*Appeal books contain copies of the evidence referred to in a party’s factum (argument).*

# 1.0 Appeal Book Content Requirements

## 1.1 Appeal Books

|  |  |  |
| --- | --- | --- |
| Content | Requirements | Completed |
| Cover Page | Required  You may use this Word template to create your cover page |  |
| Table of Contents | Required |  |
| General  Trial  Chambers  Tribunal | Appeal books must contain only as much evidence as is necessary to resolve the issues on appeal:   * If the appeal is from a trial, the necessary evidence entered at the trial in the order that evidence was introduced; * If the appeal is from a chambers hearing, the necessary affidavits before the chambers justice in the order in which they were filed; * If the appeal is directly from a tribunal, the necessary evidence that was before the tribunal. |  |

# 2.0 Format and Technical Requirements

**2.1 Format Requirements for Appeal Book eBook**

This is a checklist of all requirements for electronic books; combining multiple files into one PDF (eBook or portfolio) requires a PDF tool. Please see this checklist with technical instructions.

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| True Copies | Must be an identical or true copy of the original document, whether that original is scanned from paper or saved into PDF from another program, such as Microsoft Word. |  |

|  |  |  |
| --- | --- | --- |
| Requirement | * Description | Completed |
| Scanned Records: Optical Character Recognized - OCR | * If scanning is necessary because the original text-based document is paper or requires a handwritten signature (ex. affidavits), the scan must be Optical Character Recognized (OCR’ed)   This allows the PDF to be copied from and pasted into another document and made text searchable. |  |
| Page Numbering  (or Bates Numbering) | * page numbered sequentially (or Bates numbered) * top centre of page * can start after Table of Contents * page numbering (or Bates numbering) must match the Table of Contents * page numbering (or Bates numbering) must be updated in PDFs for searching (otherwise page 1 will be the cover page when searching) |  |
| Bookmarking  Bookmarks must be:   * consistent; * clear and; * meaningful. | The combined files (documents) must also contain bookmarks, which consistently, meaningfully, and clearly describe the individual documents or sections of the book.  For example, Bookmarks should describe the contents of the Exhibit (e.g. “Exhibit 1 – June 1, 2019 Letter from John Doe to Jane Doe.”) |  |
| Cover Page | Create cover page using this Word template with header style applied to document name. Example: “Appeal Book” |  |
| Security Settings | Disable any security settings that might restrict or prevent the Court from viewing, printing, saving, annotating, or searching the electronic document. |  |
| Table of Contents  Exhibits  Affidavits | * Create Table of Contents in **Word** based on sequential page numbers (or Bates numbering) in eBook (PDF portfolio) and with header style applied for title “Table of Contents” * Page numbering (or Bates numbering) in Table of Contents must align with sequential Bates page numbering of the eBook (PDF portfolio).   The Table of Contents must describe each exhibit:   * by exhibit number * a full description of the document * exhibit date.   The Table of Contents must describe each affidavit by including:   * the name of the deponent, * the date of the affidavit was filed, * a description of any attached exhibits |  |
| Requirement | **Description** | **Completed** |
| Audio or Video exhibits | Must only be exhibits that cannot be legibly reproduced on paper (i.e. video and audio exhibits, no photographs)   * Create page with information about exhibit in the appeal book. * Describe in Table of Contents and bookmarks * Exhibits must be filed on 3 memory sticks (labelled with case number) same day the appeal book is e-filed at the Registry counter. |  |
| Reproduction Quality | Documents must not form part of the appeal books unless they can be legibly reproduced. (e.g. do not include a document with small print or a faded copy) |  |
| Photographs | Must be legibly reproduced in original colour. |  |
| E-Filing File size limit:  maximum 100 megabytes (MB) | Court Services On-Line e-filing will accept one (1) PDF file (including cover page and Table of Contents) with a file size maximum of 100MB.   * If the document is larger than 100MB, the material cannot be electronically filed and **may be filed in paper** or in volumes (see below) |  |
| Volumes  100 megabytes (MB) maximum per volume | **Files greater than 100 MB:**   * Can be split into volumes based on file size **not** number of pages.   For example: an 150MB appeal book, could be split into two 75MB volumes   * try not to split exhibits between volumes   **Files less than 100 MB:** one (1) file:   * **do not** spilt into separate files based on number of pages per volume. |  |

# 3.0 Copies for Filing and Service

## 3.1 E-filing

Court staff will electronically apply registry filing stamp when approved through the e-filing system.

|  |  |  |
| --- | --- | --- |
| Filing/Service | Requirements | Completed |
| Electronic Copies | Save 1 copy with filing stamp for your records, 1 copy with filing stamp (paper or electronic) to be served on each party |  |

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: