



COURT OF APPEAL OF QUEBEC

CHECKLIST FOR PREPARING AND FILING APPLICATIONS IN CIVIL MATTERS

The clerk may refuse the filing of any application that does not comply with the applicable rules. Furthermore, an incomplete or irregular application may be removed from the roll and postponed to a later date by the clerk or struck from the roll by a judge (s. 70 of the *Regulation of the Court of Appeal of Quebec in Civil Matters (R.C.A.Q.Civ.M.)*).

In order to avoid any delay or other inconvenience resulting from a refusal or postponement, you can use the following checklist to verify whether your application 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 application will be accepted by the Court office or placed on the roll on the chosen date.

Name of the party: _____

Record number in appeal: _____

General rules

- Font: 12-point Arial;
- Line spacing: 1.5 (except quotations);
- Margins: 2.5 cm or more;
- Heading on the first page of the pleading;
- Maximum 10 pages – excluding the designation of the parties and the conclusions sought;
- Signature;
- Documents (application and schedules) stapled or bound with a spiral binding or other type of binding;
- Consecutive page numbering, including the schedules;
- Schedules preceded by a table of contents referring to the numbers of the tabs and pages;
- Documents attached to the application separated by tabs;
- An applicant who is not the appellant must have filed a representation statement or a non-representation statement;
- Technological version
 - PDF format;
 - Not exceeding 250 MB;
 - No password, unless confidential;
 - File name: *Name of the application_record number*;
 - Consecutive page numbering corresponding to the digital page numbering;

- Optical character recognition;
 - Documents that are not searchable must be indicated as such in the table of contents;
- Bookmarks referring to the schedules;

Applications presented before the judge alone or the clerk

- File 2 paper copies with proof of notification;
- Judge alone: at least 5 working days before the date of presentation;
- Clerk: at least 2 working days before the date of presentation;
- Notice of presentation must indicate the date, the courtroom (Montreal: RC.18 and Quebec City: 4.30) and the time (clerk: 9:00 a.m. and judge alone: 9:30 a.m.);

Applications presented before the Court

- Date of presentation must be reserved at the Court office;
- File 4 paper copies with proof of notification;
- At least 10 working days before the date of presentation, except applications to dismiss, which must be filed at least 30 days before their presentation;
- Notice of presentation must indicate the date, the courtroom (Montreal: Pierre-Basile-Mignault and Quebec City: 4.33) and the time (9:30 a.m.).

Clerk's signature : _____

Date : _____