CANADA

PROVINCE OF QUEBEC

DISTRICT OF [MONTREAL or QUEBEC]

No.: [insert the file number in appeal]

No.: [insert the file number in first instance]

COURT OF APPEAL OF QUEBEC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[INSERT THE APPELLANT’S NAME]

APPELLANT *-* [insert the status in first instance]

v.

[INSERT THE RESPONDENT’S NAME]

RESPONDENT - [insert the status in first instance]

and

[INSERT THE IMPLEADED PARTY’S NAME]

IMPLEADED PARTY - [insert the status in first instance]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BILL OF COSTS**

**(Article 344 *C.C.P*.)**

[Appellant OR other status - insert the status in appeal]

Dated [insert the date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OWED** to [insert the name of the party] by [insert the name of the party required to reimburse the legal costs to you] according to the judgment rendered on [insert the date of the judgment of the Court of Appeal] **(Schedule 1)**:

|  |  |  |
| --- | --- | --- |
|  | **LEGAL COSTS** | **AMOUNTS ($)** |
| 1. | [Indicate the court fees and the costs claimed, one after the other. For more information, refer to the “Aide-memoire” section and arts. 339 and following of the C.C.P. Attach the supporting document(s) to the bill of costs for each amount claimed.] (**Schedule** [schedule number]) |  |
| 2. | *E.g., Court costs (judicial stamp) for representation statement* | $85 |
| **3.** | *E.g., Costs for the preparation of the brief (see invoice - Schedule 2)* | $500 |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
|  | **TOTAL:** | $[total amount of the costs] |

This [insert the date when the document is signed], in [name of city]

[Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name]

[Appellant OR other status - insert the party’s status]

[Address]

[Telephone number]

[Fax number, if any]

[Email address]

[Permanent code, where applicable]

**LIST OF SCHEDULES IN SUPPORT OF THE BILL OF COSTS**

**TAB 1:** [insert the name of the schedule]

**TAB 2:** [insert the name of the schedule]

**[include all schedules necessary to support your bill of costs]**

|  |  |  |
| --- | --- | --- |
|  | No.: [insert the file number in appeal]  No.: [insert the file number in first instance]  COURT OF APPEAL OF QUEBEC  DISTRICT OF [MONTREAL or QUEBEC]  [INSERT THE APPELLANT’S NAME]  APPELLANT – [insert the status in first instance]  v.  [INSERT THE RESPONDENT’S NAME]  RESPONDENT – [insert the status in first instance]  and  [INSERT THE IMPLEADED PARTY’S NAME]  IMPLEADED PARTY - [insert the status in first instance]  **BILL OF COSTS**  [Appellant OR other status - insert the status in appeal]  Dated [insert the date]  [Name (and permanent code, where applicable)]  [Address]  [Telephone number]  [Fax number]  [Email address] |  |

**NOTES**

**Filing and Notification**

* The party entitled to legal costs notifies the bill of costs to the debtor party, which then has 10 days to notify its opposition (art. 344 of the *Code of Civil Procedure*).
* If there is an opposition, it is strongly recommended that two (2) copies of the bill of costs be filed with the Court office so that the clerk can tax the bill of costs.
* If there is no opposition and a party asks the clerk to homologate the bill of costs, the request for homologation and the bill of costs must be filed with the Court office. It is strongly recommended that two (2) copies of the bill of costs be filed.

**Formatting**

* Every pleading must be formatted as follows (s. 24 of the *Regulation of the Court of Appeal of Quebec in Civil Matters*):
* Every pleading must be drafted on good quality “letter-sized 8 ½ x 11” white paper (21.5 cm x 28 cm);
* Handwritten pleadings will not be accepted;
* The text must appear on the front of each sheet, with a minimum of one and one-half spaces between lines, except for quotations, which must be single-spaced and indented. Margins must be no less than 2.5 cm;
* The font must be 12-point Arial for the entire text, except for quotations, which may be in 11-point Arial, and footnotes, which may be in 10-point Arial;
* Every pleading must be signed by the party or the party’s counsel.

|  |
| --- |
| **Warning**: This template does not exempt those who use it from reading the applicable legislation. It is available to facilitate the preparation of pleadings. Every pleading must be submitted to the clerk, who may refuse it or require modifications if the pleading does not comply with the applicable legislation. |