



COURT OF APPEAL

User Guide for eFiling

3/31/2021

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INTRODUCTION

Court Services Online (CSO) provides eFiling services for both civil and criminal matters for the Court of Appeal. If you are new to eFiling, the purpose of this guide is to provide you with a brief overview the information you will need to commence eFiling with the Court of Appeal. Additional resources are available on the CSO website.

What do I need?

- 1) You must have one of the following:
 - Basic BCeID account and a credit card - <https://www.bceid.ca/>
 - Business BCeID and credit card - <https://www.bceid.ca/>
 - BC Online account - <https://www.bconline.gov.bc.ca/>

- 2) Register your Basic BCeID account, Business BCeID account and credit card or BC Online account with Court Services Online (CSO) and accept the Electronic User agreement.

- 3) Adobe pdf reader or viewer

How does it work?

Once you have established a registered account with CSO and you log in to CSO, you will be able to access the E-File section as shown below.

Ministry of Attorney General
Court Services Online

- [Home](#)
- [E-search](#)
- [Disclaimer](#)
- [E-file](#)
- [Transaction Summary](#)
- [Daily Court Lists](#)
- [New Case Report](#)
- [Schedule of Fees](#)
- [About CSO](#)
- [Filing Assistant](#)

Account

Version 3.0.0.00

Welcome to Court Services Online

CSO Services

Try a NEW way of completing the Court of Appeal - Notice of Appeal (Form 7)

→ [Start New Notice of Appeal](#)
[Continue From a Saved Notice of Appeal](#)

You can generate and submit the form online as well as resume previously saved forms without the need to attend at the registry. Experience faster turnaround times for the filing of the form with rapid auto acceptance. **NOTE: The current phase includes Supreme Court civil only and does not allow for Supreme Court Family Law matters through this process.**

E-search

→ [Search Civil](#)
[Search Appeal](#)
[Search Traffic/Criminal](#)

First time user? [E-search introduction](#)

E-file

→ [Submit Package](#)
[View Packages](#)

First time user? [E-file introduction](#)

How do I submit a document to the Court of Appeal?

To submit a document or group of documents to the Court of Appeal, click the Submit Package link under the E-file section on CSO.

CSO Services

E-search

→ [Search Civil](#)
[Search Appeal](#)
[Search Traffic/Criminal](#)

First time user? [E-search introduction](#)

E-file

→ [Submit Package](#)
[View Packages](#)

First time user? [E-file introduction](#)

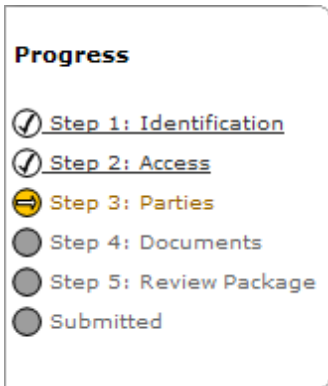
Recent Packages

1 - 3 of 3 results

Date Submitted	Your File #	Court File #	Package #	Results	Action
03/03/2009	123jus		6920	Action Required	View
02/12/2009	23498		6900	Action Required	View
02/09/2009	JL090210	NAN-S-S-100011	6881	Pending	View

You will be taken to Step 1 of the eFiling process which is the Identification step.

Note the *navigation bar* on the right side of the screen. This shows which steps you have completed, and which step you are currently on. If necessary, you can click one of the links to return to an earlier step.



In the Identification screen, identify the filing package that you are submitting. It is important to select whether you are submitting documents to commence a new filing with the Court of Appeal or if you are filing to an existing court file number.

For the Filing Information please select the Location to File as the BC Court of Appeal from the drop-down list. If you select a location other than the BC Court of Appeal, your filing will be directed to the Supreme Court.

Step 1: Identification

Enter the following information to identify the filing package.

Are you starting a new court file or filing to an existing file?
 New Existing

Filing Information:
Location to File:
Level of Court:
Class of Case:

Are you submitting a document that previously was rejected?
 Yes No

Do you have or are you applying for indigency status?
 Yes No

Would you like e-mail notification for this package?
 Yes No

Your default CSO email address **info@samplelaw.com** will be used.
Second email:
Confirm second email:
Your file number:

Progress

- Step 1: Identification
- Step 2: Access
- Step 3: Parties
- Step 4: Documents
- Step 5: Review Package
- Submitted

ACCESS

If you have a Business BCeID or a BC Online account, you can provide access to other users on your CSO account. There are two types of access which can be provided either Read Only or Update access. For Read Only access a user can view the document but cannot make edits. For Update access, a user could go in and edit the document.

