



**Effective Date:** 2017/06/12

**Number:** AN - 14

**Title:**

## **Administrative Notice**

### **Cover Page Requirements for Application Records, Petition Records Trial Briefs, Case Plan Proposals, Notices of JCCs and Written Submissions**

#### **Summary:**

On a daily basis, registries throughout the province receive a large volume of trial briefs, application records, petition records, case plan proposals, notices of judicial case conferences and other written submissions. Often these have no external cover page which identifies who filed it and to what court proceeding it relates. On many occasions, no contact information for counsel or the parties is provided. This is troublesome and time consuming for the registry. The purpose of this Administrative Notice is to stipulate requirements for an external cover page which will aid in the more efficient management of these documents.

#### **Direction:**

#### **Requirements for external cover page**

1. This Administrative Notice replaces AN - 7 *Cover Page Requirements* dated November 1, 2010 which is rescinded.
2. All briefs, records or written submissions that are filed with or provided to the registry must have an external cover page which sets out:
  - a. the style of proceedings, court file number, and registry;
  - b. a brief description of the nature of the material, for example "Rule 7-1(13) Application for Production of Documents" or "Written Submissions of the Plaintiff";

- c. contact information for counsel or the parties, including addresses for delivery, telephone numbers, and fax numbers or email addresses, which may be used by the registry for contact purposes (such as scheduling issues);
  - d. the time, date and place of the hearing to which the material relates;
  - e. the name of the party or counsel filing or providing the material;
  - f. where the material is provided for a hearing, the time estimate for the hearing;
  - g. for written submissions that have been requested or directed by a judge following a hearing, the name of the judge presiding at the hearing.
3. An example of an external cover page for an application record that would meet the requirements of this direction is set out in Appendix A.

**Chief Justice C.E. Hinkson**

**APPENDIX A**

No. \*

\* Registry

*IN THE SUPREME COURT OF BRITISH COLUMBIA*

BETWEEN:

\*

PLAINTIFF(S)

AND:

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DEFENDANT(S)

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**APPLICATION RECORD**

Rule 7-1(13) Application for production of documents

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name of party  
name of counsel if applicable  
address for delivery  
telephone and fax or email

name of party  
name of counsel if applicable  
address for delivery  
telephone and fax or email

DATE, TIME, PLACE OF APPLICATION:

Time estimate:

Application Record provided by: