Effective Date: March 31, 2026

Number: PD - 73

Title:

Practice Direction

Virtual Chambers (Associate Judges Chambers Pilot Project)

Summary:

The Associate Judges Chambers Pilot Project provides a means for parties to appear in virtual chambers in most registries. In virtual chambers all litigants appear by video by default, pursuant to *Supreme Court Civil Rule* 23.1-1(1) and (2) and *Supreme Court Family Rule* 22.1-1(1) and (2).

Direction:

Matters in scope

1. A party may schedule an application before an associate judge with a time estimate of 30 minutes or less in virtual chambers, except in proceedings filed in the Vancouver registry. In proceedings filed in the New Westminster registry, an application can only be heard in virtual chambers as of June 1, 2026.

2. An electronic application record submitted in accordance with Practice Direction 72 – Electronic Application Records (Associate Judges Chambers Pilot Project) is required for an application scheduled in virtual chambers.

Scheduling applications in virtual chambers

3. Applications may be heard in virtual chambers, on a date on which the court hears applications (see https://www.bccourts.ca/supreme_court/practice_and_procedure/associate_judges_chambers_pilot_project.aspx).

4. To schedule an application in virtual chambers, an applicant must file a notice of application in the form attached as Appendix A, or, if the application has previously been filed and scheduled, a requisition in the form attached as Appendix B, adjourning the matter to the virtual chambers list.

5. A person receiving a notice of an application scheduled in virtual chambers may object to the application being heard in virtual chambers by notifying the applicant, in writing, of the objection, within 5 business days after service of the notice of application.

6. Upon receipt of an objection to having an application heard in virtual chambers, the applicant must file a requisition in the form attached as Appendix B, rescheduling their application to regular chambers.

7. If a person who has received a notice of application scheduled in virtual chambers wishes to participate in the application, they must:

    a. advise the applicant, in writing, that they wish to participate in the application; and

    b. file an application response in the form attached as Appendix C.

8. The registry will e-mail the applicant to provide a link to participate in the application scheduled in virtual chambers by video.

9. 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 in virtual chambers.

Check-in for virtual chambers

10. An applicant 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.

11. Counsel and parties must comply with the technical and other requirements set out in [Administrative Notice 18 - General Requirements for Microsoft Teams Video Hearings](#), and must observe the appropriate formality and decorum for a court proceeding.

12. Members of the public may listen to the hearing of an application on the virtual chambers list by calling 604-681-0260 and entering participant code 5862215.

Orders

13. Orders in Form 35 / Form F51, as applicable, must be modified as set out in Appendix D.

14. The process for having an order signed on the bench is as follows:

    a. A party should have the draft order vetted by the registry. A draft order may be vetted at the registry or through CSO by submitting the order with a requisition in Form 17 / Form F17, as applicable.

    b. The party must include 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, they must also submit the vetted order (without an attached requisition) through the regular CSO eFiling service (not the Application Record service), specifying the virtual chambers hearing date.

d.   The associate judge may, at their discretion, electronically sign the vetted order on the bench, if granted.

Resetting project applications scheduled in virtual chambers to regular chambers

15. An application scheduled in virtual chambers may be reset to regular chambers by filing a requisition in the form attached as Appendix B.

Ron A. Skolrood
Chief Justice

Appendix A

Form 32, F31

[Style of Proceeding]

NOTICE OF APPLICATION

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.] [Rule 21-1 of the Supreme Court Family Rules applies to all forms.]

Name(s) of applicant(s): ....

To: ....[*name(s) of party(ies) or person(s) affected*].................

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**]........... .

[*Check whichever one of the following boxes is correct.*]

   [x] This matter is within the jurisdiction of an associate judge.

   [ ] This matter is not within the jurisdiction of an associate judge.

APPLICANT'S 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 XX, 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**.

Part 1: ORDER(S) SOUGHT

   [*Using numbered paragraphs, set out the order(s) that will be sought at the application and indicate against which party(ies) the order(s) is(are) sought.*]

   1
   2

Part 2: FACTUAL BASIS

[*Using numbered paragraphs, set out a brief summary of the facts supporting the application.*]

1

2

[*If any party sues or is sued in a representative capacity, identify the party and describe the representative capacity.*]

Part 3: LEGAL BASIS

[*Using paragraphs numbered sequentially from Part 2 above, specify any rule or other enactment relied on and provide a brief summary of any other legal arguments on which the applicant(s) intend(s) to rely in support of the orders sought. If appropriate, include citation of applicable cases.*]

3

4

Part 4: MATERIAL TO BE RELIED ON

[*Using numbered paragraphs, list the affidavits served with the notice of application and any other affidavits and other documents already in the court file on which the applicant(s) will rely. Each affidavit included on the list must be identified as follows:* "Affidavit #........[*sequential number, if any, recorded in the top right hand corner of the affidavit*]........ of ....[*name*]....................., made ....[*date*]........".]

1

2

TO THE PERSONS RECEIVING THIS NOTICE OF APPLICATION: If you wish to respond to this notice of application, you must, within 5 business days after service of this notice of application or, if this application is brought under Rule 9-7, within 8 business days after service of this notice of application,

(a) file an application response in Form 33,

(b) file the original of every affidavit, and of every other document, that

(i) you intend to refer to at the hearing of this application, and

(ii) has not already been filed in the proceeding, and

(c) serve on the applicant 2 copies of the following, and on every other party of record one copy of the following:

(i) a copy of the filed application response;

(ii) a copy of each of the filed affidavits and other documents that you intend to refer to at the hearing of this application and that has not already been served on that person;

(iii) if this application is brought under Rule 9-7, any notice that you are required to give under Rule 9-7 (9).

Date: ....[*date*]................

