



COURT OF APPEAL OF QUEBEC

CHECKLIST FOR PREPARING AND FILING BOOKS OF AUTHORITIES IN CRIMINAL AND PENAL MATTERS

The clerk may refuse the filing of any book of authorities that does not comply with the applicable rules.

In order to avoid any delay or other inconvenience resulting from a refusal, you can use the following checklist to verify whether your book of authorities complies with the applicable rules before filing it with the Court office.

This checklist, however, does not exempt you from reading the applicable legislation, nor does it guarantee that your book of authorities will be accepted by the Court office.

Name of the party: _____

Record number in appeal: _____

- Cover page indicating the record number in appeal, the designation of the parties, and the title and status of the filing party;
- Filed with proof of notification;
- Number of copies:
 - Appeals on the merits and applications presented before the Court: 4 copies;
 - Applications presented before a judge alone or the clerk: 1 copy;
- Each book of authorities must be stapled or bound with a spiral binding or other type of binding;
- Printed on both sides of each sheet;
- Each authority must be separated by a tab;
- List of authorities referring to the tab numbers;
- Relevant extracts must be underlined, highlighted or identified by vertical lines in the margin;
- Time limit for filing and for notification:
 - Appeals on the merits: at least 30 days before the hearing;
 - Applications: as soon as possible;
- Technological version:
 - PDF format;
 - Not exceeding 250 MB;
 - No password;
 - Each authority must be separated by a bookmark;
 - Relevant extracts must be underlined, highlighted or identified by vertical lines in the margin;

- File names:

<u>Party</u>	<u>Nomenclature</u>	<u>Example</u>
Appellant (& – incidental respondent, if applicable)	SA	SA_200-09-123456-123.pdf SA_2_200-09-123456-123.pdf
Respondent	SI	SI_TREMB_1_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

- Optical character recognition;
 - Documents that are not searchable must be indicated as such in the table of contents;
- Filed using the *Transmission* feature of the Digital Office of the Court of Appeal (encouraged) or on a USB key.

Clerk's signature : _____

Date : _____