

# GUIDE TO SUBMITTING APPLICATION RECORDS USING CSO

APRIL 2026

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# APPLICATION RECORDS

## INTRODUCTION

On August 15, 2022, the Associate Judges Chambers Pilot Project commenced and provided the means for parties to submit chambers application records electronically for some matters using Court Services Online (“CSO”).

Effective September 8, 2025, the Associate Judges Chambers Pilot Project expanded to introduce the virtual chambers list which provides a means for parties to schedule applications in most registries where all litigants will appear by video using Microsoft Teams by default. Please refer to [Practice Directive - 73](#) and [Practice Directive - 72 for](#) additional details.

## SCOPE

### **Associate Judges Chambers Pilot Project (commenced August 2022)- Submission of electronic Application Records**

- Matters which are 30 minutes or less.
- Scheduled before an Associate Judge
- Method of attendance – In person unless permission granted for remote attendance.
- Electronic Application Records can be either paper or electronic.
- For all locations except Prince Rupert, Williams Lake, Revelstoke, and Golden

### **Virtual Chambers List (commencing September 8, 2025)**

- Matters which are 30 minutes or less.
- Scheduled before an Associate Judge
- Method of attendance – Video using MS Teams
- For all locations other than Vancouver and **commencing June 1, 2026**, an application for a proceeding filed in the **New Westminster** registry can be set on the virtual chambers list.
- Electronic Application Records only

### **Can I submit an electronic Application Record for any hearing?**

Application Records can be submitted electronically using Court Services Online; however, only for applications which are **30 minutes or less** and set **before an Associate Judge**.

For the **Associate Judges Chambers Pilot Project** which commenced in August 2022, you may submit an electronic application record for applications being held in one of the following court locations:

**Vancouver Island Region:** Campbell River, Courtenay, Duncan, Nanaimo, Port Alberni, Powell River, and Victoria.

**Interior Region:** Cranbrook, Kamloops, Kelowna, Nelson, Penticton, Rossland, Salmon Arm, Vernon.

**North Region:** Dawson Creek, Fort St. John, Prince George, Quesnel, Smithers, and Terrace.

**Fraser Region:** Abbotsford, Chilliwack, and New Westminister.

For the virtual chambers list which commenced on **September 8, 2025**, you must submit an electronic application record for applications scheduled to the Virtual Chambers List for all locations **except** Vancouver. **NOTE:** For proceedings filed in the **New Westminister** registry, an application can only be scheduled on the virtual chambers list **commencing June 1, 2026**.

### **Can applications in foreclosure proceedings be set on the virtual chambers list?**

Yes, applications in foreclosure proceedings, except for applications for approval of sale, may be scheduled in virtual chambers.

### **Is there a cost to submit an Application Record via CSO?**

Yes, there is a \$7.00 transaction fee for submitting the application record.

### **Is there a size limit for Application Records?**

Yes, there is a 50 MB limit for the submission of application records.

*Please note that if your application record is over 20 MB in size, you will need to use the Upload Large File function on CSO prior to using the Submit Application Record link to submit. Details on how to use the Upload Large File function can be found in Step 11 of the submission process.*

# How do I submit an electronic Application Record?

Once you have prepared your electronic application record in accordance with the requirements outlined in [Practice Directive – 72](#) you will complete the following steps to submit:

**Step 1:** You need a CSO Account and log into CSO with your user id and password. Under the E-File section you will see a link that is titled Submit Application Records.



**Step 2:** Click on the Submit Application Records. The Application Records File Upload screen will appear as shown.

## Application Records File Upload

\* indicates a required field


**Search For:**

File Number: \*

Location: \*

Level: \*

Class: \*

Appearance Date: \*   eg. 12Jan2004

**Step 3:** Enter the required information in the following fields:

File number.

