



Common Reasons for Rejection

VANCOUVER COURT REGISTRY

General:

1. The correct rule must be indicated on all amended documents [i.e. 24(1)(a), 24(1)(b), pursuant to court order of ... etc.]
2. When amending documents pursuant to an order, the entered order must accompany for registry clerks' reference.
3. An amended document must also indicate on the first page when the Original of that document was filed.
4. Any document which must also be filed in land cannot have "white out" on corrections.

Civil:

1. When submitting default packages where no statement of defence has been filed, an affidavit of non-delivery must be included.
2. Any documents requiring signature of clerk or registrar must have documents in support giving them authority to sign (i.e. Writ of Seizure and Order, Garnishing Order and Affidavit, Certificate of Pending Litigation and Writ/Claim or Petition, Certificate of Judgment and Order).
3. Garnishing Orders must have the name and address of the solicitor issuing the garnishing order typed on the front, and costs must be completed.
4. Style of cause on certificates of judgment must correspond exactly to the style of cause on the judgment in support.

Chambers:

1. All Consent/Desk Orders must be submitted with a Requisition in Form 56.
2. Requisitions filed with Consent/Desk Orders must include reasons why any party appearing in the style of cause has not signed the consent order (i.e. no Appearance/Discontinued against)

Trial Division:

1. Generally, all Requisitions through Trial Division should state "by consent"
2. Trial record covers must indicate telephone numbers of all parties, including "in person"s and large law firms, and also, place and date of trial.
3. Trial certificates must be filed no later than 14 clear days before trial date.

Cashier:

1. Approximately 70% of applications for payment out are rejected because complete documentation is not included.
2. Payments out of Court made pursuant to monies paid in by garnishing order require the "box form" to be completed fully. Appropriate documentation must be attached.
3. Payments in or out of Court made pursuant to a court order must include the court order. A consent to payment out to solicitor is required if the order is a consent order. This applies even if the consent order states the payment out to the law firm.
4. Requests for a search of the cashier's records for payments in or out of court must be submitted by praecipe.

Court of Appeal:

1. All notices of appeal must show the lower court action number.
2. Respondents' factums covers must be green.
3. Appellant's factums must be buff.
4. Appeal books must be blue and endorsed by opposing counsel.
5. Transcripts must be red and endorsed by opposing counsel.

Divorce/Family:

1. Divorce proceeding registration forms must accompany all family writs.
Marriage certificates obtained from the Vital Statistics Registry (not church certificates) must accompany all family writs.

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