



QUEBEC COURT OF APPEAL

Argument in Criminal Matters

Checklists for the Conformity of Factums and Arguments

Please be advised

The checklists below are those that the Clerk of the Court uses to verify the conformity of submitted factums and arguments with the *Rules of the Court of Appeal (RCAQ)* and the *Code of Civil Procedure (C.C.P.)*. They are made available in order to assist you in the preparation of your documentation that the Clerk of the Court is bound to apply.

These lists are provided for indicative purposes and your factum/arguments could be refused for other reasons. They neither commit the Court nor its judges and **do not relieve one from reading the pertinent articles of the *Code of Civil Procedure*, the *Rules of the Court of Appeal in Civil Matters* or the *Rules of the Court of Appeal in Criminal Matters***. These rules are found on our web site under the section "*Rules and Notices*". While a physical person may act alone, a company must be represented by an attorney; consultation with a member of the Bar is strongly recommended.

For more detailed information pertaining to the preparation of documents, please consult our "*Checklists and Frequently Asked Questions*" as well as our "*Models of Procedure*" on the Court's web site.

The Clerk of the Court of Appeal.

Checklist for the Presentation and the Filing of Arguments in Criminal Matters

File: _____

N° of the Quebec Court of Appeal: _____

- Delay for filing the arguments (according to instructions);
- Proof of service;
- Number of copies: 5 copies (Art. 56 (2) *RCAQ*);
- Format: 8 ½ x 11 (Art. 9 *RCAQ*);

- Cover:
 - File number;
 - Names of parties and their positions (upper and lower case);
 - Identification of the party filing the argument;
 - Name of the attorney;

- General table of contents;

- Argument:
 - Number of pages (Art. 59 (1) *RCAQ* or according to instructions);
 - Line spacing (1.5 spacing) (Art. 59 *RCAQ*);
 - Characters (12 characters per 2.5 cm) (Art. 59 *RCAQ*);
 - Quotations (single spaced and indented) (Art. 59 *RCAQ*);
 - Signature of the proceeding (Art. 12 *RCAQ*);

- Appellant Schedules:
 - Judgment in appeal and motives;
 - Motion for Leave to Appeal from a Sentence and judgment;
 - Indictment;
 - Depositions on the sentence;
 - Completed questionnaire, complying with Schedule I;

- Continued page numbering or tabs (according to instructions).

For verification purposes, we will refer to the minutes of trial, the minutes of the case management or the letter sent to the parties.

Signature of the Clerk: _____ **Date:** _____