



COURT OF APPEAL OF QUEBEC

COMPLIANCE CHECKLIST FOR WRITTEN ARGUMENT

Warning

The Clerk of the Court uses the checklist below to verify whether the documents submitted for an appeal proceeding along the fast track 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 your documents 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 FAST-TRACK FILES

Name of the parties: _____

Record number: _____

- Time limit for filing: According to the order;
- Proof of notification:
 - Must be filed no later than 3 working days following the expiry of the filing time limit;
 - Appellants must notify their documents to the respondents and vice versa.
- Number of copies:
 - 5 copies on paper (s. 59) or as many copies as mentioned in the order;
 - 5 technological versions, each filed on a USB key identified like a pleading, permitting keyword searches and including hyperlinks (s. 12).
- Letter-sized paper (21.5 cm by 28 cm), but may be 21.5 cm by 35.5 cm if the original exhibit is this size (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.
- Pagination: Consecutive.

- Format:
 - Record number in appeal;
 - Designation of the parties (upper case and lower case) (s. 19);
 - Heading of the pleading (s. 20);
 - Name and contact information of the author (s. 16).
- Table of contents.
- Argument (s. 60 or according to the order):
 - Number of pages;
 - 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);
 - Quotations: Single-spaced and indented, 11-point Arial;
 - Footnotes: 10-point Arial.
- Appellant's** documents (s. 60 or according to the order):
 - The 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).

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