Location

Level

Class

Appearance Date

**Step 4:** Click the Search button.

### Application Records File Upload

\* indicates a required field

**Search For:**

File Number: \*

Location: \*

Level: \*

Class: \*

Appearance Date: \*   eg. 12Jan2004

**Step 5:** Use the Select column to indicate whose behalf the application record is being submitted.

### Application Records File Upload

\* indicates a required field


**Search For:**

File Number: \*

Location: \*

Level: \*

Class: \*

Appearance Date: \*   eg. 12Jan2004

Time of Appearance	Appearance Reason	Party Name	Select
Mon Aug 15 09:45:00 PDT 2022	Chambers Application - estimated under 2 hrs	TEST, One (Plaintiff)	<input type="checkbox"/>
		TEST, Three (Defendant)	<input type="checkbox"/>
		TEST, Two (Defendant)	<input type="checkbox"/>
	Non-party Name: <input type="text"/>		<input type="checkbox"/>

**Document Type:** \*

Select document:  No file chosen

**Step 6:** Select the document type you are submitting. The options available include

Application Record

Petition Record

Hearing Record

Book of Authorities

Individual Document

NOTE: The binder should be submitted as a single pdf document and not as individual documents.

### Application Records File Upload

\* indicates a required field


**Search For:**

File Number: \*

Location: \*  ▼

Level: \*  ▼

Class: \*  ▼

Appearance Date: \*   eg. 12Jan2004

Time of Appearance	Appearance Reason	Party Name	Select
Mon Aug 15 09:45:00 PDT 2022	Chambers Application - estimated under 2 hrs	TEST, One (Plaintiff)	<input checked="" type="checkbox"/>
		TEST, Three (Defendant)	<input type="checkbox"/>
		TEST, Two (Defendant)	<input type="checkbox"/>
	Non-party Name: <input type="text"/>		<input type="checkbox"/>

**Document Type:** \*  ▼

Select document:  No file chosen

**Step 7:** Choose the electronic application record you have prepared from your computer and click the ADD button.

**NOTE:** If the file you are selecting is **more than 20MB in size**, please ensure that you have followed the instructions in **Step 11** for uploading a larger size file.

### Application Records File Upload

\* indicates a required field


**Search For:**

File Number: \*

Location: \*

Level: \*

Class: \*

Appearance Date: \*   eg. 12Jan2004

**Search**

Time of Appearance	Appearance Reason	Party Name	Select
Mon Aug 15 09:45:00 PDT 2022	Chambers Application - estimated under 2 hrs	TEST, One (Plaintiff)	<input type="checkbox"/>
		TEST, Three (Defendant)	<input checked="" type="checkbox"/>
		TEST, Two (Defendant)	<input type="checkbox"/>
		Non-party Name: <input type="text"/>	<input type="checkbox"/>

**Document Type:** \*

Select document:  No file chosen

**Add**

### Application Materials

Sequence Number	Document Description	Action
	Add your documents above	

**Submit**

**Step 8:** Once the application record is added, you will need to type in a sequence number (e.g.: 1, 2, 3) to the submission as shown.

Use the View link to view the application record being submitted.

\* indicates a required field

**Search For:**

File Number: \*

Location: \*

Level: \*

Class: \*

Appearance Date: \*   eg. 12Jan2004

**Search**

Time of Appearance	Appearance Reason	Party Name	Select
Mon Aug 15 09:45:00 PDT 2022	Chambers Application - estimated under 2 hrs	TEST, One (Plaintiff)	<input type="checkbox"/>
		TEST, Three (Defendant)	<input type="checkbox"/>
		TEST, Two (Defendant)	<input checked="" type="checkbox"/>
	Non-party Name: <input type="text"/>		<input type="checkbox"/>

**Document Type:** \*

Select document:  No file chosen

**Add**

**Application Materials**

Sequence Number	Document Description	Action
<input type="text"/>	Sample App Record_4.pdf	<a href="#">View</a> <a href="#">Remove</a>

**Submit**

**Step 9:** To submit the document, click the submit button and you will be prompted for the payment. Click the Continue with Purchase button to pay the fee and submit.

## Amount of Payment Due

**Service Request:** Application Record

**Service Fee:** \$7.00

[Continue with Purchase](#)

[Cancel](#)

**Step 10:** A message will appear at the top of the page to indicate that the application record was successfully submitted.

