

**Instructions:**

**How to Bring a Chambers Application for Access to Specified Court Records**

**Appendix “A”**

A court application is necessary to access records in the following circumstances:

1. Court records in a **family law** appeal (other than for a party, a party’s lawyer, or an authorized agent of a party or a party’s lawyer);
2. Where there is a **sealing order** in place or where the proceeding was conducted **“in camera”**;
3. Where the matter has been **referred to a Justice in chambers by the Registrar**; or
4. Where there is a **common-law or statutory prohibition** on access to the court record.

How to Bring a Chambers Application for Access to Specified Court Records

Last Updated: November 3, 2025

Step	Action
1	A court application should be brought in regular chambers before a single Justice using the same timelines, forms and procedures provided in Part 9 - Applications of the <a href="#">Court of Appeal Rules</a> and <a href="#">Practice Directive: Chambers Applications</a>
2	Obtain the application hearing date: <a href="#">Home - BC Courts Online Booking System</a>
3	File at least <b>5 days</b> before the application hearing date: <ul style="list-style-type: none"><li>• <a href="#">Notice of Application</a> Form 4</li><li>• Person’s supporting affidavits, if any</li><li>• Person’s written argument, if any</li></ul> (You can find templates for affidavits, written arguments and application book cover pages in the application section of the completion instructions on the website <a href="#">here</a> .)
4	You must also file the model <a href="#">Order of a Single Justice</a> .
5	You must serve application materials on any party that may be directly affected by an order for access.

**COURT OF APPEAL FOR BRITISH COLUMBIA**

*Court of Appeal File No. Enter CA case number: example CA12345*

BETWEEN:

Appellant(s)

Enter role in proceeding appealed from

AND:

Appellant/Respondent

Enter role in proceeding appealed from

**ORDER OF A SINGLE JUSTICE**

BEFORE THE HONOURABLE JUSTICE Enter name of chambers justice

IN CHAMBERS

Enter Vancouver or other location of hearing, British Columbia, Enter date reserve judgment was released or, if judgment was not reserved, date when judgment was given in chambers

*[Add if applicable]* Reasons to follow being released on Enter date of release of reasons

THE APPLICATION OF Enter name of applicant for access to certain court records coming on for hearing on Enter date of chambers hearingday at location of chambers hearing, British Columbia; AND ON HEARING insert name(s) of counsel that appeared in support of an order for access, or, if self- represented, the name of the person who appeared followed by “in person” and insert name(s) of counsel that appeared opposing an order for access, (if any) or, if self- represented, the name of the person who appeared followed by “in person”; AND ON READING the materials filed herein;

IT IS ORDERED that access to the following court records is approved:

(a) [list court records]

(b)

(c)

IT IS FURTHER ORDERED THAT the following terms of access are imposed:

(a) [stipulate terms of access]

IT IS FURTHER ORDERED THAT [*Any order(s) as to costs*]

APPROVED AS TO FORM:

Signature:

Type or print name of counsel in support of  
order or name of applicant

Signature:

A Justice of the Court of Appeal

Signature:

Type or print name of counsel to oppose an  
order for access or name of the responding  
party or parties