

COURT OF APPEAL FOR BRITISH COLUMBIA
Paper Submission
Completion Instructions:
Condensed Book of Evidence – Civil Rule 37

Condensed evidence books contain excerpts of materials previously filed in the appeal that a party intends to refer the Court to during the hearing of the appeal.

1.0 Condensed Book of Evidence

1.1 Condensed Book of Evidence Content Requirements

Requirement	Instructions	Completed
Cover Page	Required You may use this Word template to create your cover page.	
Table of Contents	Required	
General	Any extracts included from transcripts or documents from an appeal record or appeal book may include only as much material as is necessary to understand the context of the key portions of the extract or document.	

1.2 Paper Book Format Requirements

Requirement	Instructions	Completed	
True Copies	Must be an identical or true copy of the original document.	<input type="checkbox"/>	
Tabs	Tab each document in condensed book	<input type="checkbox"/>	
Page Numbering	Retain page numbering from original filed court record (appeal book, appeal record, or transcripts)	<input type="checkbox"/>	
Cover Page	Required You may use this Word template to create your cover page.	<input type="checkbox"/>	
Cover and Back Page Colours	Condensed Book Type	<input type="checkbox"/>	
	Appellant		Buff
	Respondent		Green
	Intervener		Yellow

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Requirement	Instructions	Completed									
Table of Contents	<ul style="list-style-type: none"> • Create table of contents in Word based on tabs • Describe each item tabbed • Create column with location in filed court record 	<input type="checkbox"/>									
Exhibits	<p>The table of contents must describe each exhibit:</p> <ul style="list-style-type: none"> • by exhibit number • a full description of the document • exhibit date 										
Affidavits	<p>The table of contents must describe each affidavit:</p> <ul style="list-style-type: none"> • the name of the deponent • the date of the affidavit was filed • a description of any attached exhibits <p>Example: Table of Contents</p> <table border="1"> <thead> <tr> <th>Tab</th> <th>Document</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Exhibit 1 – photograph of ... - March 17, 2010</td> <td>Appellants' Appeal book, pg. 10</td> </tr> <tr> <td>2</td> <td>Affidavit #1 of Mary Jones made June 15, 2018, paras. 1-49</td> <td>Appellants' Appeal book, pgs. 62-79</td> </tr> </tbody> </table>	Tab	Document	Location	1	Exhibit 1 – photograph of ... - March 17, 2010	Appellants' Appeal book, pg. 10	2	Affidavit #1 of Mary Jones made June 15, 2018, paras. 1-49	Appellants' Appeal book, pgs. 62-79	
Tab	Document	Location									
1	Exhibit 1 – photograph of ... - March 17, 2010	Appellants' Appeal book, pg. 10									
2	Affidavit #1 of Mary Jones made June 15, 2018, paras. 1-49	Appellants' Appeal book, pgs. 62-79									
Printed	Double sided	<input type="checkbox"/>									
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 (1 of 3 volumes) 	<input type="checkbox"/>									
Highlighting	<p>Do not highlight or underline text</p> <p>Optional: black vertical paragraph lines to draw attention to a specific paragraph</p>										

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2.0 Copies for the Court

Paper copies must be handed up to justices and provided to each party in the courtroom.

For **virtual** hearings paper copies must be handed in to the Registry no later than **noon the day before the hearing** so they can be delivered to justices.

Submissions	Requirements	Completed
Paper Copies	You will be required to provide 1 copy for each justice, 1 copy for you, 1 copy for each party in court.	<input type="checkbox"/>
Minimum Total	5 copies	

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: July 18, 2022