 – Notice of Appeal	July 18, 2022	Amended Court of Appeal Rules	Form 1 - Leave to Appeal Form 7 - Notice of Appeal
Form 2 – Notice of Appearance	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 2 - Appearance
Form 3 – Notice of Cross Appeal	July 18, 2022	Amended Court of Appeal Rules	Form 1 - Leave to Appeal Form 8 - Notice of Cross Appeal
Form 4 – Notice of Application	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 3 - Motion for Leave Form 6 - Notice of Motion
Form 5 – Notice of Hearing of Appeal	July 18, 2022	Amended Court of Appeal Rules	Form 34 - Notice of Hearing
Form 6 – Notice of Settlement or Abandonment	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 22 - Settlement or Abandonment
Form 7 – Notice of Urgent Application	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	New Form
Form 8 – Notice of Application to vary an order of a justice	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 15 - Application to Vary

Form	Updated	Comments	Forms before July 18, 2022
Form 9 - Requisition	July 18, 2022	Amended Court of Appeal Rules	Requisition Requisition Payment out of Court Form 29 - Appointment
Form 10 – Order of a Justice	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 25 - Chambers Order (1 Justice)
Form 11 – Order of three or more Justices	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 23 - Court Order (3 Justices)
Form 12 – Order from an application to vary the order of a Justice	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 25.1 - Review Order (3 Justices)
Form 13 – Consent order to extend time to file a document	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 26 - Extend Time Order
Form 14 – Consent order to remove an appeal from the inactive list	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 27 - Consent to Remove (Inact.)
Form 15 – Consent order – general	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 28 - Desk Order
Form 16 – Offer to settle costs	July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 32 - Offer to Settle
Form 17 – Certificate of costs	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 31 - Certificate of Costs
Form 18 – Notice of change of representation	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Appointment or Change of Lawyer Intention to Appear in Person
Form 19 – Notice of withdrawal of lawyer	July 18, 2022	Amended Court of Appeal Rules	Withdrawal of Lawyer
Form 20 – Notice of objection to withdrawal	July 18, 2022	Amended Court of Appeal Rules	New Form
Form 21 – Bill of costs	November 28, 2023 July 18, 2022	Amended Court of Appeal Rules Amended Court of Appeal Rules	Form 30 - Bill of Costs
Form 22 – Application for order that no fees are payable	July 18, 2022	Amended Court of Appeal Rules	Form 19 - Affidavit: No Fees Payable (Indigent Status)

Form	Updated	Comments	Forms before July 18, 2022
Eliminated (no transcript extract book under new Rules)	July 18, 2022	Amended Court of Appeal Rules	Form 13 - Transcript Extract Book
Eliminated (no certificate of readiness under new Rules)	July 18, 2022	Amended Court of Appeal Rules	Form 14 - Certificate of Readiness
Eliminated	July 18, 2022	Amended Court of Appeal Rules	Form 20 - Cover Memo
Eliminated	July 18, 2022	Amended Court of Appeal Rules	Form 33 - Electronic Filing Statement

1.2 Completion Instructions: Books for Appeal Hearings (July 18, 2022 - current)

Completion Instruction	Updated	Comments	Forms before July 18, 2022
Completion Instruction: Appeal Book	December 20, 2023	Included anonymity order to cover page requirements	Form 12 - Appeal Book
	May 3, 2023	Included sealing order and publication ban instructions & E-filing: clarity on no paper copies required by Court after e-filing.	
	November 21, 2022	E-filing instructions: increase to 200MB e-filing limit	
	July 18, 2022	Amended Court of Appeal Rules	
Completion Instruction: Appeal Record	December 20, 2023	Included anonymity order to cover page requirements	Form 9 - Appeal Record
	May 3, 2023	Included sealing order and publication ban instructions	
	November 21, 2022	E-filing instructions: increase to 200MB e-filing limit	
	July 18, 2022	Amended Court of Appeal Rules	

Completion Instruction	Updated	Comments	Forms before July 18, 2022
Completion Instruction: All Factums and Replies	December 20, 2023	Included Anonymity Order to cover page requirements and updated spacing and footnote requirements	Form 10 - Appellant's Factum Form 10 - Respondent's Factum Form 11 - Appellant's Reply
	May 3, 2023	Included sealing order and publication ban instructions	
	July 18, 2022	Amended Court of Appeal Rules	
Completion Instruction: Book of Authorities	December 20, 2023	Included Sealing Order, Publication Ban and Anonymity Order to cover page requirements	Form 21 - Authorities
	May 3, 2023	E-filing: clarity on no paper copies required by Court after e-filing.	
	February 16, 2023	Authorities from appeal record should not be included	
	December 14, 2022	Clarity on requirement for the entire authority to be filed	
	November 21, 2022	E-filing instructions: increase to 200MB e-filing limit	
	July 18, 2022	Amended Court of Appeal Rules	

