



FILING DOCUMENTS WITH THE TRIBUNAL OFFICE

Introduction

The LSBC Tribunal processes, hears and decides regulatory cases in a manner that is fair, just, and in the public interest. This instruction sheet explains how to file documents with the Tribunal Office. Please also refer to the Law Society Rules and Directions on Practice and Procedure before the LSBC Tribunal (the “Tribunal Directions”) for more information on serving and filing documents and electronic documents.

Filing documents with the Tribunal Office

Filing Requirements

Other than physical documents filed at an in-person appearance, all documents must be filed in electronic form and be in accordance with the LSBC Tribunal’s Practice Direction 4.

If you will be asking a panel to make a not public order, non-disclosure order or publication ban and are filing the document ahead of the hearing, you must include a cover e-mail or letter requesting the materials to be not public pending a determination by the panel.

Electronic documents

Where possible, electronic documents should be filed in pdf format.

Written submissions of the parties should be filed in both .pdf and .doc (Word) formats. Written submissions should refer to authorities using CanLII citations and be hyperlinked to the case on CanLII.

Electronic documents may be filed by e-mail if less than 20 MB. Electronic documents that are 20 MB or greater in size may be filed using the LSBC Tribunal’s File Sharing Platform (Sync).

All documents for a hearing should be combined into one or a small number of .pdf files. Each of the documents within a .pdf file should be clearly identified with a bookmark that takes the reader to the first page of that document.

Each page of a .pdf file must be sequentially numbered from the first page of the file. This is best done using the Bates numbering feature in .pdf software.

Please refer to the Zoom Guide for Hearing Participants and the Guide to Using Sync Platform for instructions on uploading documents to be used at virtual hearings.

Physical documents

Physical documents may only be filed during the course of an in-person appearance. Where a physical document is filed at an in-person appearance, the party filing the document must file:

- a. one copy for each member of the panel and one copy to be entered as an exhibit; and
- b. either an electronic copy of the physical document or an additional un-tabbed and unbound copy of the physical document.

Layout

The following requirements apply to documents other than documentary evidence or copies of documentary evidence.

Documents filed with the LSBC Tribunal must be legible. Written documents must be typed or printed.

Electronic documents must be formatted to be printed on white paper 216 millimetres by 279 millimetres (8.5 by 11 inches). Physical documents must be on white paper 216 millimetres by 279 millimetres (8.5 by 11 inches).

Other communications with the Tribunal Office

Any communications with the Tribunal Office about the substance of the proceeding must be copied to all parties and must be sent electronically. Any correspondence not copying all parties will be returned or will not be processed.

All documents filed and all communications with the Tribunal Office must be relevant to the proceeding and respectful to all participants in the proceeding and to the Tribunal.