

COURT OF APPEAL FOR BRITISH COLUMBIA

E-Filing Instructions:

Appeal Book – Criminal

Appeal books contain copies of the evidence referred to in a party's factum (argument). Refer to [Rule 8 of the Criminal Appeal Rules](#) for more information.

1.0 Appeal Book - Criminal

1.1 Appeal Book Content Requirements

Requirement	Instructions	Completed
Cover Page	<ul style="list-style-type: none"> Required You may use this Word template to create your cover page Include Sealing Order, Publication Ban, or Anonymity Order (if any) referencing legislative provision (or the superior court's inherent jurisdiction) that authorizes the order or ban. Include the precise terms of the order or ban. 	<input type="checkbox"/>
Table of Contents	Required	<input type="checkbox"/>
Part 1 - Information or Indictment	This Part shall contain the contents of the information or indictment in the proceedings from which the appeal is brought. The indictment refers to the formal information or document that sets out the charges against the accused.	<input type="checkbox"/>
Part 2- Exhibits and Affidavits	<p>Include each document forming an exhibit or part of an exhibit with its description, date and number in the order in which it was filed together with the page number of the transcript at which the exhibit is first referred to in the evidence.</p> <p>List any exhibits or affidavits that have been excluded under Rule 9.</p> <p>This Part shall contain each document in the order that it was filed. Unless something turns on the document itself, cheques, notes, bills and other similar documents need not be reproduced so long as their effect is stated. Documents having common characteristics shall be arranged in separate groups in order of their dates, and exhibits and affidavits to be reproduced in facsimile may, if numerous or of a special size, be grouped together.</p> <p>Where evidence from the matter under appeal consisted of affidavit evidence, all affidavits shall be reproduced in this Part.)</p>	<input type="checkbox"/>

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Requirement	Instructions	Completed
Part 3 - Orders, Judgments and Notice of Appeal	<p>The order under appeal together with the reasons for judgment and the name of the judge who delivered them followed by the notice of appeal.</p> <p>This Part shall contain the order under appeal with the name of the judge who gave it. The surname of a judge shall be followed by the initials "J." for a judge of the Supreme Court and "P.C.J." for a judge of the Provincial Court. Where no transcript is filed, this Part shall contain each ruling of the trial judge or, where the trial was with a jury, the judge's charge to the jury. The Notice of Appeal shall be included at the end of this Part.</p>	<input type="checkbox"/>
Lower Court Transcript Part 1 – Evidence	Each witness by name, stating whether for the Crown or defendant, examination in chief, cross examination, re-examination or as the case may be, giving the page.)	<input type="checkbox"/>
Part 2 – Rulings, Reasons for Judgment or Charge to the Jury	Each ruling made by the trial judge and their reasons for judgment or, where the trial was with a jury, their charge to the jury.	<input type="checkbox"/>
Excluded Evidence	A statement of the evidence that has been excluded under Rule 9.	<input type="checkbox"/>

1.2 Format and Technical Requirements for Appeal Book (electronic)

This is a checklist of all requirements for electronic books; combining multiple files into one PDF (eBook or portfolio) requires a PDF tool. [Please see this checklist with technical instructions.](#)

Requirement	Instructions	Completed
True Copies	Must be an identical or true copy of the original document, whether that original is scanned from paper or saved into PDF from another program, such as Microsoft Word.	<input type="checkbox"/>
Scanned Records: Optical Character Recognized - OCR	<p>If scanning is necessary because the original text-based document is paper, the scan must be Optical Character Recognized (OCR'ed) see Technical Instructions)</p> <p>This allows the PDF to be copied from and pasted into another document and made text searchable.</p>	<input type="checkbox"/>

