

CANADA

COURT OF APPEAL OF QUEBEC

PROVINCE OF QUEBEC
REGISTRY OF [MONTREAL or
QUEBEC]

[INSERT THE APPELLANT'S NAME]

No.: [insert the file number in appeal]
No.: [insert the file(s) number(s) in first
instance]

APPELLANT - [insert the status in first
instance]

v.

[insert CONFIDENTIAL if required]

[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]

NOTICE OF SETTLEMENT
(Article 220 of the *Code of Civil Procedure*)
Dated [insert the date]

The parties, [acting through their respective lawyers], declare this case settled out of court, each party paying its own costs.

On [date on which the pleading was signed], in
[name of city].

[signature]

[name]
[Appellant or Appellant's counsel]

[address]
[phone number]
[fax number, where applicable]
[email address, where applicable]
[permanent code, where applicable]

[signature]

[name]

[Respondent or Respondent's counsel]

[address]

[phone number]

[fax number, where applicable]

[email address, where applicable]

[permanent code, where applicable]

[signature]

[name]

[Impleaded party or Impleaded party's counsel]

[address]

[phone number]

[fax number, where applicable]

[email address, where applicable]

[permanent code, where applicable]

REMARKS

Filing and service

- A party who becomes aware of a circumstance that terminates or suspends the appeal shall inform the clerk without delay (s. 45 of the *Regulation of the Court of Appeal of Quebec in Civil Matters* (hereinafter the “*R.C.A.Q.Civ.M.*”).
- The notice of out-of-court settlement must be signed by all the parties having filed a representation statement or non-representation statement and must be filed with the office of the Court.

Format and content

- All pleadings must comply with the following presentation requirements (s. 24 *R.C.A.Q.Civ.M.*):
 - The pleading filed on paper shall be printed on a good quality white paper in letter format (21.5 cm by 28 cm).
 - Pleadings and their schedules shall be paginated consecutively.
 - Handwritten pleadings will not be accepted.
 - The text shall be reproduced on one side only of each sheet, with a minimum of one and one-half spaces between the lines, except for quotations which shall be single-spaced and indented.
 - The typeface shall be 12-point Arial font for the entire text. Exceptionally, 11-point Arial font may be used for quotations and 10point Arial font may be used for footnotes.
 - The margins shall be no less than 2.5 cm.
 - Pleadings must be signed by the party or the party’s counsel.
- The status in appeal of each party shall be indicated beneath the name of the party in upper case letters, followed by the party’s status in first instance in lower case letters (s. 25 *R.C.A.Q.Civ.M.*).

Confidentiality

- Each subsequent pleading to the notice of appeal and, if applicable, to the application for leave to appeal, confidentiality is reminded with the word “CONFIDENTIAL” written beneath the Court record number.

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.