*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 Requirements

## 2.2 Format Requirements for Appeal Book

This is a list of format requirements for creating paper appeal books.

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| True Copies | Must be an identical or true copy of the original document |  |
| Page Numbering  (or [Bates Numbering](https://ca.practicallaw.thomsonreuters.com/9-621-2336?transitionType=Default&contextData=(sc.Default)&firstPage=true#:~:text=Bates%20numbers%20are%20used%20in,other%20parties%20in%20the%20case.)) | * pages numbered sequentially (or Bates numbered) * may be stamped or handwritten * top centre of page * can start after Table of Contents * page numbering (or Bates numbering) must match the Table of Contents |  |

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| Table of Contents  Exhibits  Affidavits | * Must be consistent, clear and meaningful * Create Table of Contents in **Word** based on sequential page numbering (or Bates numbering) of book   Page numbering in Table of Contents must align with sequential page numbering (or Bates numbering) of the book.  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 |  |
| Cover Page | You may create cover page using this Word template |  |
| Cover and Back Page Colours | Blue |  |
| Printed | Double sided |  |
| 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 * Exhibits must be filed on 3 memory sticks (labelled with case number) when appeal book is filed. |  |
| 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. |  |
| Binding | Cerlox plastic comb bound in booklet form |  |
| Volumes | * Maximum 500 pages (250 sheets of paper) per volume * Full Table of Contents in each volume * Volume number on cover page (e.g. 1 of 3 volumes)   Sequential page numbering from first volume to last volume |  |

# 3.0 Copies for Filing and Service

## 3.1 Filing Paper Court Records

In civil appeals, e-filing is mandatory for lawyers and encouraged for self-represented parties. Registry staff will approve all paper copies by applying a filing stamp at the Registry.

|  |  |  |
| --- | --- | --- |
| Filing/Service | Requirements | Completed |
| Paper Copies  Minimum Total | You will be required to file 1 copy for each justice, 1 copy for the Court, 1 copy for your records, 1 copy to serve on each party  6 copies |  |

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: July 18, 2022