



COURT OF APPEAL OF QUEBEC

Issued: October 3, 2022

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Chief Justice's Directive

RULES RESPECTING THE PREPARATION OF THE PDF FILES OF PLEADINGS, BRIEFS, MEMORANDA, BOOKS OF AUTHORITIES OR ANY OTHER DOCUMENT

In all matters, the PDF file of a pleading, brief, memorandum, book of authorities or any other document transmitted to the Court must comply with the following rules.

Guide

A guide has been prepared to help parties and counsel comply with this directive. It can be consulted on the Court of Appeal's website at the following address (only in French for the moment):

https://courdappelduquebec.ca/fileadmin/Fichiers_client/Procedures_et_avis/Directives_de_la_JEC/Guide_-_confection_PDF/Guide_confection_PDF_-_FR-28-09-2022_.pdf

GENERAL RULES

1. File Type

The file must be in PDF format.

2. Concordance of the Paper Version and the PDF File

The PDF file of a document must be identical to its paper version.

3. Pagination

All pleadings, briefs, memoranda, books of authorities or other documents and their schedules must have consecutively numbered pages.

The displayed pagination of a PDF file must be identical to the pagination of its paper version (see the section on pagination in the *Guide* for more information on this subject: [Guide](#) (only in French for the moment)).

4. Optical Character Recognition (OCR)

The PDF file of a document must be “searchable”, which means:

- Keyword searches in the document can be done using the search function of the PDF file management software;
- Any text that is not handwritten can be selected with the cursor in order to copy it to another file.

All pages of a pleading, brief, memorandum, document in lieu of a brief, or book of authorities must allow for optical character recognition (OCR). This rule also applies to stenographic notes. For documents that are not “searchable” (e.g., handwritten pages, photographs, plans, etc.), the following note must be included in the table of contents for each such document: “*document not searchable electronically*”.

Example: P-1: Handwritten will of Roger Tremblay (*document not searchable electronically*)

5. Size of PDF Files

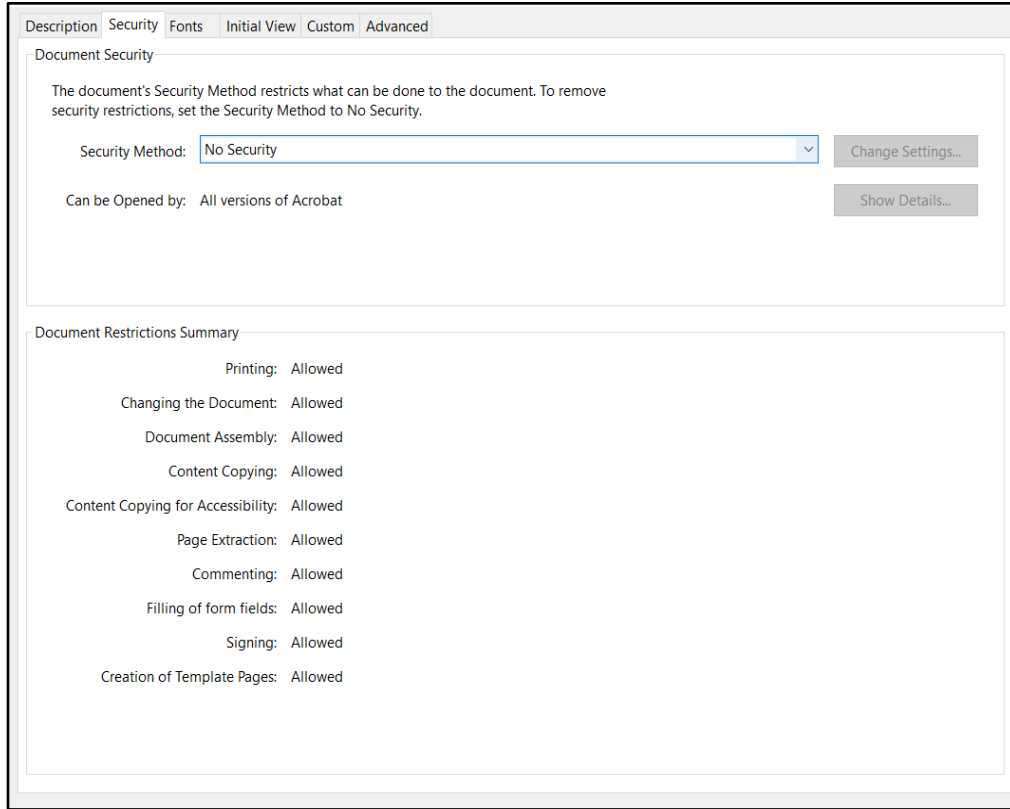
Each PDF file must not exceed 250 MB.

