



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

**Number:** PD - 2

**Title:**

## **Practice Direction**

### **Appearance List on Applications**

**Summary:**

This Practice Direction sets out the requirement of the applicant to provide the court with a list of the names of the parties, non-parties and counsel appearing on certain applications. The purpose of the appearance list is to assist court clerks in accurately recording appearances.

**Direction:**

**Scope of direction**

1. This direction applies to the following applications:
  - a. an application brought pursuant to:
    - i. the *Companies Creditors Arrangement Act*, R.S.C. 1985, c. C-36
    - ii. the *Bankruptcy and Insolvency Act*, R.S.C. 1985, c. B-3
    - iii. the *Class Proceedings Act*, R.S.B.C. 1996, c. 50
  - b. an application where there are 3 or more parties
  - c. an application where there are 6 or more counsel appearing
  - d. an application involving 2 or more separate proceedings.

**Applicant must prepare appearance list**

2. The applicant or counsel for the applicant must prepare an appearance list in the manner described in paragraphs 3-5. The appearance list must be provided to the court clerk at the commencement of the hearing of the application.

**Content and form of appearance list**

3. The appearance list must set out the name of each party and her/his respective counsel if any, in the order in which the party's name appears in the style of proceeding.
4. The appearance list must also set out the name of each non-party and her/his respective counsel, if any. Non-parties include creditors, monitors, receivers, interveners, and other interested persons.
5. The appearance list must be legible and in a type-written form where possible.

**Applications longer than 1 day**

6. Where the hearing of an application takes more than 1 day, an updated appearance list must be provided to the court at the beginning of each hearing day.

**Robert J. Bauman**  
**Chief Justice**