

COURT OF APPEAL FOR BRITISH COLUMBIA

E-Filing

Completion Instructions:

Book of Authorities – Civil Rule 27

Books of authorities contain copies of authorities (case law, legal texts etc.) referred to in a party's factum (argument).

1.0 Book of Authorities

1.1 Book of Authorities Content Requirements

Requirement	Instructions	Completed
Cover Page	<ul style="list-style-type: none"> Required You may use this Word template to create your cover page. Include Sealing Order, Publication Ban, or Anonymity Order (if any) referencing legislative provision (or inherent jurisdiction) that authorises the order or ban and precise terms. 	<input type="checkbox"/>
Table of Contents	Required	<input type="checkbox"/>
General	Include authorities referred to in the factum. The complete authority, not just case excerpts/headnotes should be provided.	<input type="checkbox"/>

1.2 Format and Technical Requirements for Book of Authorities eBook

This is a checklist of all requirements for electronic books; combining multiple files into one PDF (eBook or portfolio) requires a PDF tool. [Please see this checklist with technical instructions.](#)

Requirement	Instructions	Completed
Scanned Records: Optical Character Recognized - OCR	<ul style="list-style-type: none"> If scanning is necessary because the original text-based document is paper or requires a handwritten signature (ex. affidavits), the scan must be Optical Character Recognized (OCR'ed) This allows the PDF to be copied from and pasted into another document and made text searchable. 	<input type="checkbox"/>
Page Numbering	<ul style="list-style-type: none"> page numbered (1, 2, 3) sequentially (or Bates numbered) top centre of page can start after Table of Contents or on cover page Table of Contents <u>must</u> match page numbering (or Bates numbering) Page searching <u>must</u> match page numbering (or Bates numbering) (if page numbering starts after the table of contents this is done using the Page Labels function in Adobe otherwise page 1 will be the cover page when searching – see Technical Instructions) 	<input type="checkbox"/>

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Cover Page	You may use this Word template to create your cover page with header style applied to document name. Example: “Book of Authorities”	<input type="checkbox"/>
Bookmarking Bookmarks must be:	The combined files (documents) must also contain bookmarks, which <u>consistently, meaningfully, and clearly</u> describe the individual documents or sections of the book. For example, bookmarks should describe the contents of the exhibit (e.g. “Tab 1 – Olsen v. Harris, 2016 BCSC 1776”)	<input type="checkbox"/>
<ul style="list-style-type: none"> • consistent; • clear and; • meaningful. 		
Table of Contents	<ul style="list-style-type: none"> • Create Table of Contents in Word based on sequential page numbers (or Bates numbering) in eBook (PDF portfolio) and with header style applied for title “Table of Contents” • Page numbering (or Bates numbering) in Table of Contents must align with sequential Bates page numbering of the eBook (PDF portfolio). 	<input type="checkbox"/>
Security Settings	<ul style="list-style-type: none"> • Disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document. 	<input type="checkbox"/>
E-Filing File size limit: maximum 200 megabytes (MB)	<p>Court Services On-Line e-filing will accept one (1) PDF file (including cover page and Table of Contents) with a file size maximum of 200MB.</p> <ul style="list-style-type: none"> • If the document is larger than 200MB, the material cannot be electronically filed and may be filed in paper or in volumes (see below) or; • Appeal with 4,000 pages or more: parties must seek directions from the Registrar as soon as possible, and <u>not less than 90 days</u> before the appeal hearing. 	<input type="checkbox"/>
Volumes 200 megabytes (MB) maximum per volume	<p>Files greater than 200 MB:</p> <p>Can be split into volumes based on file size <u>not</u> number of pages. For example: an 300MB appeal book, could be split into two 150MB volumes</p> <ul style="list-style-type: none"> • try not to split exhibits between volumes • Include cover page and table of contents with each volume • Page numbering sequential from volume 1 to subsequent volumes <p>Files less than 200 MB: one (1) file: do not split into separate files based on number of pages per volume.</p>	<input type="checkbox"/>

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2.0 Copies for Filing and Service

2.1 E-filing Courts Records

Court staff will electronically apply registry filing stamp when approved through the e-filing system. Unless the Court directs otherwise, if you have e-filed the Book of Authorities, paper copies are not required.

Filing/Service	Requirements	Completed
Electronic Copies	Save 1 copy with filing stamp for your records, 1 copy with filing stamp (paper or electronic) to be served on each party	<input type="checkbox"/>

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: December 20, 2023