

# COURT OF APPEAL FOR BRITISH COLUMBIA

## E-Filing

### Completion Instructions:

#### Affidavit

*An affidavit is a statement of facts made in writing, which is confirmed by the oath or affirmation of the person making it before someone who has the authority to administer an oath or affirmation.*

## 1.0 Affidavit without Exhibits

### 1.1 Affidavit Content Requirements

Requirement	Instructions	Completed
<b>Affidavit</b>	Include the following: <ul style="list-style-type: none"> <li>(a) Deponent statement – you have to identify yourself as the person who is making the statements in the affidavit.</li> <li>(b) Knowledge Statement – you state whether you are the appellant or respondent and that you have personal knowledge of the information and facts that you are putting in the affidavit.</li> <li>(c) Body of affidavit. Simple, organized and short relevant facts.</li> </ul>	<input type="checkbox"/>
<b>Affirmation</b>	<ul style="list-style-type: none"> <li>• You must swear your affidavit in front of a lawyer or a commissioner for taking affidavits. A court official such as a registry clerk is a commissioner for taking affidavits.</li> <li>• Requires hand written signature.</li> </ul>	<input type="checkbox"/>

### 1.2 Affidavit Document Format Requirements

Word template is [here](#).

Requirement	Instructions	Completed
<b>Font</b>	Arial 12 (pre-set in template)	<input type="checkbox"/>
<b>Line Spacing</b>	Lines spaced 1.5 lines apart (pre-set in template)	<input type="checkbox"/>
<b>Margins</b>	No less than 2.5 cm. (1 in) (pre-set in template)	<input type="checkbox"/>
<b>Paragraph Numbering</b>	Paragraphs numbered consecutively starting from Affidavit. (pre-set in template)	<input type="checkbox"/>
<b>Page Numbering</b>	Top centre of page (pre-set in template)	<input type="checkbox"/>

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**2.0 Affidavit with Exhibits**

**2.1 Affidavit Content Requirements**

Requirement	Instructions	Completed
<b>Affidavit</b>	<p>Include the following:</p> <ul style="list-style-type: none"> <li>(a) Deponent’s statement – you have to identify yourself as the person who is making the statements in the affidavit.</li> <li>(b) Knowledge Statement – you state whether you are the appellant or respondent and that you have personal knowledge of the information and facts that you are putting in the affidavit.</li> <li>(c) Body of affidavit. Simple, organized and short relevant facts.</li> </ul>	<input type="checkbox"/>
<b>Affirmation</b>	<ul style="list-style-type: none"> <li>• You must swear your affidavit in front of a lawyer or a commissioner for taking affidavits. A court official such as a registry clerk is a commissioner for taking affidavits.</li> <li>• Requires hand written signature.</li> </ul>	<input type="checkbox"/>
<b>Optional: Exhibits</b>	<p>You may attach/combine letters or other important documents you want the judge to consider. These are exhibits to the affidavit. If exhibits are combined with the affidavit, the exhibit must have this information:</p> <p>This exhibit [enter letter or number] referred to in the affidavit of [enter name] sworn (affirmed) before me this [enter day] day of [enter month, year] at [enter City/Town/Province/State/Country]</p> <p>Or</p> <p>A lawyer or a commissioner can affix an exhibit stamp to fill in the above information.</p>	

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#### Affidavit

### 2.2 Affidavit Format and Technical Requirements

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

Requirement	Instructions	Completed
<b>True Copies</b>	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.	<input type="checkbox"/>
<b>Scanned Records: Optical Character Recognized – OCR DPI - 300</b>	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) with a minimum resolution setting of 300 DPI. This allows the PDF to be copied from and pasted into another document and allows text to be searchable.	<input type="checkbox"/>
<b>Page Numbering</b>	<ul style="list-style-type: none"> <li>• page numbered (1, 2, 3) sequentially</li> <li>• top centre of page</li> <li>• can start on title page</li> <li>• <b>Page searching must</b> match page numbering (if page numbering starts after the title page this is done using the <b>Page Labels</b> function in Adobe otherwise page 1 will be the title page when searching – see <a href="#">Technical Instructions</a>)</li> </ul>	<input type="checkbox"/>
<b>Bookmarking</b> <b>Bookmarks must be:</b> <ul style="list-style-type: none"> <li>• consistent;</li> <li>• clear and;</li> <li>• meaningful.</li> </ul>	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. "Exhibit 1 – June 1, 2019 - Letter from John to Jane Doe.")	<input type="checkbox"/>

### 3.0 Copies for Filing and Service

#### 3.1 E-filing

Court staff will electronically apply registry filing stamp when approved through the e-filing system.

Filing/Service	Requirements	Completed
<b>Electronic Copies</b>	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: July 22, 2022