



**COURT OF APPEAL**

**REQUEST TO APPEAR REMOTELY**

If you wish to appear by Zoom, please fill out the form below.

**INSTRUCTIONS:** Complete parts A - C if applying for **chambers** and parts A - D if applying for an **appeal**.

For **appeals** this form must be filed at least ten (10) business days before the hearing, and you must apply for and receive permission from the Court to appear by Zoom (see Part D).

For **chambers** this form must be filed with your Notice of Motion or Appointment, unless you are responding to a chambers application, then it must be filed at least two (2) business days before the hearing. Unless the Court directs otherwise, permission is automatically granted to appear by Zoom in chambers.

**PART A: COURT OF APPEAL FILE NUMBER & STYLE OF PROCEEDING**

Court of Appeal File No.

v.

Name of First Appellant on Notice of Appeal

Name of First Respondent on Notice of Appeal

**PART B: HEARING DETAILS**

Type of Hearing:  Chambers  Appeal  Case Management

Date(s) of Chambers or Appeal Hearing:

The party or parties you represent (self-represented parties, put your name here as well):

Name of Party

Role of Party

**PART C: WHO IS APPEARING**

Complete this section by giving your name, email and phone number that you can be reached at during the hearing. Ensure your name matches your Zoom username when you join the hearing. List only parties who will require separate video or telephone connections. If parties are sharing a video connection, only include one nominee.

<b>NAME OF PERSON APPEARING</b> (if requesting Zoom, must match username during the hearing)	<b>EMAIL</b> (where you can be reached during the hearing)	<b>PHONE NO.</b> (where you can be reached during the hearing)
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

**PART D: APPEAL** (Only complete this section if you are seeking to appear for an appeal, **not** for Chambers).

For appeals, you must seek permission to appear by Zoom addressing the following criteria:

- a. Travel cost and convenience to the party
- b. The nature of the interests involved and the impact on the community where the appeal originates,
- c. Any sealing orders or publication bans, safety issues, or public health orders in place,
- d. The circumstances of any litigant or lawyer,
- e. Any other relevant factor

**Unless you are representing yourself, this form should be electronically filed through Court Services Online.** Select "Letter" and "Request to Appear Remotely (Appeal/Chambers)" when filing. For those self-represented, this form can be submitted to [CACounter@BCCourts.ca](mailto:CACounter@BCCourts.ca). This email address should **NOT** be used for any other filings.