

PRACTICE DIRECTIVE

Factum Format

The following practice directive should be read in conjunction with the provisions of Form 10 of the *Court of Appeal Rules (Civil)* regarding factums filed in the Court of Appeal.

In addition to the provisions set out in Form 10, factums, including the electronic copy of the factum, filed in the Court of Appeal **shall be printed in 12 point Arial typeface.**

Provisions of Form 10:

- (a) other than the index, each of the pages in the factum must be printed on the left;
- (b) each of the pages must be numbered consecutively, on the upper left hand corner of the page, beginning with the first page of Part 1;
- (c) each of the paragraphs must be numbered consecutively beginning with the first paragraph of Part 1;
- (d) the lines of the factum must be spaced at least one and one-half lines apart except for excerpts from an authority or a reproduction of an enactment, which excerpts must be indented and single spaced;
- (e) the margins must be no less than 2.5 cm;
- (f) format for the citation of authorities must follow the Directive concerning the Citation of Authorities;
- (g) the type must be no smaller than 12 point type;
- (h) a loose copy of the chronology must be included.

“The Honourable Chief Justice Finch”
On behalf of the Court of Appeal for British Columbia

March 21, 2007