



**Effective Date:** 2024/09/09

**Number:** AN - 19

**Title:**

## **Administrative Notice**

### **Cover Page Requirements for Written Submissions**

**Summary:**

A judge, associate judge or registrar may permit or require parties to provide written submissions before or after a hearing. The purpose of this Administrative Notice is to set out requirements for an external cover page for written submissions, to aid in the efficient management of these documents.

**Direction:**

**Requirements for external cover page**

1. This Administrative Notice replaces AN - 14 *Cover Page Requirements* dated June 12, 2017, which is rescinded.
2. All written submissions that are filed with or provided to the registry must have an external cover page which sets out:
  - a. the style of proceedings, court file number, and registry;
  - b. a brief description of the nature of the written submissions, for example "Written Submissions of the Plaintiff re Costs";
  - c. contact information for counsel or the parties, including addresses for delivery, telephone numbers, and fax numbers or email addresses, which may be used by the registry for contact purposes;
  - d. the time, date and place of the hearing to which the written submissions relate;

- e. the name of the party or counsel filing or providing the written submissions; and
  - f. the judge, associate judge or registrar who directed that the written submissions be filed or provided to the Court.
3. An example of an external cover page for written submissions that would meet the requirements of this direction is set out in Appendix A.

**Heather Holmes**  
**Acting Chief Justice**

**APPENDIX A**

No. \*

\* Registry

*IN THE SUPREME COURT OF BRITISH COLUMBIA*

BETWEEN:

\*

PLAINTIFF(S)

AND:

\*

DEFENDANT(S)

---

WRITTEN SUBMISSIONS OF THE PLAINTIFF(S) RE COSTS

---

name of party  
name of counsel if applicable  
address for delivery  
telephone and fax or email

name of party  
name of counsel if applicable  
address for delivery  
telephone and fax or email

DATE, TIME, PLACE OF HEARING:  
Submitted pursuant to the [direction or order]  
of [judge, associate judge or registrar]