Ministry of  
Attorney General

Court Services Online

[Home](#)  
[e-search](#)  
[Disclaimer](#)  
[e-file](#)  
[Submit Package](#)

### Application Records File Upload

**YOUR DOCUMENTS HAVE BEEN UPLOADED SUCCESSFULLY.**

\* indicates a required field

You will also receive an email notification indicating that it was successfully submitted.

From: CSO\_ENOTIFICATION\_TEST@gov.bc.ca <CSO\_ENOTIFICATION\_TEST@gov.bc.ca>  
Sent: Monday, July 25, 2022 12:12 PM  
To:  
Subject: CSO Application Record Submission

Your Application Record file(s) has been successfully submitted as follows:

Court File Number: VIC-S-S-25896  
Appearance Date: August 15, 2022 9:45 AM  
Party(s): TEST, Three - Defendant

Documents: Sequence Number: 1  
Document Name: Application Record  
File Name: scl001.pdf  
Upload Status: Complete

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

**Step 11:** If the application record is more than 20MB in size, you will need to first upload the file by using the Upload Large Files link which appears in the efile menu before following the steps to submit an application record.

**NOTE:** The Upload Large File link is currently restricted to Court of Appeal matters and Supreme Court Application records only.



**Welcome to Court Services Online**

**CSO Services**

**E-search**

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

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

**E-file**

- [Submit Package](#)
- [Submit Court Of Appeal Package](#)
- [Upload Large Files](#)
- [View Packages](#)
- [Submit Application Records](#)

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

A pop-up window will appear as follows:



<https://justice.gov.bc.ca/?param1=2195&param2=1&hashvalue=0605989D7113C0F8212A271770...>

**CSO Large File Upload** Close X

**CSO Large File Upload**

Court Services Online is introducing the ability to load documents which are in excess of current 10MB size limit. The purpose of this servlet is to permit the loading of large documents prior to them being submitted for electronic filing. To load a large document, you must complete the following steps:

**Step 1:** Click on the Select File(s) link to select that the files you want to upload from a file on your computer.  
**Step 2:** Once you have selected the file(s) that you want to upload, click on the Upload link to commence the upload process.

**\*\*Please note that the document will only remain available to you for a period of three hours from the time it is loaded for submission by electronic filing.**

[SELECT FILES](#) [UPLOAD FILES](#)

As indicated in the instructions of the CSO Large File Upload, the service allows you to load larger files without tying up your computer resources. To start the process, you need to complete the following steps:

- Click on the **SELECT FILES** link and select the file or files that you want to upload.
- Once the required documents are listed on the CSO Large File Upload as shown on the screen below then click on the **UPLOAD FILES** link to load the files, so they are ready for submission.
- Once the upload is complete you will see it on the CSO Large File Upload screen as shown below. Please note that the documents will only remain available for submission for a period of 3 hours from the time they are uploaded.

**CSO Large File Upload** Close X

**CSO Large File Upload**

Court Services Online is introducing the ability to load documents which are in excess of current 10MB size limit. The purpose of this servlet is to permit the loading of large documents prior to them being submitted for electronic filing. To load a large document, you must complete the following steps:

**Step 1:** Click on the Select File(s) link to select that the files you want to upload from a file on your computer.  
**Step 2:** Once you have selected the file(s) that you want to upload, click on the Upload link to commence the upload process.

**\*\*Please note that the document will only remain available to you for a period of three hours from the time it is loaded for submission by electronic filing.**

affidavit1 001.pdf (434 kb) **100%**

File : affidavit1 001.pdf successfully uploaded to CSO application.

[SELECT FILES](#) [UPLOAD FILES](#)

- Close the CSO Large File Upload screen.
- Click on the **Submit Application Records** link and proceed to submit the large size file which you can select from the **Select Large File** drop down list.

