

applicable [court registry](#). They should **not** additionally file a copy of a Family Form or Order with their handwritten signature.

3. In order to facilitate the more timely processing of Family Orders, where counsel is required to file a Family Order, they must do so by email to the applicable [court registry](#) as follows:

a. The Family Order must:

- i. be in PDF format¹;
- ii. not be password protected or encrypted;
- iii. follow the naming convention set out below; and
- iv. be individually submitted by a separate email (i.e., one Family Order per PDF file per email).

b. The subject line for emails to the applicable court registry attaching a PDF Family Order for filing must also follow the naming convention set out below.

Naming Convention for PDF Family Order & Email Submission Subject Line
LOCATION-FILE NUMBER-TYPE OF PROCEEDINGS (SHORT)-DATE ORDERED-ORDER TYPE-JUDGE'S FIRST INITIAL & LAST NAME
<i>As examples:</i>
Kelowna-12345-Doe v. Doe-June 1, 2023-FLA ORDER-S. Wishart
Kelowna-12345-Doe v. Doe-June 1, 2023-CFCSA ORDER-S. Wishart

History of Practice Direction

- Original practice direction effective May 17, 2021.
- Revised December 13, 2023: adds section 3 regarding filing of a Family Order by email and consequential amendments to title and purpose of practice Direction.

I make this practice direction pursuant to my authority under the *Provincial Court Act*, R.S.B.C. 1996, c. 379, Rule 9(19) of the *Provincial Court (Adult Guardianship) Rules*, and Rule 160 of the *Provincial Court Family Rules*, B.C. Reg. 120/2020.

Melissa Gillespie
Chief Justice
Provincial Court of British Columbia

¹ For reference: [3 Ways to Convert a File Into PDF - wikiHow](#).