



THE SUPREME COURT  
OF BRITISH COLUMBIA

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

## Memorandum

**To:** Director and Managers, Supreme Court Scheduling

**From:** Stuart Cameron, Registrar, Supreme Court of British Columbia

**Date:** June 8, 2016

**RE: Signatures on Court Documents**

The purpose of this memorandum is to confirm and clarify the existing process. This memorandum may be provided to counsel and self-represented parties for their information.

When matters are set down for trial or hearing the parties are required to file the required documents pursuant to the Civil and Family Rules (the rules). The signature of the solicitor for the party or the self-represented party is required whether the documents are filed manually (paper form) or electronically.

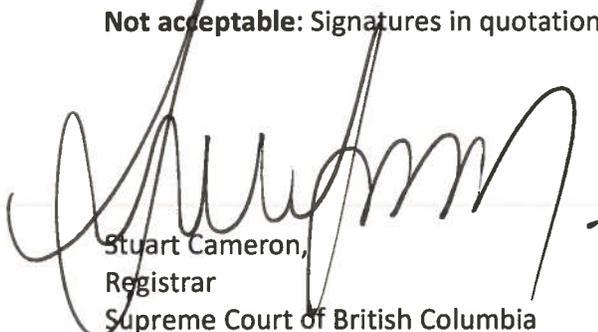
As a reminder, electronically filed documents are deemed to be signed pursuant to Supreme Court Civil Rule 23-3(12) and Supreme Court Family Rule 22-4(12).

If the party does not personally sign the document, it must be signed by their solicitor or by a law firm representative on the solicitor's behalf. Accordingly, another solicitor in the law firm, a legal assistant or other representative of the law firm can sign on behalf of ("per" and "for" and the like are acceptable) the solicitor. A type-written name (without quotes) is acceptable for e-filed documents only. The registry should not accept these documents containing a signature appearing in quotation marks or in the name of a law firm.

**Ideal:** Signature of party or solicitor of record

**Acceptable:** Signature of legal assistant or other representative of the law firm on behalf of the solicitor on record. For example: A.N. Assistant on behalf of, (for, per) I.M. Counsel

**Not acceptable:** Signatures in quotations marks. For example: "I.M. Counsel".



Stuart Cameron,  
Registrar  
Supreme Court of British Columbia