



COURT OF APPEAL OF QUEBEC

CHECKLIST FOR PREPARING AND FILING BOOKS OF AUTHORITIES IN CIVIL 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;
- PDF format;
- Not exceeding 250 MB;
- No password;
- 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;

- Table of contents referring to the numbers of the tabs and pages;
- Each authority must be separated by a bookmark;
- Relevant extracts must be underlined, highlighted or identified by vertical lines in the margin;
- Filed using the *Transmission* feature of the Digital Office of the Court of Appeal;
- Filed with proof of notification;
- Paper version, if necessary;
 - 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;
- Time limit for filing and for notification:
 - Appeals on the merits:
 - Appellant: at least 40 days before the hearing;
 - Other parties: at least 30 days before the hearing;
 - Applications presented before the Court: at least 5 working days before the presentation;
 - Applications presented before a judge alone: at least 2 working days before the presentation;
 - Applications presented before the clerk: as soon as possible.

Clerk's signature : _____

Date : _____