



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.] Also, the date the original document was filed must be indicated on the front page of the Amended document.
2. When amending documents pursuant to an Order, the entered copy of the Order must accompany for registry clerks' reference.
3. Any document that must also be filed in Land Title Office 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).
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 and Desk Orders must be submitted with a Requisition in form 56.
2. Requisitions filed with Consent Orders must include reasons why any party appearing in the style of cause has not signed the Order (i.e. not filed appearance, discontinued).

Trial Division:

1. All Requisitions adjourning trial dates must say "by consent".
2. Trial Record covers must indicate telephone numbers of all parties, including "in person"s and large law firms, and also, the place and date of trial.
3. Trial Certificates must be filed no later than 14 clear days before trial date.
4. Notices of Trial must indicate the Name, Address and Telephone #'s of all the parties.

... / 2

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 a copy of 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 Requisition.

Court of Appeal:

1. All notices of appeal must show the lower court action number.
2. If you have a Consent Order for "late filing" it must be accompanied by the document that you are attempting to file. Court of Appeal does not require entry of the Order first.
3. Factums (above the style of cause) it must state "on Appeal from (Judge and Court or Tribunal) from whose Order the Appeal is brought together with the date the Order was pronounced.

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.
2. Marriage Certificates are now filed. For return of the Marriage Certificate you now require a Court Order.
3. Marriage Certificates that are not in English must be translated and an Affidavit of Translation must be filed with the Marriage Certificate attached as an exhibit.

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