



QUÉBEC COURT OF APPEAL

February 1, 2012

NOTICE TO COUNSEL AND LITIGANTS

It has come to our attention that case headings on procedures filed with the Court of Appeal often have deficiencies that seem, initially, unimportant, but may have serious consequences on file management by the judges, the Court personnel and the parties themselves.

In order to maintain proper file management and respect for the Rules of the Court, it is appropriate that counsel and litigants pay special attention to the conformity of their proceedings filed with the Court and to case headings. Failing that, amendments to the proceedings may be required.

The following is a reminder of the relevant Rules of the Court of Appeal of Quebec in Civil Matters and the Rules of the Court of Appeal of Québec in Criminal Matters.

Civil Rules

10. Style of cause.

- (1) The style of cause in any proceeding shall include, in the following order, the name of the appellant, the name of the respondent and, if applicable, the names of the other parties.
- (2) Under each party's name, the status of the party in the appeal shall be indicated in upper-case letters and the status of the party in first instance shall be indicated in lower-case letters.
- (3) The style of cause shall remain the same for all proceedings during the appeal.
- (4) In an appeal from a judgment adjudicating a motion for judicial review, the decision-maker that rendered the decision subject to review is designated as the *mis en cause*.

11. Title of proceedings. The title of a proceeding shall appear on the back and on the first page, and shall indicate the status in the appeal of the party presenting the proceeding, followed by a precise citation to the statute or regulation upon which it is based.

Criminal Rules

10. Style of cause.

(1) The style of cause in any proceeding shall include, in the following order, the name of the appellant, the name of the respondent and, if applicable, the names of the other parties.

(2) Under each party's name, the status of the party in the appeal shall be indicated in upper-case letters and the status of the party in first instance shall be indicated in lower-case letters.

(3) The style of cause shall remain the same for all proceedings during the appeal.

(4) In an appeal from a judgment adjudicating a motion for judicial review, the decision-maker that rendered the decision subject to review is designated as the *mis en cause*.

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**NICOLE DUVAL HESLER
CHIEF JUSTICE OF QUEBEC**