

**20. Forms, completion of**

- (1) This rule is in addition to the RSC Order 69.
- (2) When completing a form in Schedule 1 —
  - (a) the name of a party must be capitalised according to the preference of the party; and
  - (b) the family name of a party must be underlined.

*[Examples: Vincent van Gogh; Wong Hei; Mary Jane Citizen.]*

- (3) A party completing a form in Schedule 1 must adapt the form to the circumstances of the CA matter, such as where there is more than one respondent.
- (4) If an item in a form in Schedule 1 does not have enough space to complete it, the party completing it must —
  - (a) insert in the item “See attachment [number]”; and
  - (b) attach to the form a separate document headed “[name of form] attachment [number] — [name of the item]”.

*[Example: A single attachment to Form 13 for the item “Grounds of this application” will be headed:*

“[Appeal No.]

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*Form 13: Application for review of single judge’s decision  
Attachment 1 — Grounds of this application”.*

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- (5) If a form in Schedule 1 is filed to which is attached one or more other documents, each attached document —
  - (a) must not repeat the formal heading on the form;
  - (b) must bear the Court of Appeal’s file number; and
  - (c) must bear any heading required by subrule (4) or any other rule.