



Effective Date: 2010/11/01

Number: AN - 7

Title:

Administrative Notice

Cover Page Requirements

Summary:

On a daily basis, registries throughout the province receive a large volume of trial briefs, application records, petition records, and other written briefs and submissions. Often these are received in a 3 ring binder or other bound format having 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. All briefs, records or submissions that are filed with or provided to the registry in the form of a 3 ring binder, booklet or other bound format 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 "Trial Brief 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.
2. 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.

Robert J. Bauman
Chief Justice

APPENDIX A

No. *

* Registry

IN THE SUPREME COURT OF BRITISH COLUMBIA

BETWEEN:

*

PLAINTIFF(S)

AND:

*

DEFENDANT(S)

APPLICATION RECORD

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

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: