*Books of authorities contain copies of authorities (case law, legal texts etc.) referred to in a party’s factum (argument).*

# 1.0 Book of Authorities Content Requirements

## 1.1 Book of Authorities

|  |  |  |
| --- | --- | --- |
| Content | Requirements | Completed |
| Cover Page | Required  You may use this Word template to create your cover page |  |
| Table of Contents | Required |  |
| General | Authorities included must be referred to in the factum |  |
| [Frequently Cited Authorities (Practice Directive)](https://www.bccourts.ca/Court_of_Appeal/practice_and_procedure/civil_and_criminal_practice_directives/PDF/(CandC)Frequently_Cited_Authorities.pdf) | This Practice Directive lists authorities that the Court does not require the parties to reproduce fully in the Book of Authorities. The party is only required to reproduce the headnote and the passage. |  |

# 2.0 Format and Technical Requirements

**2.2 Format Requirements for Book of Authorities eBook**

This is a checklist of all requirements for electronic books; combining multiple files into one PDF (eBook or portfolio) requires a PDF tool. Please see this checklist with technical instructions.

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| Scanned Records: Optical Character Recognized - OCR | * If scanning is necessary because the original text-based document is paper or requires a handwritten signature (ex. affidavits), the scan must be Optical Character Recognized (OCR’ed) * This allows the PDF to be copied from and pasted into another document and made text searchable. |  |
| Cover Page | You may use this Word template to create your cover page with header style applied to document name.  Example: “Book of Authorities” |  |

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| Page Numbering  (or [Bates Numbering](https://ca.practicallaw.thomsonreuters.com/9-621-2336?transitionType=Default&contextData=(sc.Default)&firstPage=true#:~:text=Bates%20numbers%20are%20used%20in,other%20parties%20in%20the%20case.)) | * page numbered sequentially (or Bates numbered) * top centre of page * can start after Table of Contents * page numbering (or Bates numbering) must match the Table of Contents * page numbering (or Bates numbering) must be updated in PDFs for searching (otherwise page 1 will be the cover page when searching) |  |
| Bookmarking  Bookmarks must be:   * consistent; * clear and; * meaningful. | The combined files (documents) must also contain bookmarks, which consistently, meaningfully, and clearly describe the individual documents or sections of the book.  For example, bookmarks should describe the contents of the exhibit (e.g. “Tab 1 – Olsen v. Harris, 2016 BCSC 1776”) |  |
| Table of Contents | * Create Table of Contents in **Word** based on sequential page numbers (or Bates numbering) in eBook (PDF portfolio) and with header style applied for title “Table of Contents” * Page numbering (or Bates numbering) in Table of Contents must align with sequential Bates page numbering of the eBook (PDF portfolio). |  |
| Security Settings | * Disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document. |  |
| E-Filing File size limit:  maximum 100 megabytes (MB) | Court Services On-Line e-filing will accept one (1) PDF file (including cover page and Table of Contents) with a file size maximum of 100MB.   * If the document is larger than 100MB, the material cannot be electronically filed and **may be submitted in paper** (or see volumes below) |  |
| Volumes  100 megabytes (MB) maximum | **Files greater than 100 MB:**   * Can be split into volumes based on file size **not** number of pages. * For example: an 150MB appeal book, could be split into two 75MB volumes * try not to split exhibits between volumes   **Files less than 100 MB:** one (1) file  **do not** spilt into separate files based on number of pages. |  |

# 3.0 Copies for Filing and Service

## 3.1 E-filing Courts Records

Court staff will electronically apply registry filing stamp when approved through the e-filing system.

|  |  |  |
| --- | --- | --- |
| Filing/Service | Requirements | Completed |
| Electronic Copies | Save 1 copy with filing stamp for your records, 1 copy with filing stamp (paper or electronic) to be served on each party |  |

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: July 18, 2022