\* indicates a required field

**Search For:**

File Number: \* [ 25896 ]

Location: \* [ VIC - Victoria Law Courts ]

Level: \* [ S - Supreme ]

Class: \* [ S - Supreme civil (General) ]

Appearance Date: \* [ 15Aug2022 ] eg. 12Jan2004

[ Search ]

Time of Appearance	Appearance Reason	Party Name	Select
Mon Aug 15 09:45:00 PDT 2022	Chambers Application - estimated under 2 hrs	TEST, One (Plaintiff)	<input type="checkbox"/>
		TEST, Three (Defendant)	<input type="checkbox"/>
		TEST, Two (Defendant)	<input checked="" type="checkbox"/>
	Non-party Name:	[ ]	<input type="checkbox"/>

**Document Type:** \* [ --Select the Type-- ]

Select document: [ Choose File ] No file chosen

[ --Select Large File-- ]

[ Add ]

**Application Materials**

Sequence Number	Document Description	Action
	Add your documents above	

[ Submit ]

## Are there specific requirements for the Application Record?

As per the [Practice Directive -72](#) the requirements for putting together an application record are as follows:

Parties providing an electronic application record to the registry must follow Rules [8-1\(15\)](#) and [8-1\(16\)](#) of the Supreme Court Civil Rules or [Rule 10-6\(14\)](#) of the Supreme Court Family Rules, whichever applies, except that parties must include copies of case law and other authorities they will rely on at the hearing in their application record.

Rule 8-1(15)(a) [requiring a ring binder or secure binding] and Rule 8-1(15)(d)(ii) [prohibiting inclusion of authorities] of the Supreme Court Civil Rules and Rule 10-6(14)(a) [requiring a ring binder or secure binding] and Rule 10-6(14)(d)(ii) [prohibiting inclusion of authorities] of the Supreme Court Family Rules do not apply.

Application records submitted via CSO must be in Portable Document Format (PDF). Combining multiple files into one PDF Binder requires a PDF tool such as Adobe Pro. The application record must comply with the following requirements and PDF standards:

Requirement	Description
<b>True Copies:</b>	Every document submitted must be an identical or true copy of the original document, whether that original is scanned from paper or saved into PDF from another program, such as Microsoft Word.
<b>Searchable Electronic Format:</b>	<p>All documents submitted must be searchable.</p> <p>Documents should be created electronically unless they have been scanned because the original requires a handwritten signature, or an electronic version is not available. Documents that are scanned must be made searchable (see immediately below).</p>
<b>Scanned Records: Optical Character Recognized - OCR</b>	<p>If scanning is necessary because the original text-based document is only available in paper format or requires a handwritten signature (e.g., an affidavit), the scanned document must be processed using Optical Character Recognition (“OCR”) technology (i.e., it must be OCR’ed).</p> <p>OCR makes a PDF document searchable and allows text to be copied and pasted into another document.</p> <p>See <a href="#">Technical Instructions</a>.</p>
<b>Cover Page:</b>	Parties should create a cover page in form 30.001 or form F32.2, as applicable, as required by Supreme Court Civil Rule 8-1(15)(b) and Supreme Court Family Rule 10-6(14)(b), as applicable, with contact information (email addresses and telephone numbers) for all parties. The cover page is to be included as the first item in the electronic application record.
<b>Index:</b>	<p>Parties should include, as the second item in the electronic included in the electronic application record (including authorities application record, a numbered index for the application record using hyperlinks (links in electronic documents that enable you to jump between different text elements in the document) to link to each bookmarked document).</p> <p>See <a href="#">Technical Instructions</a>.</p>

Requirement	Description
<b>Bookmarks</b>	<p>All documents included in the electronic application record should be bookmarked. The title of the bookmark should consistently, meaningfully, and clearly describe the individual documents in the electronic application record, for example, “Affidavit #12 of John Doe (financial statement) filed June 1, 2023”. The bookmark panel should be shown by default when the electronic application record is opened. This can be accomplished by setting the initial view in Adobe Acrobat DC.</p> <p>See <a href="#">Technical Instructions</a></p>
<b>Authorities:</b>	<p>If necessary, parties should include an electronic book of authorities with bookmarks and sequential page numbering as part of the electronic application record. Parties should not hyperlink to external sources, because the presiding Associate Judge will not be able to mark them up in PDF. Authorities should be saved in electronic format or scanned and OCR’ed so that the text is searchable before being added to the electronic application record.</p> <p>See <a href="#">Technical Instructions</a>.</p>
<b>Page Numbering:</b>	<p>All pages in the electronic application record should be page numbered sequentially (1, 2, 3, etc.).</p> <p>Page numbers should appear at the top centre of the page.</p> <p>Page numbering can start after the electronic application record index or on the cover page, so long as it matches the page numbering in the electronic application record index.</p> <p>Page searching in the PDF must match page numbering. If page numbering starts <i>after</i> the electronic application record index, this is done using the Page Labels function in Adobe; otherwise, page 1 will be the cover page when searching.</p> <p>See <a href="#">Technical Instructions</a>.</p>
<b>Security Settings:</b>	<p>Parties must disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document. In other words, parties should not submit password protected documents.</p>
<b>File Size Limit:</b>	<p>Parties must ensure the electronic application record is optimized and does not exceed 50 megabytes (MB).</p>

