

CANADA

COURT OF APPEAL OF QUEBEC

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PROVINCE OF QUEBEC  
REGISTRY OF [MONTREAL or QUEBEC]

**[NAME OF THE APPLICANT]**

[your address]

No.: [leave empty so that the Office of the Court may attribute a number to your file]

APPLICANT – Accused

No.: [file number(s) before the Superior Court or Court of Québec]

v.

**HIS MAJESTY THE KING**

[[MONTREAL ou QUEBEC]

RESPONDENT – Prosecutrix

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**APPLICATION TO EXTEND THE TIME LIMIT TO APPEAL**  
**(Section 678(2) of the *Criminal Code*)**

Applicant

Dated [date on which the pleading is signed]

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**TO ONE OF THE HONOURABLE JUSTICES OF THE COURT OF APPEAL, THE APPLICANT RESPECTFULLY SUBMITS THE FOLLOWING:**

**I — EXPRESS REFERENCE**

1. This file contains confidential information: [indicate which aspects of the file are confidential and set out the legal provision or order that is the basis of the confidentiality (attach a copy of the order, if applicable)].

**II — FACTS**

2. On [date on which you appeared], the applicant appeared in [city where you appeared], district of [name of district], regarding the file number(s) [file number(s)] of the [Superior Court or Court of Québec] to face the following charges:
  - a) **Count n° 1:** [insert the text of the offence];
  - b) **Count n° 2:** [...].

3. On [date on which you stood trial], the applicant stood trial for the charges mentioned in the previous paragraph before the Honourable [name of judge] of the [Superior Court or Court of Québec] of [name of city], district of [name of district].
4. On [date of judgment], the trial judge found, [as it appears in the judgment attached to this proceeding (Schedule [number of schedule])], the applicant:
  - a) **Count n° 1:** [indicate the judge's conclusion on each count];
  - b) **Count n° 2:** [...].
5. The trial lasted for [precise the duration of the trial in terms of days].
6. On [date of sentencing], [as it appears in the judgment attached to this proceeding (Schedule [number of schedule])], the applicant was sentenced to:
  - a) **Count n° 1:** [sentence imposed for each count];
  - b) **Count n° 2:** [...].

[OR]

At the time of drafting of this application, the sentence had not yet been imposed.

[OR]

The conviction has not been appealed.

### **III — GROUNDS OF APPEAL**

7. The applicant wishes to appeal [this OR these] conviction[s] on the following grounds:
  - 7.1 The trial judge erred by concluding that [provide a detailed statement of the grounds that you intend to raise];
  - 7.2 The trial judge erred by concluding that [...].

[OR]

The applicant seeks leave to appeal [this OR these] conviction[s] on the following grounds:

7.1 The trial judge erred by concluding that [provide a detailed statement of the grounds that you intend to raise];

7.2 The trial judge erred by concluding that [...].

[OR]

The applicant seeks leave to appeal the sentence rendered by the trial judge on the following grounds:

7.1 The trial judge erred by concluding that [provide a detailed statement of the grounds that you intend to raise];

7.2 The trial judge erred by concluding that [...].

8. The applicant respectfully asks that the time for the [notice of appeal or application for leave to appeal] be extended due to the fact that [the applicant was unable to bring this judgment to appeal/the applicant is unable to bring this judgment to appeal] in the prescribed delay for the following reasons:

8.1 [List the facts that justify the reasons why you are/were unable to fill it within the delay];

8.2 [...].

9. The applicant showed his intention to bring the judgment in appeal in time by [describe how you expressed to the respondent your desire to appeal the trial judgment].

10. The applicant acted with diligence by writing this application as quickly as possible in the circumstances.

11. If this application to extend the time limit to appeal is granted, the applicant will ask the Court of Appeal to:

a) **ALLOW** the appeal;

b) **SET ASIDE** the conviction entered by the trial judge on [date of judgment];

[OR]

**QUASH** the sentence rendered by the trial judge on [date of sentencing];

c) **SUBSTITUTE** an acquittal for the judgment rendered by the trial judge;

[OR]

**ORDER** a new trial;

[OR]

**SUBSTITUTE** any other sentence that this Honourable Court deems fit;

d) **RENDER** any order that comply with the standards of justice.

12. At trial, the appellant was represented by Mtre [name of counsel], whose offices are located at [counsel's address];

[OR]

At trial, the appellant was not represented by counsel.

13. At trial, the respondent was represented by Mtre [name of counsel], [title], whose offices are located at [address of the respondent's counsel].

