



COURT OF APPEAL OF QUEBEC

Briefs in Civil Matters

Brief Checklist

WARNING

The Clerk of the Court uses the checklist below to verify whether submitted briefs 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 briefs 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.

Name of the Party: _____

Record No. at the Court of Appeal: _____

- Time limit for filing the briefs (art. 373 C.C.P.)
- Proof of notification (may be filed within 3 days of the expiry of the time limit) (art. 373 C.C.P. and s. 50 para. 2 C.P.R.)
- Number of copies of the brief: 7 copies (s. 50 C.P.R.)
- Letter-format white paper (21.5 cm x 28 cm; 8 ½ x 11 in.) (s. 21 C.P.R.)
- Number of pages (maximum of 225 pages per volume) (s. 49(h) C.P.R.)
- Pagination (centered at the top) (s. 49(d) C.P.R.)
- Cover of the Brief:
 - 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 brief 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 para. 1 C.P.R.)
 - Name and contact information of the author of the brief (art. 103 C.C.P. and s. 49(b)(v) C.P.R.)
- Volume number and sequence of pages (on the cover page and bottom edge) (s. 49(i) C.P.R.)

- General table of contents and table of contents for each subsequent volume (s. 49(c) *C.P.R.*)
- Argument:
 - Number of pages (s. 44 *C.P.R.*)
 - Numbered paragraphs (s. 49(f) *C.P.R.*)
 - Margins: no less than 2.5 cm (1 inch) (s. 49(e) *C.P.R.*)
 - Spacing: at least 1.5 lines (s. 49(e) *C.P.R.*)
 - Characters: maximum of 12 characters per 2.5 cm (s. 49(e) *C.P.R.*)
 - Quotations: single spaced and indented (s. 49(e) *C.P.R.*)
 - Argument divided in five parts (facts, issues in dispute, submissions, conclusions and authorities) (s. 42 *C.P.R.*)
 - Two sections (principal appeal and incidental appeal) for the respondent/incidental appellant's brief, if applicable (s. 48 *C.P.R.*)
- Appellant's Schedules (s. 45 *C.P.R.*):
 - Schedule I: The judgment under appeal (including reasons) and, in the case of judicial review or appeal, the impugned decision
 - Schedule II: The notice of appeal and, if applicable, the application for leave to appeal as well as the judgment granting leave, other judgments and pleadings in first instance (the originating application, defence, reply, etc.) and legislative provisions relied upon
 - Schedule III: Exhibits, depositions and, if applicable, the joint statement (s. 43 *C.P.R.*)
- Respondent's Schedules (s. 41 and 48 para. 2 *C.P.R.*)
 - Schedule II: Any documents necessary to complete the appellant's Schedule II, including the notice of the incidental appeal, if applicable
 - Schedule III: Any documents necessary to complete the appellant's Schedule III
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Signature of the Clerk: _____

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