6. Accessibility and confidentiality

With the exception of documents filed under sealed cover, a PDF file shall not be password protected. However, as for any confidential document, its name must contain the designation “CONF”. Example:

- If it is a pleading or a document: DA_CONF_200-09-123456-123.pdf;
- If it is an exhibit on file, use the number assigned at trial: P-27_CONF_200-09-123456-123.pdf.

The PDF file settings must be configured so that they do not contain any restrictions. There should be no security features restricting viewing, commenting, printing or searching, unless required by a non-disclosure order. Therefore, all restrictions must be authorized, as illustrated below:



7. Security

Before being filed or transmitted, all files must be scanned to ensure they do not contain viruses or malware.

SPECIFIC REQUIREMENTS FOR EACH TYPE OF DOCUMENT

Notice of Appeal in a Civil Matter, Notice of Appeal in a Criminal or Penal Matter and Application/Motion Presented to the Court, the Judge or the Clerk

8. Bookmarks and Table of Contents

Notices of appeal in civil matters, notices of appeal in criminal matters and applications/motions must include bookmarks (also called tabs) allowing quick access to the attached documents. Each bookmark must be numbered and clearly identified by the name of the document to which it refers.

The use of hyperlinks is encouraged in the table of contents of the attached documents. They provide quick access to the first page of each document included in the list.

9. File Names

File names must comply with the following nomenclature:

<u>Type of pleading</u>	<u>Nomenclature</u>	<u>Examples</u>
Notice of appeal in a civil matter	DA_file number	DA_200-09-123456-123.pdf
Notice of incidental appeal	DAI_ if necessary, a maximum of five uppercase characters to distinguish the parties if there are several parties_file number	DAI_VILLE_200-09-123456-123.pdf
Notice of appeal in a criminal or penal matter	AV_file number	AV_200-10-123456-123.pdf
Application/Motion	Title of the application/motion_ if necessary, a maximum of five uppercase characters to distinguish the parties if there are several parties_file number	Demande_permission_appeler_200-09-123456-123.pdf Requête_rejet_appel_TREMB_200-09-123456-123.pdf Requête_prolongation_délai_mémoire_200-09-123456-123.pdf
Book of exhibits filed by the opposing party in connection with the hearing of an application/motion	PIECES_ file number	PIECES_200-10-123456-123.pdf

The name of a PDF file of a pleading or any other document that is modified must contain the designation “MOD” (e.g., DA_MOD_200-09-123456-123.pdf).

Brief, Memorandum or Document in Lieu of a Brief

10. Concordance Between PDF Files and Volumes on Paper

A PDF file may consist of either a single volume or several volumes of the brief, memorandum or document in lieu of a brief, provided the file size does not exceed 250 MB. If the size of the PDF file exceeds this limit, it must be split into several files while avoiding, as far as possible, splitting a volume, an exhibit or testimony.

11. Table of Contents

The general table of contents, included in the first volume, must be filed in a

separate PDF file that includes hyperlinks to the content of the brief, memorandum or document in lieu of a brief.

12. Argument and Schedules I and II

If the brief, memorandum, or document in lieu of a brief is produced as several paper volumes, then regardless of the number of PDF files, it is suggested, if the case lends itself to it, that the argument as well as Schedules I and II be grouped together in one separate volume, both on paper and as a PDF file.

13. Bookmarks

Every PDF file of a brief, memorandum, or document in lieu of a brief must include bookmarks (also called tabs) allowing easy and quick access to the various sections of the argument and to the documents reproduced in the schedules. These bookmarks must correspond to the items in the table of contents. Thus, each document reproduced in the schedules to the brief, memorandum or document in lieu of a brief (judgment at first instance, pleading, exhibit, transcript of testimony) must be separated by a bookmark specifying the name of the document, its number in first instance and, where applicable, the name of the witness. Sub-bookmarks must be used to separate the examination, cross-examination, and re-examination, if necessary.

14. Use of Hyperlinks in the Argument

The use of hyperlinks is encouraged in the argument section of the brief, memorandum, or document in lieu of a brief. Hyperlinks provide easy and quick access to:

- The specific page of each pleading, exhibit or excerpt from testimony mentioned in the argument section of the brief, memorandum, or document in lieu of a brief, and reproduced in a schedule thereto;
- The authorities, be it legislation, a judgment or doctrine. The hyperlink can then refer to the book of authorities or to a recognized website accessible free of charge.

