



COURT OF APPEAL

**British Columbia Court of Appeal  
Practice Directive (Civil & Criminal)  
Title: Electronic Media in Appeal Books**

**Issued: 13 May 2016**

**Effective: Immediately**

**Cite as: *Electronic Media in Appeal Books* (Civil & Criminal Practice Directive, 13 May 2016)**

The Court is seeing an increase in appeal book contents filed on CDs, DVDs, or flash drives. Discs are often enclosed in paper sleeves within the appeal book and are poorly labeled, creating a risk of loss or damage. As appeal books are archival, the Court must provide directions regarding the use of electronic media, which can degrade and become unreadable over time. The Chief Justice therefore directs that electronic media accompanying an appeal book must meet the following requirements:

1. Only CDs or DVDs may be used. The exhibits on the disc(s) must be only multimedia that cannot be legibly reproduced in paper (such as video and audio). Other media that can be legibly reproduced on paper, such as documents, photographs, and diagrams, must always be clearly printed or copied, in colour if necessary (see further instructions in [Form 12](#)).
2. Where possible, only one disc should be filed per set of paper appeal books or joint appeal books. The index to the appeal books must list any accompanying CD(s) or DVD(s). At the page in the appeal book where the multimedia item would be located there must be a photocopy of the clearly labelled CD or DVD that contains the item.
3. Files on CD(s) or DVD(s) must be named with the Court of Appeal file number, book, exhibit number(s), and a short description: e.g. "CA12345 - Appellant's Appeal Book - Exhibit 12 - video of interview with appellant.avi".
4. On filing, any CDs or DVDs accompanying a set of paper appeal books must be contained in jewel cases. Both the jewel case(s) and disc(s) must be labeled with the file number, name of the book, exhibit number(s), and disc number: e.g. "CA12345 - Appellant's Appeal Book - Exhibits 2, 3, 12, 28 - DVD 1 of 2". Use only water-based markers and do not apply adhesive labels to any discs.

If materials are filed in violation of this practice directive, the Registrar may cancel the filing of the appeal book or require that it be corrected.

“The Honourable Chief Justice Bauman”  
for the Court of Appeal of British Columbia

History: This is a new Practice Directive