NOTE: Basic BCeID users will not see this screen as they will not have multiple users on the account.

Step 2: Package Access

Give other users online access to this package.

Add a User

User Name:

Access Type:

Users with Access to this Package

Name	Access	Action
LAWMAN, JAMES	UPDATE ACCESS	
DONYM, SUE (C)	UPDATE ACCESS	
SAMPLE, PAT (P)	UPDATE ACCESS	
BEACH, SANDY (C)	READ ACCESS	Edit Remove

DOCUMENTS

This screen lets you add the documents you wish to submit in this filing package. When you add documents, consider the following:

- All documents *must* be in PDF format.
- A filing package can contain one or more documents; but all documents in a filing package *must* be for the same court file and
- Ensure that you follow the standards that have been directed by the Court of Appeal in the Notice to the Public Regarding Modified Filing Directions in Civil and Criminal Appeals.

Step 3: Add Documents

Add the documents that you want to submit for filing.

Add Your Documents

Document Type:

Select document:

Should this document go to Scheduling? Yes No

Documents to be Submitted

#	Document Type	File Name	Action
Add your documents above			

Progress

[Step 1: Identification](#)

[Step 2: Access](#)

[Step 3: Documents](#)

Step 4: Parties

Step 5: - Not Applicable

Step 6: Review Package

Submitted

PARTY INFORMATION

If you are initiating a *new* court file, this screen lets you identify the parties to the action. If you are adding documents to an *existing* file, this step will not appear because you are not required to identify parties for an existing file.

For a new court file, identify the party's type, name, and role. Repeat this process for all the parties

Step 4: Identify the Parties

Add a Party

Party Type:

Surname:

Given Name 1:

Given Name 2:

Given Name 3:

Party Role:

Parties Added

Name	Party Role	Party Type	Action
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Progress

[Step 1: Identification](#)

[Step 2: Access](#)

[Step 3: Documents](#)

[Step 4: Parties](#)

Step 5: - Not Applicable

Step 6: Review Package

Submitted

REVIEW

This screen lets you review the filing package that you are about to submit. Review this information carefully. If everything is correct, you can agree to the terms at the bottom of the screen and authorize payment from your BC OnLine account or credit card.

The screen contains several tables displaying basic package information, parties, documents, fees, and a comments box.

Step 6: Review Filing Package

New Court File:	Yes
Location:	BC Court of Appeal
Level and Class:	Appeal Appeal Civil
Your File Number:	

Parties [Edit](#)

Name	Party Role	Party Type
SMITH, John	Appellant	IND

Documents [Edit](#)

Document Description	File Name
Notice of Appeal - Court of Appeal	sc_form42[1].pdf

Fees [Edit](#) [Reset](#)

Document Description	Statutory Fee
Notice of Appeal - Court of Appeal	\$200.00
Subtotal:	\$200.00
CSO Fee:	\$0.00
Total Fees:	\$200.00

The registry will process statutory fees when your documents are filed.

Filing Comments

I have reviewed the information and the documents in this filing package and am prepared to submit them for filing. I agree that all fees for this filing package may be charged to the credit card registered to my CSO account.

I Agree

[Back](#)

[Cancel](#)

[Submit](#)

Progress

- [Step 1: Identification](#)
- [Step 2: Access](#)
- [Step 3: Documents](#)
- [Step 4: Parties](#)
- [Step 5: - Not Applicable](#)
- [Step 6: Review Package](#)
- Submitted

SUBMIT PACKAGE

When you submit a filing package, the \$7.00 filing fee is charged immediately, and payment for any statutory filing fees will be authorized. Statutory fees will only be charged when the registry processes the documents in the filing package. All fees will be charged to your BC OnLine account.

Amount of Payment Due

Service Request: Package Submission Fee

Service Fee: \$7.00

[Continue with Purchase](#) [Cancel](#)

This screen displays all fees associated with your filing package.

Receipt

You have successfully submitted your filing package to the registry.

Package Number: 8540
Submitted By: LAWMAN, JAMES
Your file number: 100315
New Court File: Yes
Submitted to: Victoria Law Courts
Submitted Date: 15Mar2010
Filing Comments:

Fees

#	Document Description	Statutory Fee
1	Writ of Summons	\$208.00
2	Statement of Claim	\$0.00
Subtotal:		\$208.00
CSO Fee:		\$7.00
Total Fees:		\$215.00

[Print Submission Sheet](#) [Print Receipt](#) [View Filing Package](#)

[Done](#)

Progress

- ✓ Step 1: Identification
- ✓ Step 2: Access
- ✓ Step 3: Parties
- ✓ Step 4: Documents
- ✓ Step 5: Review Package
- 👉 Submitted

You can click:

- **Print Submission Sheet** to create a detailed report of all the information that was provided during the package's submission.
- **Print Receipt** to create a summary report of all fees paid for this package.
- **View Filing Package** to go to the View Packages service where you can review the status of all the packages you have submitted.
- **Done** to return to the CSO main screen.

