



**SUPREME COURT OF BRITISH COLUMBIA**

**Effective Date:** 2010/07/01,

**Updated:** 2018/12/6

**Number:** PD - 18

**Title:**

**Practice Direction**

**Request to Appear Before a Specific Judge, Master or Registrar**

**Summary:**

This Practice Direction sets out the procedure and form that must be used by a party or counsel in a civil, family or criminal proceeding as applicable, when making a request to the court to appear before a specific judge, master or registrar.

**Direction:**

1. A party or counsel wishing to schedule an appearance before a specific judge, master or registrar, must complete and electronically submit the request form which is available on the court's website at the following link:

[http://www.courts.gov.bc.ca/supreme\\_court/scheduling/Request to Appear Before a Specific Judge or Master/](http://www.courts.gov.bc.ca/supreme_court/scheduling/Request_to_Appear_Before_a_Specific_Judge_or_Master/)

2. The request form is to be used:
  - a. where a specific judge, master or registrar is seized;
  - b. where the matter in relation to which counsel or a party wishes to appear is a continuation of a matter that was previously before the specific judge, master or registrar;
  - c. in other circumstances where it is necessary or appropriate for a specific judge, master or registrar to hear the matter.

3. All parts of the request form must be completed; incomplete forms will not be processed.
4. A party or counsel submitting the request form must send a copy of it by email to parties or counsel, or by fax or ordinary mail to parties or counsel who do not have access to email.

**Chief Justice C.E. Hinkson**