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| WRITTEN ARGUMENT TEMPLATE 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 information where there are instructions. |
| 2 | Enter appellant and respondent’s names below. |
| 3 | **Part 1: Facts** – A brief statement of facts  **Part 2: Issues** – A statement of the issues for the application  **Part 3: Analysis** – A brief argument setting out why the justice erred in making the decision under review  **Part 4: Order Sought** – The nature of the order (or orders) requested  Enter name of lawyer(s) or party(ies) who prepared the filing |
| 4 | **Consecutive paragraph numbering** begins after Part 1 Statement of Facts |
| 5 | To add to paragraph numbering: Enter text and press enter after each paragraph to maintain auto-numbering. |
| 6 | To delete numbering use backspace key. |
| 7 | To remove instructions table:  Right click mouse on  (top lefthand corner of this table) |
| 8 | 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: Memorandum of Argument]

**COURT OF APPEAL**

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 MEMORANDUM OF ARGUMENT ON AN APPLICATION FOR …]

[Enter Name of Party]

**Part 1: Facts**

1. **Example:** The respondent …
2. **Example:** The respondent, contrary to its claim …

**Part 2: Issues**

**Part 3: Analysis**



**Part 4: Order Sought**

All of which is respectfully submitted.

Dated at the City of [Enter location], Province of British Columbia, this [Enter month] [Enter day] of [Enter year].

[Name of lawyer or party authorizing filing]