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)

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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. Under this heading, put the citations for any cases that you have included in your Book of Authorities. The correct formatting is to first list the case name italicized (e.g. *Vauerano v 43 Housing Society*), followed by a comma and then the citation (e.g. 2009 BCSC 1642). This information will all be available at the top of the case you are referring to. The “Date” header refers to the specific date the case was decided and will also be available at the top of the case. [↑](#endnote-ref-4)
5. Under this heading, put the citations for any Acts or Regulations you have included in your Book of Authorities. The correct formatting is to begin with the full title of the legislation italicized followed by the citation. You can find the citation by searching the Act or Regulation at [canlii.com](https://www.canlii.org/en/) (e.g. *,* SBC 2002, c. 78). All of this information will be available at the beginning of an Act or Regulation. The “Date” header refers to the specific date the legislation was passed and will also be available at the top of the Act or Regulation. [↑](#endnote-ref-5)