

1.	This is the (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.) affidavit of (name of person swearing affidavit) in this case and was made on (date the affidavit is sworn)
2. 3.	No. (Court file number) (Court registry) Registry
<i>In the Supreme Court of British Columbia</i>	
	Between:  (Your name(s))  Petitioner(s)
4.	And:  (Name(s) of respondent(s))  Respondent(s)
<b>AFFIDAVIT</b>	
5.	I, (your name), of (your address), (your occupation), SWEAR (OR AFFIRM) THAT:
6.	1. I am (explain how the person swearing the affidavit is involved in the dispute) and I have personal knowledge of the matters I refer to in this affidavit.
7.	2. (Evidence)  3.
SWORN (OR AFFIRMED) BEFORE ME ) at (location affidavit is sworn), British Columbia ) on (date affidavit sworn). ) (Your signature) _____ ) (Your name) (Commissioner's signature) _____ ) A commissioner for taking affidavits ) for British Columbia ) (Commissioner's name or stamp)	

## Instructions

1. All affidavits must be numbered. If you are swearing the affidavit and it is the first affidavit you have sworn in the judicial review, it will be “1<sup>st</sup>”. If you decide you need to swear further affidavits in the judicial review proceeding, these additional affidavits will be numbered consecutively (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>...).

The numbering applies to the person swearing the affidavit, not the total number of affidavits filed. If you swear two affidavits, number them 1<sup>st</sup> and 2<sup>nd</sup>. If your friend also swears an affidavit in support of your judicial review, number it 1<sup>st</sup> (assuming he/she has not sworn any other affidavits in the proceeding).

2. This is where the court file number goes. You will leave this blank on the first court documents you file (see the Example Petition). When you file your initial documents to start your judicial review, the registry will assign a file number and stamp it on the top right hand corner of your documents for you. After that, you must put the assigned file number on any additional court documents you file. The file number lets the registry know what file the documents will go into.
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4. In this space, put the name of the respondent or respondents. Usually, the respondents are whichever people or organizations were on the other side at the hearing. For example, the landlord is the respondent if you are a tenant seeking a judicial review of a Residential Tenancy Branch decision. Naming the respondent(s) is a very important step, so you should get legal advice to make sure that you are naming the correct respondent(s). In most cases, it will be any other people or organizations that appeared before the Tribunal.
5. Put the name, address and occupation of the person swearing the affidavit here.
6. Explain how the person swearing the affidavit is related to the judicial review and how he/she has personal knowledge of the facts in the affidavit. If you are the petitioner swearing the affidavit, put “I am a petitioner in this matter and I have personal knowledge of the things I refer to in this affidavit.”
7. This is the body of the affidavit. Use numbered paragraphs. The body of the affidavit contains clear statements of the facts relevant to the judicial review. It should be written in first person (for example, “I applied for a dispute resolution hearing on June 15, 2021...”).

State facts, not arguments, in the affidavit, and try to be concise. Keep your

sentences and paragraphs short. Most importantly, make sure that everything you are writing is true!

Usually you should limit yourself to facts setting out the context of the Tribunal decision and facts that show why the Tribunal decision should be reviewed. Some typical relevant things to include are:

- the dates of the steps leading up to the Tribunal hearing;
- what happened at the Tribunal hearing; and
- why you need the order you are asking for.

Think about a clear, simple way to organize this information. Chronological order is often the easiest way to organize information. Sometimes headings are helpful to divide up different topics.

Your affidavit should show the court all of the documents that were in front of the Tribunal. Each document will be attached to your affidavit as a separate “exhibit” (one document per exhibit). At a minimum, you must attach the Tribunal’s written decision, and any orders made. To refer to a document that will be attached to your affidavit, you need to give some brief information about why the document is relevant, and then name it as a lettered exhibit.

Example:

1. *On March 4, 2021 I found a Notice to End Tenancy taped to the door of my apartment. A copy of that Notice to End Tenancy is attached to this affidavit as Exhibit “A”.*

A copy of each document named as an exhibit will then be attached to the affidavit. The commissioner swearing the affidavit will stamp each document with an exhibit stamp that looks something like this:

*This is Exhibit A @ referred to in the affidavit  
of \_\_\_\_\_ sworn before me  
at \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_*

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*A commissioner for taking affidavits for British  
Columbia*