



COURT OF APPEAL OF QUEBEC

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

Warning

The following is the checklist the Clerk of the Court uses to verify that the documents submitted for an appeal proceeding along the fast track comply with the formal requirements the Clerk must enforce. The list is made available to help you prepare your documents so as to satisfy these formal requirements.

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 it does not exempt filers 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 the preparation of the documents, you can consult 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 party: _____

Record number: _____

- Time limit for filing: as specified in the appeal management decision;
- Proof of notification;
- Number of copies:
 - 5 copies on paper (s. 59 *R.C.A.Q.C.M.*) or as many copies as mentioned in the appeal management decision;
 - 5 technological versions – each filed on a USB key identified like a pleading, permitting keyword searches and including hyperlinks (s. 12 *R.C.A.Q.C.M.*) or as many copies as mentioned in the appeal management decision;
- Letter-sized white paper (21.5 cm x 28 cm), but may be 21.5 cm by 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 spine 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.*);
 - Names of the parties 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);
- Spacing: At least 1.5;
- Font: 12-point Arial;
- Margins: At least 2.5 cm;
- The text must be reproduced on one side only of each sheet (s. 18 *R.C.A.Q.C.M.*);
- Quotations: Single-spaced and indented, 11-point Arial;
- Footnotes: 10-point Arial;

- 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.*).

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