



Effective Date: March 31, 2026

Number: PD - 72

Title:

Practice Direction

Electronic Application Records (Associate Judges Chambers Pilot Project)

Summary:

The Associate Judges Chambers Pilot Project provides a means for parties to submit application records electronically for some matters. Use of electronic application records reduces overall costs and provides greater flexibility for the Court to manage both in-person and virtual chambers hearings.

Direction:

1. Practice Direction 68 – Associate Judges Chambers Pilot Project dated September 8, 2025 is rescinded.

Matters in scope

2. Electronic application records may be submitted for applications scheduled for 30 minutes or less before an associate judge in chambers.

Electronic application records

3. Pursuant to Rule 23.1-2 of the *Supreme Court Civil Rules* and Rule 22.1-2 of the *Supreme Court Family Rules*, the usual requirements respecting application records are modified as set out in this Practice Direction.
4. 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 a party intends to rely on case law and other authorities at the hearing, the party must include copies in the electronic application record.
5. The following *Supreme Court Rules* do not apply to electronic application records:
 - a. *Supreme Court Civil Rule* 8-1(15)(a) and *Supreme Court Family Rule* 10-6(14)(a) 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)* prohibiting the inclusion of affidavits of service, authorities, and other documents.
6. Electronic application records must comply with the formatting requirements set out in Appendix A. The registry will reject electronic application records that do not comply with the formatting requirements.

Submission of electronic application records

7. Electronic application records must be submitted for filing through Court Services Online.
8. If an electronic application record is rejected for not complying with the formatting requirements, it may be resubmitted within the timelines set out in the *Supreme Court Rules*. Early submission is encouraged to allow time for resubmission, if required.
9. If an electronic application record has been submitted, there is no need to submit a paper copy of the application record to the registry.
10. If an electronic application record is submitted, and the matter is adjourned to a specific date, the electronic application record will remain available for the Court for the next scheduled date. If the matter is adjourned generally, counsel will need to resubmit the application record upon resetting the matter.

Orders

11. Where a party or counsel has obtained leave to attend chambers remotely, the process for having an order signed on the bench is as follows:
 - a. A party should have the draft order, with a backing sheet that includes a mailing address, vetted by the registry;
 - b. The registry will keep the original vetted order, if approved, and return a photocopy to the party;
 - c. The party must scan and OCR the copy of the vetted order and include it in the electronic application record;
 - d. The registry will retain the original vetted order, and will provide it to the associate judge on the day of hearing; and
 - e. The associate judge may sign the original vetted order on the bench, if granted.

Ron A. Skolrood
Chief Justice

Appendix A

Formatting Application Records

Electronic Application Records must be in Portable Document Format (“PDF”) and must combine all documents included in the application record into one organized, bookmarked and hyperlinked PDF document. Combining multiple files into one PDF document requires access to PDF software such as Adobe Acrobat Pro.

An electronic application record must comply with the following requirements and PDF standards:

Requirement	Description
True Copies:	Every document submitted must be an identical or true copy of the original document, whether that original is scanned from paper or saved into PDF from another program, such as Microsoft Word.
Searchable Electronic Format:	<p>All documents submitted must be searchable.</p> <p>Documents should be created electronically unless they have been scanned because the original requires a handwritten signature or an electronic version is not available. Documents that are scanned must be made searchable (see immediately below).</p>
Scanned Records: Optical Character Recognized – OCR	<p>If scanning is necessary because the original text-based document is only available in paper format or requires a handwritten signature (e.g., an affidavit), the scanned document must be processed using Optical Character Recognition (“OCR”) technology (i.e., it must be OCR’ed).</p> <p>OCR makes a PDF document searchable and allows text to be copied and pasted into another document.</p> <p>See Technical Instructions available here: https://www.bccourts.ca/supreme_court/practice_and_procedure/pdf/instructions/OCR_Recognize_Text_in_PDF_Document_Final.pdf</p>
Cover Page:	The applicant should create a cover page in Form 30.001 or Form F32.2, as applicable, as required by <i>Supreme Court Civil Rule 8-1(15)(b)</i> and <i>Supreme Court Family Rule 10-6(14)(b)</i> , with contact information (email addresses and telephone numbers) for all parties. The cover page is to be included as the first item in the electronic application record.

Index:

An applicant should include, as the second item in the electronic application record, a numbered index for the application record using hyperlinks (links in electronic documents that enable you to jump between different text elements in the document) to link to each bookmarked document included in the electronic application record (including authorities).

See [Technical Instructions](#) available here:

https://www.bccourts.ca/supreme_court/practice_and_procedure/pdf/instructions/Inserting_Index_and_Table_of_Contents_Final.pdf

Bookmarks

All documents **and exhibits** included in the electronic application record should be bookmarked. The title of the bookmark should consistently, meaningfully, and clearly describe the individual documents in the electronic application record, for example: “Affidavit #12 of John Doe (financial statement) filed June 1, 2023” or “Exhibit A: BMO Bank Statements 2023-2025”. The bookmark panel should be shown by default when the electronic application record is opened. This can be accomplished by setting the initial view in Adobe Acrobat DC.

See [Technical Instructions](#) available here:

https://www.bccourts.ca/supreme_court/practice_and_procedure/pdf/instructions/Adding_Bookmark_to_PDF_Document_Final.pdf

Authorities:

If necessary, parties should include an electronic book of authorities with bookmarks and sequential page numbering as part of the electronic application record. Authorities should be saved in electronic format or scanned and OCR’ed so that the text is searchable, before being added to the electronic application record. Parties may additionally hyperlink to external sources.

See [Technical Instructions](#) available here:

https://www.bccourts.ca/supreme_court/practice_and_procedure/pdf_instructions.aspx

Page Numbering:

All pages in the electronic application record should be page numbered sequentially (1, 2, 3, etc.).

Page numbers should appear at the top centre of the page.

Page numbering can start after the electronic application record index or on the cover page, so long as it matches the page numbering in the electronic application record index.

Page searching in the PDF must match page numbering. If page numbering starts *after* the electronic application record index, this is done using the Page Labels function in Adobe; otherwise, page 1 will be the cover page when searching.

See [Technical Instructions](#) available here:

https://www.bccourts.ca/supreme_court/practice_and_procedure/pdf/instructions/Adding_Page_Numbering_in_PDF_Documents_Final.pdf

Security Settings:

Parties must disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document. In other words, parties should not submit password protected documents.

File Size Limit:

Parties must ensure the electronic application record is optimized and does not exceed 50 megabytes (MB).