**FOR THESE REASONS, MAY IT PLEASE THE COURT TO:**

**GRANT** this application to extend the time limit to appeal;

**EXTEND** the time limit to appeal the judgment rendered on [date of judgment] by the Honorable [name of judge] of the [Superior Court/Court of Québec] in file number(s) [file number(s)];

**ALLOW** the applicant to file a [notice of appeal OR motion for leave to appeal ] in [number of days necessary to produce] days following the present authorization;

[OR]

**ALLOW** the filing of the notice to appeal [the notice of appeal must be prepared in a separate document and filed at the Office of the Court after having been served or notified, as the case may be];

[OR]

**ALLOW** the filing of the application for leave to appeal [the application for leave to appeal must be prepared in a separate document and filed at the Office of the Court after having been served or notified, as the case may be];

**RENDER** any order that complies with the demands of justice.

Signed on [date on which the pleading is signed], in [name of city].

[your signature]

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[your name]

[Applicant or Applicant's counsel]

Applicant

[your address]

[your phone number]

[your fax number, if applicable]

[your email address, if applicable]

[your permanent code, if applicable]

[If applicable, attach an affidavit]

## AFFIDAVIT

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I, the undersigned, [your name], domiciled and residing at [your address], in [indicate the city where you live], solemnly declare the following:

1. I am the applicant and I am personally aware of all the facts alleged in the application to which this affidavit is attached;
2. All the facts alleged in the application to which this affidavit is attached are, to my personal knowledge, true.

SIGNED on [date on which you have signed]  
in [city in which you have signed]

[your signature]  
\_\_\_\_\_  
[your name]  
Applicant  
[your address]

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Solemnly sworn before me on [date on which you have signed]

[signature of the personaking the affidavit]  
[name and standing of the person taking the affidavit]

**NOTICE OF PRESENTATION**

**TO : HER MAJESTY THE KING**

Respondent

Represented by [name of counsel at trial], [address].

***[if the motion is to be heard in Montreal, indicate:]***

**NOTICE IS HEREBY GIVEN** that this application will be presented before a judge of the Court of Appeal sitting at Edifice Ernest-Cormier, located at 100, Notre-Dame Street East, in Montreal, on [scheduled date], at 9:30 a.m., in room RC-18.

***[if the motion is to be heard in Quebec City, indicate:]***

**NOTICE IS HEREBY GIVEN** that this application will be presented before a judge of the Court of Appeal sitting at the Quebec Courthouse, located at 300, Jean-Lesage Boulevard, in Quebec City, on [scheduled date], at 9:30 a.m., in room 4.30.

**PLEASE ACT ACCORDINGLY**

**TABLE OF CONTENTS OF SCHEDULES SUPPORTING  
THE APPLICATION TO EXTEND THE TIME LIMIT FOR APPEAL**

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	<b>Pages</b>	<b>Tabs</b>
SCHEDULE 1: Copy of the Confidentiality Order [if applicable]	[...]	1
SCHEDULE 2: Judgment rendered by [name of the judge] of the [Superior Court/Court of Québec] Court on [date of the judgment of conviction] [if applicable]	[...]	2
SCHEDULE 3: Judgment rendered by [name of the judge] of the [Superior Court/Court of Québec] Court on [date of sentencing judgment] [if applicable]	[...]	3
SCHEDULE 4: Notice of appeal OR Application for leave to appeal [if available]	[...]	4
SCHEDULE 5: [describe Schedule 5] [if applicable]	[...]	5

*[If necessary, include all schedules required to support your application]*



## REMARKS

### Format and content

- All pleadings must comply with the following presentation requirements (s. 20 of the *Rules of the Court of Appeal of Quebec in Criminal Matters (R.C.A.Q.C.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 shall not be accepted unless they are easily legible and intelligible.
  - 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.
  - All pleading 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. 21 *R.C.A.Q.C.M.*).
- The heading, contained on the first page of the pleading, shall indicate the filing party, the nature of the pleading, its date and, if the pleading includes a request, the provision on which it is based (s. 22 *R.C.A.Q.C.M.*).
- An application shall not exceed 10 pages, excluding the designation of the parties and the conclusions sought (s. 50 para. 1 *R.C.A.Q.C.M.*).
- The PDF file of the Application to extend the time limit to appeal must comply with the ***Chief Justice's Directive on the Rules respecting the preparation of the PDF Files.***

### Affidavit

- Any application alleging facts that do not appear in the record shall be supported by the affidavit of a person who has personal knowledge of those facts (s. 51 *R.C.A.Q.C.M.*). Persons entitled to administer oaths include lawyers, notaries, and commissioners for oaths appointed by the Minister of Justice.