15. File Names

File names must comply with the following nomenclature:

- Indicate the correct abbreviation (*see table below*)_if necessary, a maximum of five uppercase characters to distinguish the parties if there are several parties_if necessary, the volume number(s) (only if there are several volumes)_if necessary, CONF if the document includes confidential content_file number;
- The general table of contents filed in a separate file must be named as follows: indicate the correct abbreviation_00_TDM_file number (see example below).

- If there are several file numbers, put the first file number and add the words “et al”;
- The name of a PDF file of an additional document relating to a brief, memorandum, or document in lieu of a brief must contain the designation “ADD” (e.g., MA_ADD_200-09-123456-123.pdf).

<u>Brief</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant	MA	<p><u>If a PDF file contains only one volume:</u> MA_00_TDM_200-09-123456-123.pdf MA_01_CONF_200-09-123456-123.pdf</p> <p>OR</p> <p><u>If a PDF file contains several volumes:</u> MA_00_TDM_200-09-123456-123.pdf MA_01_200-09-123456-123.pdf MA_02-08_200-09-123456-123.pdf</p>
Respondent	MI	MI_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	MIAI	MIAI_200-09-123456-123 et al.pdf
Incidental respondent	MII	MII_200-09-123456-123.pdf
Impleaded party	MC	MC_200-09-123456-123.pdf
Intervenor	MV	MV_200-09-123456-123.pdf

<u>Memorandum or Document in Lieu of a Brief</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant	EA	<p><u>If a PDF file contains only one volume:</u> EA_00_TDM_200-09-123456-123.pdf EA_01_200-09-123456-123.pdf</p> <p><u>If a PDF file contains several volumes:</u> EA_00_TDM_200-09-123456-123.pdf EA_01_200-09-123456-123.pdf</p>

		EA_02-03_200-09-123456-123.pdf
Respondent	EI	EI_01_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	EIAI	EIAI_200-09-123456-123.pdf
Incidental respondent	EII	EII_200-09-123456-123.pdf
Impleaded party	EC	EC_200-09-123456-123.pdf
Intervenor	EV	EV_200-09-123456-123.pdf

<u>Joint Schedules</u>	
<u>Nomenclature</u>	<u>Examples</u>
AC	<p><u>If a PDF file contains only one volume:</u></p> <p>AC_01_200-09-123456-123.pdf</p> <p>AC_02_200-09-123456-123.pdf</p> <p>AC_03_200-09-123456-123.pdf</p> <p><u>If a PDF file contains several volumes:</u></p> <p>AC-01-05_200-09-123456.123.pdf</p>

Book of Authorities

16. File Size

Authorities must be combined into a single PDF file, provided the file does not exceed 250 MB, in which case the authorities may be split into several files.

17. List of Authorities

A list of authorities must be included at the very beginning of the PDF file of the book of authorities.

If the book of authorities is filed as several files, a complete list of authorities (which is also included in the first file) must also be filed in a separate PDF file.

If the list of authorities contains references to judgments, it must include hyperlinks to a recognized website that can be accessed free of charge. The inclusion in the list of authorities of links to the content of the book of authorities is encouraged.

Example

<u>TABLE OF CONTENTS</u>		
Book of Authorities		
<u>Case law</u>	<u>Hyperlink to a recognized and freely accessible website</u>	<u>Tab</u>
<i>Droit de la famille –202340,</i>	2020 QCCS 4910	1
<i>Droit de la famille –192149,</i>	2019 QCCS 4521	2
<i>A.D. c. J.- M. L.,</i>	2002 CanLII 62079 (QC CA)	3
<u>Doctrine</u>		
Jean-Louis Baudouin, Pierre-Gabriel Jobin and Nathalie Vézina, <i>Les obligations</i> , 7th ed., Cowansville, Yvon Blais, 2013, p. 425.		4

18. Bookmarks

The book of authorities must include bookmarks (also called tabs) allowing easy and quick access to each of the authorities contained in the book of authorities. Each bookmark must be numbered and identified by the full name of the authority including its reference.

19. Relevant Passages

The relevant passages from the authorities must be indicated by underlining, highlighting, or a vertical line in the margin.

