



COURT OF APPEAL OF QUEBEC

CHECKLIST FOR PREPARING AND FILING MEMORANDA IN CIVIL MATTERS

Warning

The following is the checklist the Clerk of the Court uses to verify that memoranda filed in civil matters 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 memorandum 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 *Code of Civil Procedure* ("C.C.P.") and the *Civil Practice Regulation (Court of Appeal)* ("C.P.R.").

For more detailed information on the preparation of memoranda, 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) (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: 5 copies (s. 54 C.P.R.);
- Letter-sized (21.5 cm x 28 cm; 8 ½" x 11") white paper (s. 21 C.P.R.);
- Consecutive page numbering (s. 55 para. 1 C.P.R.);
- Cover page:
 - 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.);
 - Title of the pleading and date (art. 99 para. 2 C.C.P., ss. 49(b)(iv) C.P.R.);
 - Names of the parties and status of the parties (upper case and lower case) (s. 22 para. 1 C.P.R.);
 - Name and contact information of the author (art. 103 C.C.P. and s. 49(b)(v) C.P.R.);
- Confidentiality (ss. 8 to 10 C.P.R.): For a volume, the spine must be red. For a portion of a volume, the confidential portion must be filed in a separate volume;

- Table of contents (s. 55 C.P.R.);
- Argument:
 - Number of pages (s. 53 C.P.R. or as specified in the appeal management decision);
 - Spacing: at least 1.5 (s. 49(e) C.P.R.);
 - Margins: at least 2.5 cm (s. 49(e) C.P.R.);
 - Numbered paragraphs (s. 49(f) C.P.R.);
 - Typeface: size 12 and 12 characters per 2.5 cm (s. 49(e) C.P.R.);
 - The text must be reproduced on the front of the pages (s. 21 C.P.R.);
 - Quotations: single-spaced and indented (s. 49(e) C.P.R.);
- Necessary documents (s. 53 C.P.R. or as specified in the appeal management decision):
 - Judgment under appeal and reasons, as well as the judgment under judicial review, if applicable;
 - Notice of appeal and, if applicable, application for leave to appeal and judgment granting leave, as well as any other relevant judgment and pleading in first instance (originating application, answer, defence, etc.);
 - Documents normally comprising Schedule III of a brief (exhibits and depositions);
- Final requirements: signature, attestation of compliance, undertaking and time requested, when required (art. 99 para. 3 C.C.P. and s. 47 C.P.R.);
- Technological version of the memorandum (if available) on a USB key and in a format allowing keyword searches (s. 11 C.P.R.);

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

Signature of the Clerk: _____

Date: _____