



COURT OF APPEAL OF QUEBEC

CHECKLIST FOR PREPARING AND FILING BOOKS OF AUTHORITIES IN CIVIL MATTERS

The following is the checklist the clerk of the Court uses to verify that books of authorities filed in civil matters comply with the applicable requirements. The checklist is provided to assist you in preparing your documents in compliance with the formal requirements the clerk is in charge of applying.

The list is provided for information only, and your book of authorities may be refused for other reasons. The list binds neither the Court nor its judges and does not exempt you from reading the relevant provisions of the *Code of Civil Procedure* (“C.C.P.”), the [Regulation of the Court of Appeal of Quebec in Civil Matters \(“R.C.A.Q.Civ.M.”\)](#) and the Chief Justice’s Directive entitled “[Rules Respecting the Preparation of the PDF Files of Pleadings, Briefs, Memoranda, Books of Authorities or Any Other Document](#)” (the “Chief Justice’s Directive”).

For more detailed information on how to prepare a book of authorities, you may refer to the [Aide-memoire](#) and [Frequently Asked Questions](#) sections of the *General Information* tab on the Court’s website.

Record number in appeal: _____

Name of the party: _____

Status in appeal: _____

PDF version:

- File type: PDF format (rule 1 *Chief Justice’s Directive*);
- File size: not exceeding 250 MB per file (rules 5 and 16 *Chief Justice’s Directive*);
- File name (rule 20 *Chief Justice’s Directive*):

<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant (and incidental respondent, where applicable)	SA	SA_00_LISTE_200-09-123456-123.pdf SA_01_200-09-123456-123.pdf SA_02_200-10-123456-123.pdf
Respondent	SI	SI_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	SIAI	SIAI_200-09-123456-123.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

<u>Joint Book of Authorities</u>		
<u>Parties</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

<u>Book of Authorities – Application</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant or 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

- If there are several files, a general list of authorities must be provided in a separate file that contains hyperlinks to the documents (rule 17 *Chief Justice’s Directive*);
- The book of authorities must contain bookmarks. Each bookmark must be numbered and identified by the full name of the authority, including its reference (rule 18 *Chief Justice’s Directive*);
- The list of authorities must include hyperlinks to the contents of the book of authorities and, when the authority is a judgment, to a recognized website that can be accessed free of charge (rule 17 *Chief Justice’s Directive*);
- Optical character recognition (OCR) (documents must be searchable) (rule 4 *Chief Justice’s Directive*);
 - Documents that are not searchable must be identified in the list of authorities with the annotation “document not searchable electronically”;
- Relevant extracts must be underlined, highlighted or identified by vertical lines in the margin (rule 19 *Chief Justice’s Directive*);
- Filed using the *Transmit* feature of the Digital Office of the Court of Appeal (encouraged) or on a single USB key.
- Filed with proof of notification.

FILING OF PDF VERSION:

Accepted

Refused

Date: _____

Signature of the Clerk: _____

Paper version, if necessary (to find out the required number of copies, refer to the [Books of Authorities](#) section of the “Hearings” tab on the Court’s website):

- Cover page indicating the record number in appeal, the designation of the parties, and the title and status of the filing party (s. 60 para. 5 *R.C.A.Q.Civ.M.*);
- List of authorities referring to the tab numbers;
- Must be stapled or bound with a spiral binding or other type of binding;
- Printed on both sides of each page (s. 60 para. 6 *R.C.A.Q.Civ.M.*);
- Each authority must be separated by a tab (s. 60 para. 6 *R.C.A.Q.Civ.M.*);
- Relevant extracts must be underlined, highlighted or identified by vertical lines in the margin (s. 60 para. 3 *R.C.A.Q.Civ.M.*).

Time limit for filing and notification (s. 62 *R.C.A.Q.Civ.M.*):

- Appeal:
 - Appellant: at least 40 days before the hearing;
 - Other parties: at least 30 days before the hearing;
- Application presented before the Court: at least 5 working days before the date of presentation;
- Application presented before a judge: at least 2 working days before the date of presentation;
- Application presented before the clerk: as soon as possible before the hearing.

FILING OF PAPER VERSION:

Accepted

Refused

Date: _____

Signature of the Clerk: _____