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]

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

**CERTIFICATE CONCERNING THE TRANSCRIPTION OF DEPOSITIONS**

**(Article [353 or 357 *C.C.P.* and s. 35 *R.C.A.Q.Civ.M.*])**

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

Dated [insert the date]

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1. I, the undersigned, [insert your name], hereby certify that no transcript of a deposition is necessary for the appeal.

*[OR]*

I, the undersigned, [insert your name]*,* hereby certify that on [insert the date], I instructed [insert the name of the stenographer you hired] to transcribe the depositions I intend to use.

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

[Signature]

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

[Name]

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

[Address]

[Telephone number]

[Email address]

[Permanent code, where applicable]

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| --- | --- | --- |
|  | 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]  **CERTIFICATE CONCERNING THE TRANSCRIPTION OF DEPOSITIONS**  **(Article [353 or 357 *C.C.P.* and s. 35 *R.C.A.Q.Civ.M.*])**  [Appellant OR Incidental Appellant - insert the status in appeal]  Dated [insert the date]  [Name (and permanent code, where applicable)]  [Address]  [Telephone number]  [Fax number]  [Email address] |  |

**REMARKS**

**Filing and Notification**

* The appellant must file the certificate and proof of its notification within 45 days after the date of the judgment under appeal for an appeal as of right or within 15 days after the judgment granting leave to appeal (arts. 353 and 357 of the *Code of Civil Procedure* (hereinafter “*C.C.P.*”)).
* The incidental appellant must file the certificate and proof of its notification within 15 days of the expiry of the time limit to appeal set out in art. 360 para. 2 *C.C.P.* (s. 35 of the *Regulation of the Court of Appeal of Quebec in Civil Matters* (hereinafter the “*R.C.A.Q.Civ.M.*”)).

**Formatting**

* Every pleading must be formatted as follows (s. 24 *R.C.A.Q.Civ.M*.):
* 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.

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| **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. |