....
Signature of [ ] applicant [ ] lawyer for applicant(s)

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

To be completed by the court only:

Order made
    [ ]   in the terms requested in paragraphs .... of Part 1 of this notice of application
    [ ]   with the following variations and additional terms:

          ....

          ....

          ....

Date: ....[*date*]........

                                  ....
                          Signature of [ ] Judge [ ] Associate Judge

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Appendix

[*The following information is provided for data collection purposes only and is of no legal effect.*]

THIS APPLICATION INVOLVES THE FOLLOWING:

[*Check the box(es) below for the application type(s) included in this application.*]
    [ ]   discovery: comply with demand for documents
    [ ]   discovery: production of additional documents
    [ ]   other matters concerning document discovery
    [ ]   extend oral discovery
    [ ]   other matter concerning oral discovery
    [ ]   amend pleadings
    [ ]   add/change parties
    [ ]   summary judgment
    [ ]   summary trial
    [ ]   service
    [ ]   mediation
    [ ]   adjournments
    [ ]   proceedings at trial
    [ ]   case plan orders: amend
    [ ]   case plan orders: other
    [ ]   experts
    [ ]   none of the above

Appendix B

Form 17, F17

[*Style of Proceeding*]

REQUISITION – ASSOCIATE JUDGES CHAMBERS PILOT PROJECT

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

Required:

[*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*.]

1. ☐ **Adjourn from virtual chambers list to regular chambers list:**
   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*]……:

   [*please check the appropriate box*]

   ☐ the application respondent(s), ……[*name(s)*]…… objects to hearing the application on the virtual chambers list.
   ☐ pursuant to the direction of associate judge ……[*name*]…… made on ……[*date*]……
   ☐ BY CONSENT

2. ☐ **Adjourn to new date on virtual chambers list:**
   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 on ……[*date*]……:

   [*please check the appropriate box*]

   ☐ pursuant to the direction of associate judge ……[*name*]…… made on ……[*date*]……
   ☐ BY CONSENT

3. ☐ **Adjourn generally:**
   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.

4. ☐ **Adjourn from regular chambers list to virtual chambers list:** That the notice of application filed on ……[*date*]…… and scheduled to be heard on at ……[*location*]…… on ……[*date*]…… at ……[*time*]……: be rescheduled to be heard on the virtual chambers list on ……[*date*]……:

   [*please check the appropriate box*]

   ☐ pursuant to the direction of associate judge ……[*name*]…… made on ……[*date*]……
   ☐ BY CONSENT

   [*please complete the information below*]

   APPLICANT'S EMAIL ADDRESS: …………..[*e-mail address*]…………………
   RESPONDENT'S EMAIL ADDRESS: …………..[*e-mail address*]…………………

This requisition is supported by the following:
1.
2.

Date: ....[*date*].................   ....
Signature of [ ] filing party [ ] lawyer for filing party(ies)
...........................[*type or print name*]....................

Appendix C

Form 33, F32

[Style of Proceeding]

APPLICATION RESPONSE

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.] [Rule 21-1 of the Supreme Court Family Rules applies to all forms.]

Application response of: ....[*party(ies)*]......................, (the "application respondent(s)")

THIS IS A RESPONSE TO the notice of application of ....[*party(ies)*]..................... filed ....[*date*]........ .

The application respondent(s) estimate(s) that the application will take ....[*time estimate*]........... .

APPLICATION RESPONDENT'S EMAIL ADDRESS: …………..[*e-mail address*]……………………

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

Part 1: ORDERS CONSENTED TO

The application respondent(s) consent(s) to the granting of the orders set out in the following paragraphs of Part 1 of the notice of application on the following terms: ....[*set out paragraph numbers and any proposed terms*]........ .

Part 2: ORDERS OPPOSED

The application respondent(s) oppose(s) the granting of the orders set out in paragraphs ....[*list paragraph numbers*]........ of Part 1 of the notice of application.

Part 3: ORDERS ON WHICH NO POSITION IS TAKEN

The application respondent(s) take(s) no position on the granting of the orders set out in paragraphs ....[*list paragraph numbers*]........ of Part 1 of the notice of application.

Part 4: FACTUAL BASIS

       [*Using numbered paragraphs, set out a brief summary of the facts on which the orders sought in the application should not be granted.*]

   1

   2

Part 5: LEGAL BASIS

       [*Using paragraphs numbered sequentially from Part 4 above, specify any rule or other enactment relied on and provide a brief summary of any other legal arguments on which the application respondent(s) intend(s) to rely in opposing*

the orders sought in the application. If appropriate, include citation of applicable cases.]

3

4

Part 6: MATERIAL TO BE RELIED ON

[*Using numbered paragraphs, list the affidavits served with this application response and any other affidavits and other documents already in the court file on which the application respondent(s) will rely. Each affidavit included on the list must be identified as follows:* "Affidavit #.........[*sequential number, if any, recorded in the top right hand corner of the affidavit*]......... of ....[*name*]...................., made ....[*date*]...........".]

1

2

[*Check whichever one of the following boxes is correct and complete any required information.*]

[ ]   The application respondent has filed in this proceeding a document that contains the application respondent's address for service.

[ ]   The application respondent has not filed in this proceeding a document that contains an address for service. The application respondent's ADDRESS FOR SERVICE is: ....[*Set out the application respondent's address(es) for service in compliance with Rule 4-1 (1) of the Supreme Court Civil Rules and any additional address(es) under Rule 4-1 (2) that the application respondent wishes to include.*]...................... .

Date: ....[*date*]................   ....
                                                                          Signature of [ ] application respondent
                                                                          [ ] lawyer for application respondent(s)

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

Appendix D

Form 35, F51

[*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