



COURT OF APPEAL OF QUEBEC

Memoranda in Civil Matters

Memoranda Checklist

WARNING

The Clerk of the Court uses the checklist below to verify whether submitted memoranda respect the *Civil Practice Regulation* of the Court of Appeal (*C.P.R.*) and the *Code of Civil Procedure* (*C.C.P.*). This checklist is provided to assist you in preparing your documentation in conformity with the requirements that the Clerk of the Court is bound to apply.

This checklist is provided as a reference guide and memoranda may be refused for other reasons. The checklist does not bind the Court or its judges and **does not exempt users from reading the applicable provisions of the *Code of Civil Procedure (C.C.P.)* or the *Civil Practice Regulation (C.P.R.)***. The regulation may be found on our website under the section "*Procedure and Notices*". Although a natural person may be self-represented – unlike legal persons which must be represented by counsel – consultation with a lawyer is strongly recommended.

For more detailed information pertaining to the preparation of your documents, please see the sections *Frequently Asked Questions*, *Aide-memoire* and *Model Pleadings* on the Court's website.

The Clerk of the Court of Appeal

Name of the Party: _____

Record No. at the Court of Appeal: _____

- Time limit for filing the memoranda (specified in the appeal management decision) (art. 374 para. 3 *C.C.P.*)
- Proof of notification (according to the time limits specified in the appeal management decision) (art. 374 para. 3 *C.C.P.*)
- Number of copies of the memoranda: 5 (s. 54 *C.P.R.*)
- Letter-format white paper (21.5 cm x 28 cm; 8 ½ x 11) (s. 21 *C.P.R.*)

- Consecutive page numbering (s. 55 *C.P.R.*)
- Cover of the Memorandum:
 - Colour (s. 49(a) *C.P.R.*)
 - Record number in appeal (s. 49(b)(i) *C.P.R.*)
 - Details concerning the file in first instance (s. 49(b)(ii) *C.P.R.*)
 - Style of cause, title of the memorandum and date (art. 99 para. 2 *C.C.P.*, s. 49(b)(iii) and (iv) *C.P.R.*)
 - Names of the parties and their status (upper and lower case) (s. 22 *C.P.R.*)
 - Name and contact information of the author of the memorandum (art. 103 *C.C.P.* and s. 49(b)(v) *C.P.R.*)
- General table of contents (s. 55 *C.P.R.*)
- Argument:
 - Number of pages (s. 53 *C.P.R.*)
 - Spacing: at least 1.5 lines (s. 49(e) *C.P.R.*)
 - Margins: no less than 2.5 cm (1 inch) (s. 49(e) *C.P.R.*)
 - Numbered paragraphs (s. 49(f) *C.P.R.*)
 - Characters: 12 characters per 2.5 cm (s. 49(e) *C.P.R.*)
 - Quotations: single spaced and indented (s. 49(e) *C.P.R.*)
- Documents Necessary for the Adjudication of the Appeal (s. 53 *C.P.R.*):
 - Judgment under appeal and reasons
 - Notice of Appeal, and, if applicable, application for leave and judgment on leave
 - Documents normally found in schedules I, II and III of a brief, notably other judgments issued and pleadings filed in first instance (originating application, defence, answer, etc.)
- Final requirements: signature, attestation of compliance, undertaking, time requested (Art. 99 para. 3 *C.C.P.* and s. 47 *C.P.R.*)
- Technological Version (if available) in an accessible format and searchable by keyword (s. 11 *C.P.R.*)
 - Clerk's letter to the party

For verification purposes, we will refer to the hearing minutes, the appeal management minutes or the letter sent to the parties.

Signature of the Clerk: _____

Date: _____