



THE LAW COURTS
800 SMITHE STREET
VANCOUVER, B.C.
V6Z 2E1

Notice to the Profession, the Public and the Media Regarding Civil and Family Proceedings

ASSOCIATE JUDGES CHAMBERS PILOT PROJECT NOTICE

Effective Date: 2025/09/08

Effective September 8, 2025, the Associate Judges Chambers Pilot Project will be further expanded to allow parties to schedule applications in chambers where all litigants will appear by video using Microsoft Teams, by default.

Effective January 15, 2024, the Masters Chambers Pilot Project has been renamed the Associate Judges Chambers Pilot Project.

Effective June 19, 2023, this notice rescinds and replaces COVID-19 Notice No. 54 – Masters Chambers Pilot on Vancouver Island.

Introduction

This Notice concerns the Associate Judges Chambers Pilot Project (the “Project”), which provides a means for parties to submit chambers application records electronically for some matters using Court Services Online (“CSO”).

The transition to and use of electronic application records will reduce overall costs for counsel, parties, and the Court and will provide greater flexibility for the Court to deal with chambers hearings effectively and efficiently for both in-person and virtual hearings.

Initial Phase of the Project

The Project was rolled out gradually, commencing at court locations on Vancouver Island and in Powell River on August 15, 2022. Coverage was expanded to court locations in the interior region as of June 19, 2023, the northern region as of October 23, 2023, and to Abbotsford, Chilliwack and New Westminster as of December 4, 2023. The Project expanded to Vancouver commencing on Monday, January 29, 2024, marking province wide implementation.

For the registries that are in scope, see Appendix A.

New Phase of the Project – Applications heard on a virtual chambers list

Commencing **September 8, 2025** parties who file electronic application records may schedule their application on a chambers list where all litigants will appear by video using Microsoft Teams. This expansion will initially include proceedings in all registries other than the Vancouver and New Westminster registries, including those without a resident associate judge.

If the project is successful, the new phase may be further expanded to include proceedings in the Vancouver and New Westminster registries. To enable such expansion, the Court encourages the public and the bar to participate in the Project, to provide feedback when asked, and to follow the requirements set out.

I. Directions from the Court

In addition to the directions set out in [Practice Direction 68 - Associate Judges Chambers Pilot Project](#), parties are subject to the expectations set out below regarding the electronic submission of chambers application records.

The success of the expansion of the Project is contingent on counsel and parties observing the appropriate formality and decorum for a court proceeding. For applications proceeding by video using Microsoft Teams, counsel and parties must comply with the technical and other requirements set out in [Administrative Notice 18: General Requirements for Microsoft Teams Video Hearings](#).

II. Chambers

Parties may submit electronic application records using CSO for applications scheduled for 30 minutes or less in chambers before an associate judge.

Additionally, commencing September 8, 2025 parties to proceedings in all registries except Vancouver and New Westminster, including those without a resident associate judge, may schedule their applications on a chambers list where all litigants will appear by video using Microsoft Teams (the “virtual chambers list”).

Applications scheduled on the virtual chambers list will have all persons appearing remotely by default pursuant to *Supreme Court Civil Rule* 23.1-1(1) and (2) and *Supreme Court Family Rule* 22.1-1(1) and (2).

Parties may thus choose to have in-scope applications for which electronic application records have been filed heard either in chambers or on the virtual chambers list.

Supreme Court Scheduling will post days on which virtual chambers lists will be heard. Initially, the virtual chambers list will be set down on one day each week. If the Project is successful, this may be expanded to additional days each week.

The public may listen to applications heard on the virtual chambers list by calling **604-681-0260** and entering participant code **5862215** on a date on which the virtual chambers list will be heard.

III. Formatting Application Records

Parties are subject to the following requirements regarding the electronic submission of chambers application records. The registry is directed to reject electronic application records that do not comply with the formatting requirements.

Electronic application records submitted via CSO must be in Portable Document Format (“PDF”) and must combine all documents included in the application record into one organized, electronically tabbed and hyperlinked PDF document. Combining multiple files into one PDF document requires access to PDF software such as Adobe Acrobat Pro.

The electronic application record must comply with the following requirements and PDF standards:

Requirement	Description
True Copies:	Every document submitted 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.
Searchable Electronic Format:	<p>All documents submitted must be searchable.</p> <p>Documents should be created electronically unless they have been scanned because the original requires a handwritten signature or an electronic version is not available. Documents that are scanned must be made searchable (see immediately below).</p>
Scanned Records: Optical Character Recognized – OCR	<p>If scanning is necessary because the original text-based document is only available in paper format or requires a handwritten signature (e.g., an affidavit), the scanned document must be processed using Optical Character Recognition (“OCR”) technology (i.e., it must be OCR’ed).</p> <p>OCR makes a PDF document searchable and allows text to be copied and pasted into another document.</p> <p>See Technical Instructions.</p>

