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| COVER PAGE INSTRUCTIONS (please remove table when completed)  Last Updated: July 18, 2022 | |
| Step | **Action** |
| 1 | Double click on **REQUIRED grey** text fields; delete text and then enter information or enter text where there are instructions. |
| 2 | Enter Court of Appeal case number example: CA12345  If **cases are heard together:** enter case number only applicable to the party, case and court record being filed. |
| 3 | Enter appellant and respondent’s names below in exactly the same order and format as the **Notice of Appeal** or **Notice of Application for Leave to Appeal** unless the Court of Appeal has ordered changes to the style of proceedings. |
| 4 | To remove instructions table: Right click mouse on  (top lefthand corner of this table). |
| 5 | Select **Delete Table**. |

COURT OF APPEAL FILE NO. Enter CA case number: example CA12345

Enter Name of First Appellant vs. Name of First Respondent

Enter title of court record: Appellant's Factum

**COURT OF APPEAL**

ON APPEAL FROM the order of Enter the name of the judge of the Enter the court or tribunal where the order being appealed was made, e.g. Supreme Court of B.C. pronounced on the Enter the date on which the order being appealed was made

BETWEEN:

Enter name(s) of appellant(s) and their role in the lower court or tribunal in brackets e.g. (Plaintiff)

AND:

Enter name(s) of respondent(s) and their role in the lower court or tribunal in brackets e.g. (Defendant)

Enter court record title example: Appellant's Appeal Book

[Enter Name of Party]

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| [Enter Name of Appellant] | [Enter Name of Respondent] |
| [Enter Name of Appellant's counsel, if any] | [Enter Name of Respondent's counsel, if any] |
| [Enter Address of appellant or, if the appellant is represented, name and address of the appellant's law firm]  Telephone: enter appellant's or lawyer's  E-mail: enter appellant's or lawyer's  Enter parties role e.g. Counsel for Appellant | [Enter Address of respondent or, if the respondent is represented, name and address of the respondent's law firm]  Telephone: enter appellant's or lawyer's  E-mail: enter appellant's or lawyer's  Enter parties role e.g. Counsel for Appellant |