*Condensed books of authorities contain excerpts of authorities (case law, legal texts etc.) that the party intends to refer the Court to at the hearing of an appeal.*

# 1.0 Condensed Book of Authorities Content Requirements

## 1.1 Condensed Book of Authorities

|  |  |  |
| --- | --- | --- |
| Content | Requirements | Completed |
| Cover Page | Required  You may use this Word template to create your cover page. |  |
| Table of Contents | Required |  |
| Authorities | Authorities must be:   1. included in the filed book of authorities, and 2. authorities the party intends to refer the court to at the hearing of an appeal   **Not required**: full copies of authorities  **Include:** headnotes and excerpts |  |

# 2.0 Format Requirements

## 2.1 Paper Format Requirements

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| True Copies | Must be an identical or true copy of the original document. |  |
| Tabs | Tab each authority in condensed book |  |
| Cover Page | Required  You may use this Word template to create your cover page. |  |
| Cover and Back Page Colours | |  |  | | --- | --- | | **Condensed Book Type** | **Colour** | | **Appellant** | Buff | | **Respondent** | Green | | **Intervener** | Yellow | |  |

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| Table of Contents | * Create Table of Contents in Word based on tabs * List each authority tabbed * Create column with location in filed court record   Example:  **Table of Contents**   |  |  |  |  | | --- | --- | --- | --- | | **Tab** | | **Authority** | **Location** | | 1 | British Columbia (Milk Marketing Board) v. Saputo, 2017 BCCA 247 | | Appellant’s Factum, pg. 10 | | 2 | Supreme Court Civil Rules, Rule 1–3 | | Appellant’s Factum, pg. 25 | |  |
| Printed | Double sided |  |
| Binding | Cerlox plastic comb bound in booklet form |  |
| Volumes | * Maximum 500 pages (250 sheets of paper) per volume * Full Table of Contents in each volume * Volume number on cover page (1 of 3 volumes) |  |

# 3.0 Copies for the Court

Paper copies must be handed up to justices and provided to each party in the courtroom.

For **virtual** hearings paper copies must be handed in to the Registry no later than noon the day before the hearing so they can be delivered to justices.

|  |  |  |
| --- | --- | --- |
| Filing/Service | Requirements | Completed |
| Paper Copies  Minimum Total | You will be required to provide 1 copy for each justice, 1 copy for you, 1 copy for each party in court.  5 copies |  |

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: July 18, 2022