

COURT OF APPEAL FOR BRITISH COLUMBIA

Paper 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	<p>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.</p>	<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>	
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.)	
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.	
Excluded Evidence	A statement of the evidence that has been excluded under Rule 9.	

1.2 Format Requirements for Paper Appeal Book

This is a list of format requirements for creating paper appeal books.

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 sequentially (or Bates numbered) may be stamped or handwritten top centre of page page numbering can start after Table of Contents or on cover page Table of Contents <u>must</u> match page numbering (or Bates numbering) 	<input 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 the Table of Contents must align with the sequential page numbering (or Bates numbering) of the book. 	<input type="checkbox"/>

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Appeal Book – Criminal**

Table of Contents cont'd 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. 	
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	You may create cover page using this Word template	<input type="checkbox"/>
Cover and Back Page Colours (no clear plastic covers required)	Blue	<input type="checkbox"/>
Printed	Double sided	<input type="checkbox"/>
Audio or Video exhibits	<p>Must only be exhibits that cannot be legibly reproduced on paper (i.e. video and audio exhibits, no photographs)</p> <ul style="list-style-type: none"> • Create page with information about exhibit in the appeal book. • Describe in Table of Contents • Exhibits must be filed on 4 memory sticks (labelled with case number) when appeal book is filed. 	<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 with small print or a faded copy)	<input type="checkbox"/>
Photographs	Must be legibly reproduced in original colour.	<input type="checkbox"/>
Binding	Cerlox plastic comb bound in booklet form	<input type="checkbox"/>
Volumes	<ul style="list-style-type: none"> • Maximum 600 pages (300 sheets of paper) per volume • Full Table of Contents in each volume • Volume number on cover page (e.g. 1 of 3 volumes) • Sequential page numbering from first volume to last volume 	<input type="checkbox"/>

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2.0 Copies for Filing and Service

2.1 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 1 copy for each justice, 1 copy for the Court, 1 copy for your records, 1 copy to serve on each party	<input type="checkbox"/>
Minimum Total	6 copies	

History:

Replaces instructions in previous Rules and Forms

Last Updated: April 23, 2025