

PRACTICE DIRECTIVE

Filing of Electronic Factums

Parties are requested to file electronic versions of their factums. The Justices of the Court of Appeal would prefer to have electronic versions of all of the factums filed in both civil and criminal appeals and statements and replies filed on sentencing, except where parties are unrepresented or where creating an electronic version of a factum would be a hardship. This Practice Directive sets out the procedures to be followed by parties filing electronic versions of their factums and statements.

1. The Court requires only one copy of an electronic factum or statement.
2. The electronic factum or statement shall be filed on a disk or CDROM .
3. The disk or CDROM shall be filed with the paper version of the factum or statement.
4. The factum or statement shall be in either Word or WordPerfect format. If the original was prepared in a format other than those listed, then the factum or statement shall be filed in Rich Text format.
5. The format of the electronic factum or statement shall be in one complete file, including the index, front and back pages and any appendices. The electronic factum or statement shall contain, so far as is practical, the identical information as the paper version of the factum or statement, and conform to the requirements of the civil or criminal rules, as the case may be.
6. The file name of the document shall include the Court of Appeal file number followed by a description of the document according to the codes set out below:

FAP	Factum of Appellant
FRE	Factum of Respondent
FAR	Factum of Appellant in Reply
FXA	Factum of Cross-appellant
FXR	Factum of Cross-respondent
FOI	Factum of Intervenor

STA	Statement of Appellant
STR	Statement of Respondent
<u>STAR</u>	<u>Statement of Appellant Reply</u>
AFA	Amended Factum for Appellant
AFR	Amended Factum for Respondent
SFA	Supplementary Factum of Appellant
SFR	Supplementary Factum of Respondent
SFOI	Supplementary Factum of Intervenor
FSA	Further Submissions - Appellant
FSR	Further Submissions - Respondent
<u>FSI</u>	<u>Further Submissions - Intervenor</u>

- Examples: CA30721 FAP; CA30721 FRE

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

December 12, 2005
Revised May 5 , 2008