



COURT OF APPEAL OF QUEBEC

COMPLIANCE CHECKLIST FOR BRIEFS IN CRIMINAL MATTERS

Warning

The Clerk of the Court uses the checklist below to verify whether submitted briefs comply with the *Rules of the Court of Appeal of Quebec in Criminal Matters (R.C.A.Q.C.M.)*. This checklist is provided to assist you in preparing your documentation in conformity with the requirements of form 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 R.C.A.Q.C.M.**; the *R.C.A.Q.C.M.* can be found on the Court's website in the section *Procedure, notices and forms*. 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 *Aide-memoire* and *Frequently Asked Questions* as well as the *Model Pleadings* on the Court's website.

CHECKLIST FOR THE FILING AND PREPARATION OF BRIEFS IN CRIMINAL MATTERS

Name of the parties: _____

Record number: _____

- Time limit for filing briefs (s. 42);
- Proof of notification (s. 42):
 - Must be filed no later than 3 working days following the expiry of the filing time limit;
 - The appellant must notify 2 copies on paper and 1 technological version to the respondent;
 - The respondent must notify 2 copies on paper and 1 technological version to the appellant.
- Number of copies of the brief that must be filed with the Office of the Court:
 - 7 copies on paper (s. 42);
 - 7 technological versions (s. 12), each filed on a USB key identified like a pleading, permitting keyword searches and including hyperlinks.
- Letter-sized paper (21.5 cm by 28 cm) (s. 18).
- Confidentiality (s. 9 to 11): For a volume, the binding is red. For a portion of a brief, the confidential portion is produced in a separate volume.
- Number of pages (225 sheets per volume) (s. 41(h)).
- Pagination: Consecutive and centered at the top of the page (s. 41(d)).

- Format:
 - Colour: Yellow for the appellant, green for the respondent and gray for any other party (s. 41(a));
 - Record number in appeal (s. 41(b)(i));
 - Information regarding the trial record (s. 41(b)(ii));
 - Designation of the parties (upper case and lower case) (s. 19 and 41(b)(iii));
 - Heading of the brief (s. 20 and 41(b)(iv));
 - Name and contact information of the author as well as those of counsel for the other parties (s. 41(b)(v)).
- Volume numbers and sequence of pages (cover page and bottom edge) (s. 41. 41 (i)).
- General table of contents and table of contents for each subsequent volume (s. 41(c)).
- Argument:
 - Number of pages: (s. 38);
 - Numbered paragraphs (s. 41(f));
 - Spacing: At least 1.5 (s. 41(e));
 - Font: 12-point Arial (s. 41(e));
 - Margins: At least 2.5 cm (s. 41(e));
 - Quotations: Single-spaced and indented, 11-point Arial (s. 41(e));
 - Footnotes: 10-point Arial (s. 41(e))
 - Argument in five parts (facts, issues in dispute, submissions, conclusions, authorities) (s. 36).
- Appellant's** schedules (s. 39):
 - Schedule I: The judgment under appeal, including the reasons and, where applicable, the decision of the lower court;
 - Schedule II:
 - Notice of appeal or motion for leave to appeal and judgment;
 - Indictment and minutes of the hearing on the merits at trial;
 - All applicable statutory and regulatory provisions, in both official languages, if available (see list of exceptions in s. 39);
 - Schedule III: Exhibits (s. 41(j)) and depositions (s. 41(k)).
- Respondent's** schedules (s. 35):
 - Schedule II: Elements in addition to those in the appellant's schedule;
 - Schedule III: Elements in addition to those in the appellant's schedule.
- Page headers for exhibits and depositions (Schedule III) (s. 41(j) and (k)).
- Printing:
 - Argument and Schedule I: On the left-hand side (s. 41g));
 - Schedules II and III: On both sides (s. 41(g));
 - Depositions ("*four-in-one*" format permitted) (s. 41(l)).
- Final requirements (attestation of conformity, undertaking and time requested) (s. 40).
- Signature (s. 18).

Signature of the Clerk: _____

Date: _____