### Date of presentation of the application

- An application shall be accompanied by a notice stating the date and time (9:30) it is to be presented and the courtroom (RC-18 in Montreal; 4.30 in Quebec) in which it will be presented.

- The application shall be filed with the Office of the Court at least five working days prior to the date of presentation. In all cases, time limits are calculated excluding Saturdays (s 53 *R.C.A.Q.C.M.*). Definition of “Working Day”: Monday to Friday, excluding the holidays listed at art. 18 of the *Code of Penal Procedure* (CQLR, c. C-25.01) (s. 3 *R.C.A.Q.C.M.*).
- The clerk publishes on the Court’s website the calendar of the available hearing dates for applications presentable before the Court, a judge or the clerk ([Calendar - Available hearing dates - Motions - Cour d’appel du Québec](#)).

### **Documents attached to the application**

- The application must be accompanied by the documents necessary for its consideration, separated by numbered tabs (pleadings, judgments including exhibits, depositions, minutes and others) (s. 54 para. 1 *R.C.A.Q.C.M.*).
- Documents thus attached must be preceded by a table of contents referring to the numbers of tabs and pages. The application and its schedules must be presented as a unit and be stapled or bound with a spiral binding or other type of binding (s. 54 para. 2 *R.C.A.Q.C.M.*).

### **Confidentiality**

- If any part of a file is confidential, the pleadings shall call attention to this by including the word “CONFIDENTIAL” beneath the court file number, and clearly indicate which aspects of the file are confidential and set out the legal provision or order that is the basis of the confidentiality. In the latter case, a copy of the order shall be filed with the Office of the Court at the same time as the notice of appeal or the application for leave to appeal; when a copy of the order is not available on that date, it must be filed within the deadline stipulated by the clerk (s. 9 para. 2 *R.C.A.Q.C.M.*).

### **Filing and service**

- Where the accused is the applicant and is represented by counsel, the latter’s notification of the application to extend the time limit to appeal to the respondent shall constitute service (s. 25 para. 2 *R.C.A.Q.C.M.*).
- Where the accused is the applicant and is not represented by counsel, the clerk shall send a copy of the application to extend the time limit to appeal to the respondent (s. 25 para. 3 *R.C.A.Q.C.M.*).
- The application to extend the time limit to appeal must be filed at the counter of the Office of the Court (or through the Digital Office of the Court of Appeal (DOCA)):
  - If the filing is made via DOCA, the paper versions must be received at the counter of the Office of the Court within five working days after the e-filing (see ***Clerk’s Practice Direction No.3***).
  - If the filing is made at the counter of the Office of the Court, the PDF file of the application for leave to extend the time limit to appeal must be transmitted to the Office of the Court via DOCA on the day the paper version is filed (see ***Clerk’s Practice Direction No.7***).

- The application to extend the time limit to appeal presented before a judge shall be filed in the following number of copies (s. 27 paras. 1(b) and 2 *R.C.A.Q.C.M.*):
  - If the applicant is represented by counsel: 4 copies (two for the Court file and two for the office of the trial court).
  - If the applicant is not represented by counsel: 5 copies (two for the Court file, two for the office of the trial court and one for the respondent).
  - The appellant may file only two copies of its schedules if desired.

**Transcript of trial proceedings (s. 31 *R.C.A.Q.C.M.*)**

- The appellant or applicant shall file in the office of the trial court an application to obtain a transcript and the exhibits that it requires within 30 days of the filing of the notice of appeal or the granting or deferral of the application for leave to appeal, unless an extension of time was granted by the Court's clerk, such written application to extend the time limit being notified to the other parties (See ***Clerk's Practice Direction No. 9***).
- The appellant or applicant shall use the application form available at the Office of the Court and on the Court's website « ***Application for a transcript of the proceedings and the reproduction of exhibits*** » — « ***Form SJ-980*** ».
- The appellant or applicant shall also send within the same time period to the Office of the Court a copy of the aforementioned application with proof of filing with the office of the trial court as well as proof of notification to the other parties.

**WARNING:** THIS TEMPLATE DOES NOT EXEMPT THOSE WHO USE IT FROM READING THE APPLICABLE LEGISLATION. IT IS AVAILABLE TO FACILITATE THE DRAFTING AND 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.