



COURT OF APPEAL

**British Columbia Court of Appeal
Practice Directive (Civil & Criminal)**

Title: Submission of Electronic Factums and Statements

Issued: 27 June 2014

Effective: 1 October 2014

Cite as: *Submission of Electronic Factums and Statements (Civil & Criminal Practice Directive, 27 June 2014)*

1. This Practice Directive sets out the procedures to be followed by parties delivering electronic factums and statements to the Court. In cases of demonstrated hardship, the Registrar may exclude a self-represented litigant from these requirements.
2. In advance of electronic filing, the Court will now require parties to deliver to the Court electronic factums or statements, including replies, on CD-ROM, DVD or memory stick at the same time as paper factums or statements are filed. The Court will no longer accept “floppy disks” of any kind. Memory sticks must be in marked envelopes and will not be returned.
3. Judges must be able to copy and paste from an electronic factum or statement. As such, the electronic factum or statement must be submitted in optical character recognized (OCR) portable document format (PDF) or saved as a PDF from which text can be copied and pasted. Scanned factums or statements without OCR will be rejected. You may also submit a factum or statement in Microsoft Word (.doc or .docx), though this is not preferred.
4. The format of the electronic factum or statement shall be in one complete file, include the coversheet, index, any appendices and the content required by civil [Form 10 - Appellant's Factum](#) and [Form 10 - Respondent's Factum](#) or criminal [Form 6 - Factum](#). The electronic factum or statement shall be a true copy of the paper factum, excluding the handwritten signature. As stated in [Citation of Authorities \(Civil & Criminal Practice Directive, 30 May 2013\)](#), the Court welcomes optional hyperlinks to authorities in electronic versions of factums.
5. Use the following file names for the documents on the CD-ROM, DVD or memory stick:

CA12345_factum_appellant
CA12345_factum_respondent
CA12345_factum_appellant_reply
CA12345_factum_cross-appellant
CA12345_factum_cross-respondent
CA12345_factum_intervenor
CA12345_statement_appellant
CA12345_statement_respondent
CA12345_statement_appellant_reply
CA12345_factum_appellant_amended
CA12345_factum_respondent_amended
CA12345_factum_appellant_supplementary
CA12345_factum_respondent_supplementary
CA12345_factum_intervenor_supplementary
CA12345_further_submissions_appellant
CA12345_further_submissions_respondent
CA12345_further_submissions_intervenor

Examples: CA12345_factum_appellant.pdf
CA12345_factum_respondent.pdf
CA12345_factum_appellant_reply.pdf

The Honourable Chief Justice Bauman
for the Court of Appeal of British Columbia

History:

Replaces *Filing of Electronic Factums and Statements* (Civil & Criminal Practice Directive, 19 September 2011), which replaces the civil and criminal Practice Directives titled *Filing of Electronic Factums*, both dated 12 December 2005 and both amended 5 May 2008.