How do I View Packages and Retrieve Filed Documents?

There are numerous ways to view the packages that you (and others in your organization) have submitted.

- When CSO sends you an *e-notification* about a package (by e-mail), it will contain a link that you can click to view that package's details.

-----Original Message-----

From: CSO_ENOTIFICATION_TEST@gov.bc.ca [mailto:CSO_ENOTIFICATION_TEST@gov.bc.ca]

Sent: Thursday, July 26, 2017

To: Jane Doe

Subject: Filed COA-A-O-CA45465

Your electronic filing has been processed and the results are shown below

Court File Number COA-A-O-CA45465

Style of Cause

Document Type Notice of Appeal - Court of Appeal

Status Filed

Link <https://test.justice.gov.bc.ca/cso/accounts/bceidNotification.do?packageNo=10950>

You can view the record and the document by clicking on the link above.

If there are any problems with your filing, please do not hesitate to contact the support team via email at Courts.CSO@gov.bc.ca

- Any package that has not yet been filed will appear in the Recent Packages list at the bottom of the CSO Services screen. You can click any View link to go straight to that package's details.
- The View Filing Packages screen helps you find packages that you submitted, as well as packages that other people in your organization have given you access to.

The screenshot shows the CSO Services interface. It has two main sections: E-search and E-file. The E-search section has links for Search Civil, Search Appeal, and Search Traffic/Criminal. The E-file section has links for Submit Package and View Packages (circled in red), and a link for E-file introduction. Below these is a 'Recent Packages' section showing 4 results. The table has columns for Date Submitted, Your File #, Court File #, Package #, Results, and Action. The Action column contains 'View' links, with the bottom one circled in red.

Date Submitted	Your File #	Court File #	Package #	Results	Action
03/15/2010	100315		8540	Pending	View
03/03/2009	123jus		6920	Action Required	View
02/12/2009	23498		6900	Action Required	View
02/09/2009	JL090210	NAN-S-S-100011	6881	Pending	View

A package's status will show in the Results column as:

- **Pending** (at least one document in the package has not yet been processed).
- **Complete** (all documents have been accepted for filing). You can click **View** to view, print, and save filed copies of your documents.
- **Action Required** (at least one document has been rejected or returned for a courtesy correction). Click **View** immediately to see what the problem is

It is important to note that the documents filed will only remain accessible on your account for a period of 30 days from the date processed. If you need to go back and retrieve the form prior to the expiration of the 30 days, you can do so through the [VIEW PACKAGE](#) screen or under the [Recent Packages](#) menu which appears on the CSO Homepage when you are logged into CSO.

[B.C. Home](#)
 Ministry of Attorney General
 Court Services Online

You are logged on as Test white Log Off

View Filing Packages

The table below shows all of the filing packages for which you have access. You can change this view using the *Status Quick Filter* or use *Search Packages* to find a specific package.

Status Quick Filter: ➔ [Go](#) [Search Packages](#)

Packages You Can View

1 - 10 of 96 results Page 1 2 3 4 5 6 7 8 9 10 >>

Date Submitted	Your File #	Court File #	Package #	Results	Document Upload State	Action
07/30/2018		CA45466	10952	Complete	Uploaded	View
07/26/2018		CA45465	10950	Complete	Uploaded	View
07/19/2018		CA45447	10949	Complete	Uploaded	View
07/13/2018		CA45397	10948	Complete	Uploaded	View
07/13/2018		CA45396	10947	Complete	Uploaded	View

Recent Packages

Contains packages that have been submitted and pending approval or require further action. Packages that are Completed and Filed for over 48 hours will not appear here and can be found through [View Packages](#).

1 - 10 of 92 results

Page 1 2 3 4 5 6 7 8 9 10 >>

Date Submitted	Your File #	Court File #	Package #	Results	Document Upload State	Action
07/30/2018		CA45466	10952	Complete	Uploaded	View
05/29/2018			10913	Pending	Uploaded	View

To access the document, you will need to click on the VIEW link which appears under the Action column. The Filing Package Details screen will appear and you can print the Notice of Appeal form from this screen.

Who do I advise if I have technical issues or feedback?

We are always looking for ways in which applications can be improved, so if you have some suggestions, please do not hesitate to send them to CSO Support.

CSO Support – Courts.CSO@gov.bc.ca