



THE SUPREME COURT  
OF BRITISH COLUMBIA

**Effective Date:** 2026/02/17

**Number:** PD – 70

**Title:**

## **Practice Direction**

### **Hearings and Pre-hearing Conferences before the Registrar**

**Summary:**

This practice direction describes requirements for scheduling pre-hearing conferences and hearings before the registrar, as well as timelines for filing related appointments. It sets out the materials that must be provided in advance of a registrar’s hearing and pre-hearing conference. The practice direction also provides that failure to file a hearing record in accordance with the timelines in the *Supreme Court Civil Rules* or the *Supreme Court Family Rules* will result in the matter being removed from the hearing list.

**Direction:**

1. This Practice Direction replaces Administrative Notice 8 – *Pre-Hearing Conferences in Registrars’ Matters* dated March 1, 2011.

**When a pre-hearing conference is required**

2. Pre-hearing conferences must be held for registrars’ matters in the following circumstances:
  - a. all appointments under the *Legal Profession Act* where the bill sought to be reviewed is \$25,000 or more;
  - b. all appointments to assess bills of costs where the amount involved is \$45,000 or more;
  - c. all references to the registrar under Rule 18-1(5) of the *Supreme Court Civil Rules* and 18-1(5) of the *Supreme Court Family Rules*; and

- d. all matters estimated to require, in Vancouver, New Westminster and Victoria, one day or longer of hearing time; and in all other locations, two or more hours of hearing time.

### **How to schedule a pre-hearing conference**

3. If any of the above circumstances apply, counsel or a party should obtain a date for the pre-hearing conference from Supreme Court Scheduling.
4. The pre-hearing conference must take place at least 60 days before the main appointment date (i.e., the date for the substantive hearing).
5. In registries where the main appointment date is obtained at the same time as the pre-hearing conference date, both dates should appear on the appointment.
6. In registries where the main appointment date will not be set until after the pre-hearing conference, the main appointment date may be set by requisition and the fee for filing the requisition (if any) will be waived. The appointment should indicate on its face that the main appointment date will be set after completion of the pre-hearing conference.
7. In all registries, for matters estimated to require one day or longer of hearing time, the main appointment date must not be set until after completion of the pre-hearing conference.

### **When to file an appointment for a pre-hearing conference or registrar's hearing after obtaining a date**

8. A person who obtains a date for a pre-hearing conference and/or a registrar's hearing from Supreme Court Scheduling must file the related appointment and/or requisition within 14 days of obtaining the date.

### **Materials for a pre-hearing conference**

9. Counsel and parties attending a pre-hearing conference must provide the presider with a copy of (a) the filed appointment; and (b) the order and/or reasons for judgment to which the appointment relates. These materials must be provided to the registry where the pre-hearing conference is to take place no later than 4 p.m. on the business day that is one full business day before the date set for the pre-hearing conference.

### **Materials for a registrar's hearing and removing a matter from the hearing list**

10. A hearing record must be provided to the registry by 4 p.m. on the business day that is one full business day before the date set for the registrar's hearing as required under Rule 23-6(3.1) of the *Supreme Court Civil Rules* and Rule 22-7(3.1) of the *Supreme Court Family Rules*. Where no hearing record is provided to the registry in accordance with this timeline, the matter must be removed from the hearing list.

11. Where a respondent attends for a registrar's hearing that has been removed from the hearing list because the person taking out the appointment did not provide a hearing record to the registry on time, a requisition in the form attached as Appendix A must be filed if the respondent seeks an order as to costs or other directions.

**Ron A. Skolrood**  
**Chief Justice**

**Appendix A**

Form 17, F17

*[Style of Proceeding]*

**REQUISITION – GENERAL**

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

Required:

An order as to costs or other direction. *[Respondent served with an appointment for a hearing before the registrar for today's date and is present. Person taking out the appointment did not provide a hearing record on time and the matter was removed from the list.]*

This requisition is supported by the following: *[set out the reasons why the order is sought]*

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Date: .....  
.....

Signature of

filing party  lawyer for filing party(ies)

\_\_\_\_\_  
*[type or print name]*

**Order as to costs:** \_\_\_\_\_

**Other direction:** \_\_\_\_\_

\_\_\_\_\_  
Registrar of the Supreme Court

Date: \_\_\_\_\_