



Effective Date: 2025/09/08

Number: PD - 68

Title:

Practice Direction

Associate Judges Chambers Pilot Project

Summary:

The Associate Judges Chambers Pilot Project provides a means for parties to submit application records electronically ("Electronic Application Records") for some matters using Court Services Online.

Direction:

Matters in Scope

1. Electronic Application Records may be submitted for applications scheduled for 30 minutes or less before an associate judge ("Project Applications") in chambers and must be submitted for Project Applications scheduled on the virtual chambers list as set out below.

Submission of Electronic Application Records

2. Electronic Application Records must be submitted for filing through Court Services Online (CSO) in accordance with the timelines set out in the applicable *Supreme Court Rules*.
3. If a party or counsel has submitted an Electronic Application Record, there is no need to submit a paper copy of the application record to the registry.

Electronic Application Records

4. Pursuant to Rule 23.1-2 of the *Supreme Court Civil Rules* and Rule 22.1-2 of the *Supreme Court Family Rules* (Electronic Transmission of Application Record Pilot Project), the usual requirements respecting application records are modified as set out in this Practice Direction.

5. Electronic Application Records must comply with Rules 8-1(15) and 8-1(16) of the *Supreme Court Civil Rules* or Rule 10-6(14) of the *Supreme Court Family Rules*, as applicable, except that if parties intend to rely on case law and other authorities at the hearing, they must include copies in the Electronic Application Record.
6. The following *Supreme Court Rules* do not apply to Electronic Application Records submitted pursuant to this Practice Direction:
 - a. *Supreme Court Civil Rule* 8-1(15)(a) and *Supreme Court Family Rule* 10-6(14)(a), as applicable, requiring a ring binder or other secure binding; and
 - b. *Supreme Court Civil Rule* 8-1(15)(d) and *Supreme Court Family Rule* 10-6(14)(d), as applicable, prohibiting the inclusion of affidavits of service, authorities, and other documents.
7. Electronic Application Records must be in PDF format and must combine all documents included in the Electronic Application Records into one organized, electronically tabbed and hyperlinked PDF document.
8. Electronic Application Records must comply with the formatting requirements set out in Section III of the [Associate Judges Chambers Pilot Project Notice](#). The Court Registry is directed to reject Electronic Application Records that do not comply with the formatting requirements.

Service of Electronic Application Record Indices

9. The applicant must serve a copy of the Electronic Application Record index on each application respondent in accordance with the timelines set out in the applicable *Supreme Court Rules*.

Project Applications in Chambers

10. Project Applications may be heard in chambers, on a date on which the court hears applications.

Project Applications on the Virtual Chambers List

11. In proceedings in registries outside Vancouver and New Westminster, Project Applications may be heard in chambers where all litigants will appear by video using Microsoft Teams, by default (“the virtual chambers list”), pursuant to *Supreme Court Civil Rule* 23.1-1(1) and (2) and *Supreme Court Family Rule* 22.1-1(1) and (2).

12. Except for proceedings in the Vancouver and New Westminster registries, Project Applications may be heard on the virtual chambers list, on a date on which the court hears applications.
13. To have a matter scheduled on the virtual chambers list, the applicant must file a notice of application in Form 32 / Form F31, as applicable, modified to include the following information on the first page:

TAKE NOTICE that an application will be made by the applicant(s) to the presiding associate judge on the **virtual chambers list** at[*address of registry in which the proceeding is being conducted*]..... on[*date*]..... at[*time of day*]..... for the order(s) set out in Part 1 below.

The applicant(s) estimate(s) that the application will take[max 30]..... minutes.

APPLICANTS EMAIL ADDRESS:[*e-mail address*].....

TO THE PERSONS RECEIVING THIS NOTICE OF APPLICATION:

If you object to this application being heard on the virtual chambers list you must notify the applicant(s), in writing, of your objection within 5 business days after service of this notice of application.

If you wish to participate in the application scheduled on the virtual chambers list you must respond to this application and advise the applicant, in writing, that you wish to participate in the application.

Please review Practice Direction 68 and the Associate Judges Chambers Pilot Project Notice, which are available at

<https://www.bccourts.ca/supreme-court/practice-and-procedure/associate-judges-chambers-pilot-project.aspx>.

The public may listen to virtual chambers by dialing the following conference line: **604-681-0260** and entering participant code **5862215**.

14. If a person who has received a notice of application scheduled on the virtual chambers list wishes to participate in the application scheduled on the virtual chambers list, they must file an application response and advise the applicant, in writing, that they wish to participate in the application and provide their email address. The application response must be modified to include the following information on the first page:

I/We[consent / do not consent].... to the application being heard on the virtual chambers list.

APPLICATION RESPONDENT(S) EMAIL ADDRESS:[*e-mail address*].....

15. A person receiving a notice of application scheduled on the virtual chambers list may object to the application being heard on the virtual chambers list by notifying the applicant, in writing, of their objection, within 5 business days after service of the notice of application.
16. Upon receipt of an objection to having an application heard on the virtual chambers list, the applicant must file a requisition in Form 17 / Form F17, as applicable, in the form attached as Schedule A, rescheduling their application to regular chambers.
17. The registry will e-mail the applicant to provide a link to participate, by video using Microsoft Teams, in the application scheduled on the virtual chambers list.
18. Upon receipt, the applicant must forward the email received from the registry to all persons who have advised them that they wish to participate in the application scheduled on the virtual chambers list.
19. Applicants and any respondents must check-in at 9:15 a.m., using the Microsoft Teams link provided by the registry, on the day the application is scheduled.

