CANADA

PROVINCE OF QUEBEC

DISTRICT OF [MONTREAL or QUEBEC]

No.: [insert the file number in appeal]

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

[write CONFIDENTIAL if required]

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]

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

**REPRESENTATION STATEMENT**

**(Article 358 *C.C.P*.)**

[Respondent OR Impleaded Party - insert the status in appeal]

Dated [insert the date]

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

I represent the [respondent OR impleaded party ], [name of the respondent(s) or impleaded party(ies) you represent] in appeal, without prejudice.

***[add the following statement if the record contains confidential information]***

The record contains confidential information. [indicate the confidential information or document as well as the legislative provision or order on which the confidentiality is based (include, as a schedule, the judgment or minutes of hearing containing the order)].

This [insert the date], in [name of city]

 [Signature of the lawyer]

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

 [Lawyer’s name and permanent code]

 [Name of law firm]

 [Address]

 [Telephone number]

 [Fax number]

 [Email address]

|  |  |  |
| --- | --- | --- |
|  | No.: [insert the file number in appeal]No.: [insert the file number in first instance]COURT OF APPEAL OF QUEBECDISTRICT 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]**REPRESENTATION STATEMENT** **(Article 358 *C.C.P.*)**[Respondent OR Impleaded Party - 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 representation statement must be notified to the appellant and to the other parties having filed a representation statement or non-representation statement (s. 28 of the *Regulation of the Court of Appeal of Quebec in Civil Matters* (hereinafter the “*R.C.A.Q.Civ.M.*”)).
* The representation statement must be filed with the office of the Court of Appeal within 10 days of the service of the notice of appeal or of the application for leave to appeal with the proof of notification (art. 358 of the *Code of Civil Procedure*).

**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. |