Completion Instruction: Application Books	Updated	Comments	Forms before July 18, 2022
Completion Instruction: Application and response book security for costs	December 20, 2023 November 21, 2022 July 18, 2022	Included Sealing Order, Publication Ban and Anonymity Order to cover page requirements and updated written argument spacing and footnote requirements E-filing instructions: increase to 200MB e-filing limit Amended Court of Appeal Rules	
Completion Instruction: Application and response books for leave to appeal and/or stay of proceedings/execution	December 20, 2023 November 21, 2022 July 18, 2022	Included Sealing Order, Publication Ban and Anonymity Order to cover page requirements and updated written argument spacing and footnote requirements E-filing instructions: increase to 200MB e-filing limit Amended Court of Appeal Rules	Form 4 - Motion Book for Leave Form 5 - Reply Book for Leave
Completion Instruction: Application for Leave to Intervene	December 20, 2023 November 21, 2022 July 18, 2022	Included Sealing Order, Publication Ban and Anonymity Order to cover page requirements and updated written argument spacing and footnote requirements E-filing instructions: increase to 200MB e-filing limit Amended Court of Appeal Rules	Form 18 - Leave to Intervene

Completion Instruction: Application Books	Updated	Comments	Forms before July 18, 2022
Completion Instruction: Application and response book – vary an order of a justice	December 20, 2023 November 21, 2022 July 18, 2022	Included Sealing Order, Publication Ban and Anonymity Order to cover page requirements and updated written argument spacing and footnote requirements E-filing instructions: increase to 200MB e-filing limit Amended Court of Appeal Rules	Form 16 - Motion Book to Vary Form 17 - Reply Book to Vary

1.3 Templates (July 18, 2022 - current)

Word Template	Updated	Comments	Forms before July 18, 2022
Template: Appellant’s Factum	February 22, 2024 December 20, 2023 May 3, 2023 July 18, 2022	Included line spacing requirements for opening statement Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size Included sealing order and publication ban instructions Amended Court of Appeal Rules	Template: Appellant’s Factum Form 10 - Appellant's Factum

Word Template	Updated	Comments	Forms before July 18, 2022
Template: Respondent’s Factum	February 22, 2024	Included line spacing requirements for opening statement	Template: Respondent’s Factum Form 10 - Respondent's Factum
	December 20, 2023	Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size	
	May 3, 2023	Included sealing order and publication ban instructions	
	July 18, 2022	Amended Court of Appeal Rules	
Template: Appellant’s Reply	December 20, 2023	Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size	Form 11 - Appellant's Reply
	May 3, 2023	Included sealing order and publication ban instructions	
	July 18, 2022	Amended Court of Appeal Rules	
Template: Intervener’s Factum	February 22, 2024	Included line spacing requirements for opening statement	None
	December 20, 2023	Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size	
	May 3, 2023	Included sealing order and publication ban instructions	
	July 18, 2022	Amended Court of Appeal Rules	

Word Template	Updated	Comments	Forms before July 18, 2022
Template: Respondent’s cross appeal factum	February 22, 2024 December 20, 2023 May 3, 2023 July 18, 2022	Included line spacing requirements for opening statement Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size Included sealing order and publication ban instructions Amended Court of Appeal Rules	None
Template: Appellant’s cross appeal response factum	February 22, 2024 December 20, 2023 May 3, 2023 July 18, 2022	Included line spacing requirements for opening statement Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size Included sealing order and publication ban instructions Amended Court of Appeal Rules	None
Template: Respondent’s cross appeal reply	December 20, 2023 May 3, 2023 July 18, 2022	Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size Included sealing order and publication ban instructions Amended Court of Appeal Rules	None
Template: Affidavit	July 18, 2022	new	Affidavit: General

Word Template	Updated	Comments	Forms before July 18, 2022
Template: Written Argument	December 20, 2023 July 18, 2022	Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size new	None
Template: Intervener Argument	December 20, 2023 July 18, 2022	Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size new	None
Template: Cover Page (used with appeal book, appeal record, book of authorities, condensed books)	December 20, 2023 May 3, 2023 July 18, 2022	Updated cover page instructions: style of cause and Anonymity Orders ; updated line and paragraph spacing and footnote font size Included sealing order and publication ban instructions Amended Court of Appeal Rules	Part of forms