## Are there any additional resources for preparing an electronic application record?

Yes, [tutorial videos](#) are available.

## My Application Record is larger than 20MB, how do I submit it?

Refer to [Step 11](#) for the process of uploading a large Application Record and how to submit it once it is uploaded.

## Will the Application Record be stamped?

No, you will not receive a stamped copy of the application record, and the record will not receive a physical stamp on it like other court documents.

## Are the Application Records being checked?

Yes, effective September 8, 2025, application records are being checked and if they do not comply with the standards set out in the [Practice Directive - 72](#), an email notification advising of the rejection will be sent to the party or counsel who submitted the application record.

Counsel or the party will be able to correct and resubmit, but any correction must be submitted in accordance with the Rules of Court which is no later than 4 p.m. one business day that is one full business day before the date set for the hearing. If the correction is not received or it is received late, the matter will be removed from the hearing list.

## Are there timelines for submitting the Application Record?

Yes, as per the Supreme Court Civil and Family Rules:

- An application record must be submitted ***no later than 4 p.m. on the business day, which is one full business day before the date set for the hearing*** of the application.

- An application record that is not received by 4 p.m. on the business day, which is one full business day before the date set for the hearing will not be placed on the hearing list.
- ***NOTE:*** *The date and time of submission of the Application Record will be recorded, and the registry will be checking for compliance with the Supreme Court Civil and Family Rules.*

### **Who should I contact if I have issues submitting my Application Record?**

You would contact [Courts.CSO@gov.bc.ca](mailto:Courts.CSO@gov.bc.ca)

### **If the matter was adjourned to another date, do I have to submit a new application record?**

If the application record is submitted and the matter is adjourned to a specific date, the application record will remain available for the Court for the next scheduled date, and counsel/parties do not need to resubmit the application record.

If the matter is adjourned generally, counsel will need to resubmit the application record upon resetting the matter. For matters adjourned generally or concluded, the application record is automatically deleted from the system after five days.

### **Why do I have to assign a sequence number?**

The sequence number is used to put the materials in the correct order for appearance. If you are submitting an application record and a book of authorities, the application record should be seen first and assigned the sequence number "1".

If you assign the same sequence number to two items, the second upload will

overwrite the first submission, so ensure that the same sequence number is not assigned.

### **How do I submit a corrected Application Record?**

When submitting a corrected Application Record, you will need to use the same sequence number that was assigned to the first submission in order that the system will replace the corrected version for the original version.

### **What if there is a system issue?**

Counsel and parties are responsible for ensuring that their application materials are submitted prior to any deadlines under the rules. If you encounter technical issues when trying to submit your application record via CSO, please ensure that you immediately contact [CSO Support](#).

### **For applications set on the Virtual Chambers List, what is the process for having an order signed on bench?**

- 1) A party who wishes to have an order signed on the bench by the associate judge presiding should have the draft order vetted by the registry in advance of the proceeding set on the virtual chambers list.
- 2) The party includes a scanned and OCR'ed copy of the vetted order as part of the Electronic Application Record.
- 3) The vetted order to be signed on the bench should be submitted at the same time as the Electronic Application Record but **must be submitted through the eFiling service** of CSO and not through the Application Record service and you will need to indicate the hearing date.
- 4) The Associate Judge may, at their discretion, electronically sign the vetted order on the bench, if granted.
- 5) The registry processes the approved order following the usual practice.

### **Who should I contact if I have questions about virtual chambers?**

If you have questions about virtual chambers, please contact [CSO Support](#).