



**SUPREME COURT OF BRITISH COLUMBIA**

**Effective Date:** 2015/01/05

**Number:** PD - 44

**Title:**

**Practice Direction**  
**Requirement for Appearance List**

**Summary:**

This Practice Direction sets out the requirement for parties appearing before the court on certain matters to provide the court clerk with an appearance list. The appearance list must include the names of the parties, non-parties, and counsel appearing on the matter, whether in person, by phone or by video. The purpose of the appearance list is to assist court clerks to accurately record appearances.

**Direction:**

1. This Practice Direction replaces PD-2, Appearance List on Applications, which is rescinded.

**Scope of direction**

2. This Practice Direction applies in respect of the following hearings or attendances before the court:
  - a. the hearing of an application brought pursuant to:
    - i. the *Companies Creditors Arrangement Act*, R.S.C. 1985, c. C-36
    - ii. the *Bankruptcy and Insolvency Act*, R.S.C. 1985, c. B-3
    - iii. the *Class Proceedings Act*, R.S.B.C. 1996, c. 50
  - b. a hearing or attendance at which there are 3 or more parties appearing
  - c. a hearing or attendance at which there are 6 or more counsel appearing
  - d. a hearing or attendance involving 2 or more separate proceedings.

### **Obligation to prepare appearance list**

3. The party initiating the proceeding (the plaintiff, claimant or petitioner) or counsel for the initiating party has the obligation to prepare the appearance list, except when paragraph 4 applies.
4. On the hearing of an application on which the applicant is not the party who originated the proceeding, the applicant or counsel for the applicant has the obligation to prepare the appearance list.
5. The appearance list must be provided to the court clerk at the commencement of the hearing.

### **Content and form of appearance list**

6. The appearance list must set out :
  - a. the name of each party and his/her counsel appearing whether in person, by phone or by video. The parties' and counsels' appearances should be listed on the appearance list in the same order as the parties' names are listed in the style of proceeding
  - b. the name of each non-party, including creditors, monitors, receivers, interveners, and other interested persons, and her/his counsel appearing whether in person, by phone or by video.
7. Where possible, the appearance list should be type-written. If not type-written, the appearance list must be in clear and legible handwriting.

### **Updated Appearance List**

8. Where the hearing of matter extends beyond 1 day, an updated appearance list must be provided to the court clerk at the beginning of each hearing day.

**Chief Justice C. E. Hinkson**