Cover Page:	<p>Parties should create a cover page in form 30.001 or form F32.2, as applicable, as required by <i>Supreme Court Civil Rule 8-1(15)(b)</i> and <i>Supreme Court Family Rule 10-6(14)(b)</i>, as applicable, with contact information (email addresses and telephone numbers) for all parties. The cover page is to be included as the first item in the electronic application record.</p>
Index:	<p>Parties should include, as the second item in the electronic application record, a numbered index for the application record using hyperlinks (links in electronic documents that enable you to jump between different text elements in the document) to link to each bookmarked document included in the electronic application record (including authorities).</p> <p>See Technical Instructions.</p>
Bookmarks	<p>All documents included in the electronic application record should be bookmarked. The title of the bookmark should <u>consistently, meaningfully, and clearly</u> describe the individual documents in the electronic application record, for example, “Affidavit #12 of John Doe (financial statement) filed June 1, 2023”. The bookmark panel should be shown by default when the electronic application record is opened. This can be accomplished by setting the initial view in Adobe Acrobat DC.</p> <p>See Technical Instructions.</p>
Authorities:	<p>If necessary, parties should include an electronic book of authorities with bookmarks and sequential page numbering as part of the electronic application record. Parties should not hyperlink to external sources, because the presiding Associate Judge will not be able to mark them up in PDF. Authorities should be saved in electronic format, or scanned and OCR’ed so that the text is searchable before being added to the electronic application record</p> <p>See Technical Instructions.</p>

Page Numbering:	<p>All pages in the electronic application record should be page numbered sequentially (1, 2, 3, etc.).</p> <p>Page numbers should appear at the top centre of the page.</p> <p>Page numbering can start after the electronic application record index or on the cover page, so long as it matches the page numbering in the electronic application record index.</p> <p>Page searching in the PDF must match page numbering. If page numbering starts <i>after</i> the electronic application record index, this is done using the Page Labels function in Adobe; otherwise page 1 will be the cover page when searching.</p> <p>See Technical Instructions.</p>
Security Settings:	<p>Parties must disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document. In other words, parties should not submit password protected documents.</p>
File Size Limit:	<p>Parties must ensure the electronic application record is optimized and does not exceed 50 megabytes (MB).</p>

IV. How to Submit Application Records and Timelines

Electronic Application Records are submitted as follows:

- Electronic application records must be submitted through CSO.
- Parties who have never used electronic filing (e-filing) must create a [BceID](#) (either a Basic or Business account) or a [BC Registries and Online Services Account](#) and register it with [Court Services Online](#).
- Anyone having difficulty with e-filing should contact Court Services Online Support by email at Courts.CSO@gov.bc.ca for assistance.
- If an electronic application record is rejected for not complying with the formatting requirements set out above, it may be resubmitted for filing through CSO within the timelines set out in the applicable *Supreme Court Rules*. Parties are encouraged to submit electronic application records early to ensure sufficient time for resubmission, if required.
- An application record must be submitted no later than 4 p.m. on the business day that is one full business day before the date set for the hearing of the application in accordance with *Supreme Court Civil Rule 8-1(15)(e)* and *Supreme Court Family Rule 10-6(14)(e)*, as applicable.

- An application record that is not received by 4 p.m. on the business day that is one full business day before the date set for the hearing will not be placed on the hearing list.

V. Adjournments

If an electronic application record is submitted, and the matter is adjourned to a specific date, the electronic application record will remain available for the Court for the next scheduled date, and counsel/parties do not need to resubmit the application record.

If the matter is adjourned generally, counsel will need to resubmit the application record upon resetting the matter.

Where matters are either adjourned generally or concluded, the electronic application record is automatically deleted from the Court's system after five days.

VI. Resources

Numerous resources and free tools are available for working with PDF documents and creating a PDF binder.

The Supreme Court has posted [detailed instructions for working with PDF documents](#).

Anyone preparing PDF documents can email the Canadian Bar Association BC branch at members@cbabc.org for assistance.

THE FOREGOING IS SUBJECT TO CHANGE. ANY UPDATED DIRECTIONS WILL BE POSTED ON THE COURT'S WEBSITE.

Dated **August 18, 2025** Vancouver, British Columbia

By Direction of Chief Justice Ron A. Skolrood
Supreme Court of British Columbia

APPENDIX A

COURT LOCATIONS

Region	Location
Vancouver Island and Powell River (commencing August 15, 2022)	Campbell River Courtney Duncan Nanaimo Port Alberni Powell River Victoria
Interior (commencing June 19, 2023)	Cranbrook Kamloops Kelowna Nelson Penticton Rossland Salmon Arm Vernon (Note: Golden and Revelstoke are not currently part of the Project as they do not have Associate Judges sittings)
Northern (commencing October 23, 2023)	Dawson Creek Fort St. John Prince George Quesnel Smithers Terrace (Note: Prince Rupert and Williams Lake are not currently part of the Project as they do not have Associate Judges sittings)
Fraser and New Westminster (commencing December 4, 2023)	Abbotsford Chilliwack New Westminster
Vancouver (commencing January 29, 2024)	Vancouver