In a joint book of authorities, each party must highlight the passages it considers relevant using a single or double line in the margin or highlighting of a different colour.

20. File Names

File names must comply with the following nomenclature:

- Indicate the correct abbreviation (*see table below*)_if necessary, a maximum of five uppercase characters to distinguish the parties_if there are several parties_if necessary, the volume number (only if there are several volumes)_file number;

- As indicated above, if the book of authorities is split into several files, the complete list of authorities must be provided in a separate file. In such a case, this file must be named as follows: indicate the correct abbreviation_00_LISTE_file number (see example below).
- If there are several file numbers, put the first file number and add the words “et al”;
- The name of the PDF file of an additional book of authorities must contain the designation “ADD” (e.g., SA_ADD_200-09-123456-123.pdf).

<u>Book of Authorities</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant (& – incidental respondent, if applicable)	SA	<u>If a PDF file contains only one volume:</u> SA_00_LISTE_200-09-123456-123.pdf SA_01_200-09-123456-123.pdf SA_02_200-09-123456-123.pdf <u>If a PDF file contains several volumes:</u> SA_01-05_200-09-123456-123.pdf
Respondent	SI	SI_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	SIAI	SIAI_200-09-123456-123 et al.pdf
Incidental respondent	SII	SII_200-09-123456-123.pdf
Impleaded party	SC	SC_200-09-123456-123.pdf
Intervenor	SV	SV_200-09-123456-123.pdf

- When a single book of authorities is filed jointly by several parties, indicate, according to the applicable situation: SCO[A or I, as the case may be]_volume number_file number;

<u>Joint Book of Authorities</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellants	SCOA	SCOA_01_200-09-123456-123.pdf SCOA_02_200-09-123456-123.pdf

Respondents	SCOI	SCOI_200-09-123456-123.pdf
All other parties	SCO	SCO_200-09-123456-123.pdf

- For books of authorities filed for the hearing of an application/motion, use the nomenclature provided in the table for books of authorities and add the abbreviation “Req”.

<u>Books of Authorities - Application/Motion</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant / Applicant	SA_Req	SA_Req_200-09-123456-123.pdf SA_Req_TREMB_200-09-123456-123.pdf
Respondent	SI_Req	SI_Req_200-09-123456-123.pdf
Impleaded party	SC_Req	SC_Req_200-09-123456-123.pdf
Intervenor	SV_Req	SV_Req_200-09-123456-123.pdf

Outline of Oral Argument and Condensed Book

21. Bookmarks and Hyperlinks

The documents reproduced in the condensed book¹ must be separated by bookmarks (also called tabs) allowing easy and quick access to the documents. Each bookmark must be numbered and identified by the name of the document. The use of hyperlinks in the table of contents is encouraged. Hyperlinks provide easy and quick access to the first page of each document included in the condensed book.

22. File Size

A PDF file may consist of either a single volume or several volumes of the outline of the oral argument and the condensed book, provided the file size does not exceed 250 MB. If the size of the PDF file exceeds this limit, it must be split into several files while avoiding, as far as possible, splitting a document.

¹ The same rules apply when a party files with the Court office an outline of oral argument not exceeding two pages for the hearing of an application presented to a judge (s. 74 *Regulation of the Court of Appeal in Civil Matters (R.C.A.Q.Civ.M.)*) and that this party annexes complementary documents in support of its oral contestation of the application (s. 67, para. 4 *R.C.A.Q.Civ.M.*).

23. File Names

File names must comply with the following nomenclature:

- Indicate the correct abbreviation (*see table below*)_if necessary, a maximum of five uppercase characters to distinguish the parties if there are several parties_if necessary, the volume number (only if there are several volumes)_if necessary, CONF if the document includes confidential content_file number;
- If there are several file numbers, put the first file number and add the words “et al”.

<u>Outline of Oral Argument and Condensed Book</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant (& – incidental respondent, if applicable)	PA	PA_01_200-09-123456-123.pdf PA_02_200-09-123456-123.pdf PA_03_CONF_200-09-123456-123.pdf
Respondent	PI	PI_01_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	PIAI	PIAI_200-09-123456-123 et al.pdf
Impleaded party	PC	PC_200-09-123456-123.pdf
Intervenor	PV	PV_200-09-123456-123.pdf

24. Non-compliant Technological Version

The clerk may refuse a PDF file that does not comply with these rules or request that it be corrected within a specified time period.

**The Honourable Manon Savard,
Chief Justice of Quebec**