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Appeal Book – Criminal

Requirement	Instructions	Completed
Page Numbering	<ul style="list-style-type: none"> page numbered (1, 2, 3) sequentially (or Bates numbered) top centre of the page page numbering can start after the Table of Contents or on the cover page Table of Contents <u>must</u> match page numbering (or Bates numbering) Page searching in the PDF <u>must</u> match page numbering (or Bates numbering) (if page numbering starts after the table of contents this is done using the Page Labels function in Adobe otherwise page 1 will be the cover page when searching – see Technical Instructions) 	<input checked="" type="checkbox"/>
Table of Contents	<ul style="list-style-type: none"> Must be consistent, clear and meaningful Create a Table of Contents in Word based on sequential page numbering (or Bates numbering) of book Page numbering in Table of Contents must align with sequential page numbering (or Bates numbering) of the book. 	<input type="checkbox"/>
Exhibits	<p>The Table of Contents must describe each exhibit:</p> <ul style="list-style-type: none"> by exhibit number a full description of the document exhibit date. 	<input type="checkbox"/>
Affidavits	<p>The Table of Contents must describe each affidavit by including:</p> <ul style="list-style-type: none"> the name of the deponent, the date the affidavit was filed, a description of any attached exhibits 	
Cover Page	Create a cover page using this Word template with a header style applied to the document name. Example: “Appeal Book”	<input type="checkbox"/>
Bookmarking Bookmarks must be: <ul style="list-style-type: none"> consistent; clear and; meaningful. 	<p>The combined files (documents) must also contain bookmarks, which <u>consistently, meaningfully, and clearly</u> describe the individual documents or sections of the book.</p> <p>For example, Bookmarks should describe the contents of the Exhibit (e.g. “Exhibit 1 – June 1, 2019 Letter from John Doe to Jane Doe.”)</p>	<input type="checkbox"/>
Reproduction Quality	Documents must not form part of the appeal books unless they can be legibly reproduced. (e.g. do not include a document that is a copy of a bad-quality scan)	<input type="checkbox"/>
Photographs	Must be legibly reproduced in original colour.	<input type="checkbox"/>

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Appeal Book – Criminal

Requirement	Instructions	Completed
Table of Contents	Create a Table of Contents in Word based on sequential page numbers (or Bates numbering) in eBook (PDF portfolio) and with header style applied for title “Table of Contents”	<input type="checkbox"/>
	Page numbering (or Bates numbering) in the Table of Contents must align with the page numbering of the eBook (PDF portfolio).	
Exhibits	The Table of Contents must describe each exhibit: <ul style="list-style-type: none"> • by exhibit number • a full description of the document • exhibit date. 	
Affidavits	The Table of Contents must describe each affidavit by including: <ul style="list-style-type: none"> • the name of the deponent, • the date the affidavit was filed, • a description of any attached exhibits 	
Audio or Video exhibits	Must only be exhibits that cannot be legibly reproduced on paper (i.e. video and audio exhibits, no photographs) <ul style="list-style-type: none"> • Create a page with information about the exhibit in the appeal book. • Describe in Table of Contents and bookmarks • Audio or video exhibits must be filed on a memory/USB stick (labelled with case number) the same day the appeal book is e-filed at the Registry counter. 	<input type="checkbox"/>
Reproduction Quality	Documents must not form part of the appeal books unless they can be legibly reproduced. (e.g. do not include a document that is a copy of a bad-quality scan)	<input type="checkbox"/>
Photographs	Must be legibly reproduced in original colour.	<input type="checkbox"/>

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Requirement	Instructions	Completed
Security Settings	Disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document.	<input type="checkbox"/>
E-Filing File size limit: maximum 200 megabytes (MB)	<p>Court Services On-Line e-filing will accept one (1) PDF file (including cover page and Table of Contents) with a file size maximum of 200MB.</p> <ul style="list-style-type: none"> If the document is larger than 200MB, the material cannot be electronically filed and may be filed in paper or volumes (see below) or; Appeal with 4,000 pages or more: parties must seek directions from the Registrar as soon as possible, and <u>not less than 90 days</u> before the appeal hearing. 	<input type="checkbox"/>
Volumes 600-page maximum (bookmarked by volume in PDF)	<ul style="list-style-type: none"> Each volume within PDF can be a maximum of 600 pages based on logical breaks, to make printing (if required) easier (600 pages printed double-sided = 300 sheets of paper bound) Create a header bookmark for each volume in the PDF 	<input type="checkbox"/>
200 megabytes (MB) maximum per file	<p>Transcripts less than 200 MB: one (1) PDF file</p> <ul style="list-style-type: none"> <u>Do not</u> split into separate files based on the number of pages per volume. Volumes can be created by bookmarking in the PDF with each volume being a maximum of 1000 pages. The only reason to have more than one file is if the entire transcript is over 200MB. 	
Printing	When printing is needed and the appeal book is over 600 pages; the cover page (add volume 1 of 5, 2 of 5 etc.), title page and full Table of Contents can be printed for each paper volume when bound (600 pages printed double-side = 300 sheets of paper bound)	

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E-Filing Instructions:

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2.0 Copies for Filing and Service

2.1 E-filing

Court staff will electronically apply registry filing stamp when approved through the e-filing system. Unless the Court directs otherwise, if you have e-filed the Appeal Book, paper copies are not required.

Filing/Service	Requirements	Completed
Electronic Copies	Save 1 copy with a filing stamp for your records, 1 copy with a filing stamp (paper or electronic) to be served on each party	<input type="checkbox"/>

History:

Replaces instructions in previous Forms

Last Updated: April 23, 2025