



## COURT OF APPEAL OF QUEBEC

### CHECKLIST FOR PREPARING AND FILING DOCUMENTS – FAST-TRACK APPEALS IN CRIMINAL MATTERS

The following is the checklist the clerk of the Court uses to verify that the documents filed for appeals proceeding along the fast track in criminal matters comply with the applicable requirements. The checklist is provided to assist you in preparing your documents in compliance with the formal requirements the clerk is in charge of applying.

The list is provided for information only, and your documents may be refused for other reasons. The list binds neither the Court nor its judges and does not exempt you from reading the relevant provisions of the *Rules of the Court of Appeal of Quebec in Criminal Matters (R.C.A.Q.C.M.)*.

For more detailed information on how to prepare the documents, you may refer to the model pleadings as well as the *Aide-memoire* and *Frequently Asked Questions* sections of the *General Information* tab on the Court's website.

**Name of the filing party:** \_\_\_\_\_

**Record number in appeal:** \_\_\_\_\_

- Time limit for filing: as specified in the appeal management decision;
- Proof of notification;
- Number of copies:
  - 5 paper copies (s. 59 *R.C.A.Q.C.M.*) or as many copies as mentioned in the appeal management decision;
  - 1 PDF version on a USB key or transmitted via DOCA. In the latter case, it must be transmitted no later than 5 working days after the paper filing (s. 12 *R.C.A.Q.C.M.* and Clerk's Practice Direction No. 7);
- Letter-sized white paper (21.5 cm x 28 cm), but may be 21.5 cm x 35.5 cm if the original exhibit is this size (s. 18 *R.C.A.Q.C.M.*);
- Confidentiality (ss. 9 to 11 *R.C.A.Q.C.M.*): for a volume, the binding must be red. For a portion of a volume, the confidential portion must be filed in a separate volume;
- Consecutive page numbering;
- Cover page:
  - Heading of the pleading and date (s. 20 *R.C.A.Q.C.M.*);
  - Designation and status of the parties (upper case and lower case) (s. 19 *R.C.A.Q.C.M.*);
  - Name and contact information of the author (s. 16 *R.C.A.Q.C.M.*);

- Table of contents;
- Argument (s. 60 *R.C.A.Q.C.M.* or as specified in the appeal management decision):
  - Number of pages (10 pages or as specified in the appeal management decision);
  - Line spacing: at least 1.5;
  - Font: 12-point Arial;
  - Margins: at least 2.5 cm;
  - The text must appear on the front of each sheet (s. 18 *R.C.A.Q.C.M.*);
  - Quotations: single-spaced and indented, 11-point Arial is permitted;
  - Footnotes: 10-point Arial is permitted;
- Appellant's or applicant's documents (s. 60 *R.C.A.Q.C.M.* or as specified in the appeal management decision):
  - Judgment under appeal, including the reasons and the conclusion;
  - Motion for leave to appeal and the judgment granting the motion or referring it to the Court;
  - Indictment;
  - Depositions from the hearing and exhibits, if any;
  - In the case of an appeal from sentence, the duly completed questionnaire;
- Signature (s. 18 *R.C.A.Q.C.M.*).

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**Signature of the Clerk:** \_\_\_\_\_ **Date:** \_\_\_\_\_