

COURT OF APPEAL FOR BRITISH COLUMBIA

Paper 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 (written argument).

1.0 Book of Authorities

1.1 Book of Authorities Content Requirements

Requirement	Instructions	Completed
Cover Page	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 Requirements for Books of Authorities

This is a list of format requirements for creating paper Books of Authorities.

Requirement	Instructions	Completed
Page Numbering	<ul style="list-style-type: none"> pages numbered sequentially (or Bates numbered) may be stamped or handwritten 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) 	<input type="checkbox"/>
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 page numbering of the eBook (PDF portfolio). 	<input type="checkbox"/>

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Cover Page	You may use this Word template to create your cover page	<input type="checkbox"/>	
Cover and Back Page Colours	Type	<input type="checkbox"/>	
	Joint		Grey
	Appellant		Buff
	Respondent		Green
Binding	Cerlox plastic comb bound in booklet form	<input type="checkbox"/>	
Volumes	<ul style="list-style-type: none"> • Maximum 500 pages (250 sheets of paper) per volume • Full table of contents in each volume • Volume number on cover page (e.g. 1 of 3 volumes) • Sequential page numbering from first volume to last volume 	<input type="checkbox"/>	
Tabs	Add tabs to separate each authority	<input type="checkbox"/>	

2.0 Copies for Filing and Service

2.1 Filing Paper Court Records

In civil appeals, e-filing is mandatory for lawyers and encouraged for self-represented parties. Court staff will apply a filing stamp on all paper copies once approved in-person at the Registry.

Filing/Service	Requirements	Completed
Paper Copies	You will be required to file 1 copy for each justice, 1 copy for your records and 1 copy to serve on each party	<input type="checkbox"/>
Minimum Total	5 copies	

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: December 20, 2023