

CANADA

COURT OF APPEAL OF QUEBEC

PROVINCE OF QUEBEC
DISTRICT OF [MONTRÉAL OU
QUÉBEC]

[INDIQUER LE NOM DE LA PARTIE
APPELANTE]

No.: [indiquer le numéro de dossier en
appel]

APPELLANT - [indiquer la position de la
partie appelante en première instance]

No.: [indiquer le numéro de dossier en
première instance]

v.

[INDIQUER LE NOM DE LA PARTIE
INTIMÉE]

RESPONDENT - [indiquer la position de
la partie intimée en première instance]

and

[INDIQUER VOTRE NOM]

IMPLEADED PARTY - [indiquer votre
position en première instance]

BILL OF COSTS
(Article 344 C.C.P.)

[indiquer la position en appel]

Dated [date de l'acte]

OWED to [indiquer votre nom] by [indiquer le nom de la partie devant vous rembourser les
frais de justice] according to the judgment rendered on [date de la décision de la Cour
d'appel] **(Schedule 1)**:

	LEGAL COSTS	AMOUNTS (\$)
1.	<i>[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])</i>	
2.	<i>E.g., Court costs (judicial stamp) for representation statement</i>	\$85
3.	<i>E.g., Costs for the preparation of the brief (see invoice - Schedule 2)</i>	\$500
4.		
5.		
6.		
7.		
8.		
	TOTAL:	[\$[total amount of the costs]]

This [indiquer la date où est signé l'acte], in [nom de la ville]

[Votre signature]

[Votre nom]

[indiquer la position de la partie]

[Votre adresse]

[Votre numéro de téléphone]

[Votre numéro de télécopieur, le cas échéant]

[Votre adresse électronique, le cas échéant]

[Votre adresse électronique, le cas échéant]

LIST OF SCHEDULES IN SUPPORT OF THE BILL OF COSTS

TAB 1: [Votre signature]

TAB 2: [Votre signature]

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

No.: [indiquer le numéro de dossier en première instance]
No.: [indiquer le numéro de dossier en première instance]

COURT OF APPEAL OF QUEBEC
DISTRICT OF [MONTRÉAL OU QUÉBEC]

[INDIQUER LE NOM DE LA PARTIE REQUÉRANTE]

APPELLANT – [indiquer la position en première instance]

v.

[INDIQUER LE NOM DE LA PARTIE INTIMÉE]

RESPONDENT – [indiquer la position en première instance]

and

[INDIQUER VOTRE NOM]

IMPLEADED PARTY - [indiquer votre position en première instance]

BILL OF COSTS

[indiquer la date]

Dated [indiquer la date]

[Votre nom (et code d'avocat, le cas échéant)]

[Adresse]

[Numéro de téléphone]

[Numéro de télécopieur]

[Adresse électronique]

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.