



THE SUPREME COURT
OF BRITISH COLUMBIA

Effective Date: 2025/09/08

Number: PD – 69

Title:

Practice Direction

Requirements for Written Submissions in Civil and Family Proceedings

Summary:

A judge, associate judge or registrar may permit or require parties to provide written submissions to the Court before or after a hearing, and may permit a party to hand up written submissions during a hearing. The *Supreme Court Civil Rules* and the *Supreme Court Family Rules* also authorize the inclusion of written argument in a petition record and in an application record for some applications. The purpose of this Practice Direction is to set requirements in civil and family law proceedings for providing written submissions to the Court. This Practice Direction does not address service of written submissions or filing timelines.

Direction:

Requirements for providing written submissions to the Court

1. This Practice Direction replaces *Administrative Notice 19 - Cover Page Requirements for Written Submissions* dated September 9, 2024, which is rescinded.
2. A party who obtains leave to hand up written submissions during a trial or chambers proceeding, or who relies on written argument included in an application record or petition record, must provide a copy to the court clerk to maintain on the court file, in addition to copies for the Court and opposing parties/counsel.
3. A party who is granted leave or directed to provide written submissions before or after a hearing must file the written submissions with the registry. Parties are encouraged to electronically file written submissions, in searchable PDF, where possible. If using another method of filing the party must provide an extra copy of the written submissions to the registry.

Requirements for external cover page

4. All written submissions 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, an email address, telephone numbers, and fax numbers, 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 or ordered that the written submissions be filed or provided to the Court, or the rule relied on to make a written submission as of right.
5. An example of an external cover page for written submissions that would meet the requirements of this direction is set out in Appendix A.

Ron A. Skolrood
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
email address
telephone and fax

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

DATE, TIME, PLACE OF HEARING:

Submitted pursuant to [cite the rule relied on or
the direction or order of the specific judge,
associate judge or registrar]