No. (Court file number)[[1]](#endnote-1)

(Court registry)[[2]](#endnote-2) Registry

*In the Supreme Court of British Columbia*

Between:

(Your name(s))

Petitioner(s)

And:

(Name(s) of respondent(s))[[3]](#endnote-3)

Respondent(s)

**APPLICATION RECORD INDEX**

|  |  |
| --- | --- |
| **Tab No.** | **Document[[4]](#endnote-4)** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |

1. 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. [↑](#endnote-ref-1)
2. This where you put the name of the court registry you are filing with. The BC Supreme Court has the following registries:

   |  |  |  |
   | --- | --- | --- |
   | * Campbell River | * Kelowna | * Rossland |
   | * Chilliwack | * Nanaimo | * Salmon Arm |
   | * Courtenay | * Nelson | * Smithers |
   | * Cranbrook | * New Westminster | * Terrace |
   | * Dawson Creek | * Penticton | * Vancouver |
   | * Duncan | * Port Alberni | * Vernon |
   | * Fort Nelson | * Powell River | * Victoria |
   | * Fort St. John | * Prince George | * Williams Lake |
   | * Golden | * Prince Rupert |  |
   | * Kamloops | * Quesnel |  |

   [↑](#endnote-ref-2)
3. 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. [↑](#endnote-ref-3)
4. List each of the following documents as a separate tab number, in the following order:

   filed notice of application

   each filed response to application form

   each filed affidavit (from any party)

   filed petition [↑](#endnote-ref-4)