Orders for Project Applications scheduled in Chambers

20. Draft orders are to be vetted in the registry in advance of Project Applications.
21. For in-person hearings, the process to follow is as outlined in [Administrative Notice 17](#).
22. For hearings that proceed by video using Microsoft Teams, the process for having an order signed on the bench is as follows:
 - a. A party who wishes to have an order signed on the bench by the associate judge presiding should have the draft order, with a backing sheet that includes a mailing address, vetted by the registry.
 - b. The registry keeps the original vetted order, if approved, and returns a photocopy to the party.
 - c. The party must scan and OCR the photocopy of the vetted order and include it as part of the Electronic Application Record.
 - d. The registry retains vetted orders, which will be provided to the Associate Judge on the day of hearing.
 - e. The Associate Judge may sign the original vetted order on the bench, if granted.
 - f. The registry processes the approved order following the usual practice.
23. Where a party is not seeking to have an order signed on the bench, the order should be submitted to the registry in the ordinary course.

Orders for Project Applications scheduled on the Virtual Chambers List

24. Orders in Form 35 / Form F51, as applicable, should be modified as set out in Schedule B.
25. Draft orders are to be vetted in the registry in advance of Project Applications proceeding on the virtual chambers list. Draft orders may be vetted at the registry or through CSO by submitting the order with a requisition in Form 17 / Form F17, as applicable.
26. The process for having an order heard on the virtual chambers list signed on the bench is as follows:
 - a. A party who wishes to have an order signed on the bench by the associate judge presiding should have the draft order vetted by the registry.
 - b. The party includes a scanned and OCR'ed copy of the vetted order (if vetted at the registry), or the requisition and attached vetted order (if vetted through CSO), as part of the Electronic Application Record.
 - c. At the same time that a party submits their Electronic Application Record, the party submits the vetted order through CSO, specifying the virtual chambers hearing date.
 - d. The Associate Judge may, at their discretion, electronically sign the vetted order on the bench, if granted.
 - e. The registry processes the approved order following the usual practice.
27. Where a party is not seeking to have an order signed on the bench, the order should be submitted to the registry in the ordinary course.

Resetting Project Applications scheduled on the Virtual Chambers List in Regular Chambers

28. Applications scheduled on the virtual chambers list may be reset to regular chambers by filing a requisition in Form 17 / Form F17, as applicable, in the form attached as Schedule A.

Ron A. Skolrood
Chief Justice

Schedule A

No. _____

_____ Registry

IN THE SUPREME COURT OF BRITISH COLUMBIA

[Style of Proceeding]

REQUISITION – ASSOCIATE JUDGES CHAMBERS PILOT PROJECT

Filed by:[party(ies)].....

Required:

1. ☐ That the notice of application filed on[date]..... and scheduled to be heard on the virtual chambers list on[date]....., be rescheduled to be heard at[location]..... on[date]..... at[time]..... due to the application respondent(s),[name(s)]..... objecting to having the application heard on the virtual chambers list.
2. ☐ That the notice of application filed on[date]....., and coming on for hearing on the virtual chambers list, be rescheduled to be heard at[location]..... on[date]..... at[time]..... as directed by Associate Judge _____ on[date].....
3. ☐ That the notice of application filed on[date]..... and scheduled to be heard on the virtual chambers list on[date]....., be rescheduled to be heard on the virtual chambers list at[location]..... on[date]..... at[time]....., BY CONSENT.
4. ☐ That the notice of application filed on[date]..... and scheduled to be heard on the virtual chambers list on[date]....., be rescheduled to be heard at[location]..... on[date]..... at[time]....., BY CONSENT.
5. ☐ That the notice of application filed on[date]..... and scheduled to be heard on the virtual chambers list on[date]..... be adjourned generally, BY CONSENT.

This requisition is supported by the following:

- 1.
- 2.

Date:[date].....

.....
Signature of [] filing party [] lawyer for filing party(ies)

.....[type or print name].....

Schedule B

No. _____
_____ Registry

IN THE SUPREME COURT OF BRITISH COLUMBIA

[Style of Cause]

ORDER MADE AFTER APPLICATION

BEFORE } ASSOCIATE JUDGE _____ } DATE

[Select whichever one of the following provisions is correct, complete the selected provision and remove the provisions that have not been selected so that they do not appear in the form when the form is filed.]

ON THE APPLICATION of[party(ies)]..... coming on for hearing on the virtual chambers list at on[date]..... and on hearing [name of party/lawyer] and[name of party/lawyer].....;

ON THE APPLICATION of[party(ies)]..... without notice coming on for hearing on the virtual chambers list at on[date]..... and on hearing[name of party/lawyer].....;

THIS COURT ORDERS that:

[If any of the following orders are by consent, indicate that fact by adding the words "By consent," to the beginning of the description of the order.]

- 1.
- 2.
- 3.

THE FOLLOWING PARTIES APPROVE THE FORM OF THIS ORDER AND CONSENT TO EACH OF THE ORDERS, IF ANY, THAT ARE INDICATED ABOVE AS BEING BY CONSENT:

[A signature line in the following form must be completed and signed by or for each approving party.]

Signature of [] party [] lawyer for[name of party(ies)].....
.....[type or print name].....

Signature of [] party [] lawyer for[name of party(ies)].....
.....[type or print name].....

By the Court.

Registrar