

NOTES

Form 22

(Rule 7-1 (1))

[Style of Proceeding]

1

LIST OF DOCUMENTS

Prepared by:[party]..... (the "listing party")

Part 1: DOCUMENTS THAT ARE OR HAVE BEEN IN THE LISTING PARTY'S POSSESSION OR CONTROL AND THAT COULD BE USED BY ANY PARTY AT TRIAL TO PROVE OR DISPROVE A MATERIAL FACT

2

[Do not include documents listed under Part 2, 3 or 4.]

No.	Date of document [dd/mmm/yyyy]	Description of document	Indicate by a check mark if the document is no longer in the listing party's possession or control	Indicate, for each document listed in this Part by way of an amendment to this List of Documents under Rule 7-1 (9), (12) or (14), the date on which the document was listed
1.1			[]	
1.2			[]	

Part 2: OTHER DOCUMENTS TO WHICH THE LISTING PARTY INTENDS TO REFER AT TRIAL

3

[Do not include documents listed under Part 1, 3 or 4.]

No.	Date of document [dd/mmm/yyyy]	Description of document	Indicate by a check mark if the document is no longer in the listing party's possession or control	Indicate, for each document listed in this Part by way of an amendment to this List of Documents under Rule 7-1 (9), (12) or (14), the date on which the document was listed
2.1			[]	
2.2			[]	

Part 3: DOCUMENTS THAT RELATE TO A MATTER IN QUESTIONS IN THE ACTION

[List here all documents that are listed in response to a demand under Rule 7-1 (11) of the Supreme Court Civil Rules, and all documents that are listed in response to a court order under Rule 7-1 (14) of the Supreme Court Civil Rules, that have not been listed under Part 1 or 2. Do not include documents listed under Part 1, 2 or 4.]

No.	Date of document [dd/mmm/yyyy]	Description of document	Indicate by a check mark if the document is no longer in the listing party's possession or control	Indicate, for each document listed in this Part by way of an amendment to this List of Documents under Rule 7-1 (9), (12) or (14), the date on which the document was listed
3.1			[]	
3.2			[]	

4

Part 4: DOCUMENTS FOR WHICH PRIVILEGE FROM PRODUCTION IS CLAIMED

No.	Date of document [dd/mmm/yyyy]	Description of document	Grounds on which privilege is claimed	Indicate, for each document listed in this Part by way of an amendment to this List of Documents under Rule 7-1 (9), (12) or (14), the date on which the document was listed
4.1			[]	
4.2			[]	

TAKE NOTICE that the documents listed in Parts 1 and 2 of this List of Documents that are not shown as no longer being in the listing party's possession or control may be inspected and copied, during normal business hours, at[specify location]..... .

Date:[dd/mmm/yyyy].....

.....

Signature of
[] listing party [] lawyer for listing party

.....[type or print name].....

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm.

They can be completed online and filed electronically using Court Services Online:
www.courtservicesonline.gov.bc.ca.

They can also be printed and completed manually; or completed online, printed and filed.

You do not have to file this form in the court registry, but serve it on the other parties.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. List the documents that are or were in your possession and control (e.g., 15 September 2008, contract of employment between XYZ company and John Brown. Then check the box if the document is no longer in your possession or control).
 3. List the documents to which you intend to refer at trial (e.g., cancelled Bank of Montreal cheque #305 to Jane White in the amount of \$500.00. Then check the box if the document is no longer in your possession or control).
 4. List the documents for which you claim privilege (e.g., 16 March 2007, letter from lawyer, Jane Green, advice on damages in my claim for wrongful dismissal. Then state the grounds on which you are claiming privilege, e.g., solicitor/client privilege).
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