*Appeal records contain copies of initiating documents, orders, judgments/decisions and the notice of appeal or leave.*

# 1.0 Appeal Record Content Requirements

|  |  |  |
| --- | --- | --- |
| Content | Requirements | Completed |
| Cover Page | Required  You may use this Word template to create your cover page |  |
| Table of Contents | Required |  |
| PART 1: Initiating Documents  Trial  Chambers  Tribunal (by judicial review)  Tribunal (direct appeal) | Please include the following initiating documents based on where appeal is being initiated from:  If the appeal is from a trial, include the most recently amended:   * notice of civil claim * response to civil claim * counterclaim (if any)   If the appeal is from a chambers order (excluding Judicial Review of a Tribunal), the most recently amended:   * notice of civil claim * response to civil claim * counterclaim (if any) * notice of application * application response   If the appeal is from a chambers order judicially reviewing a tribunal decision, the most recently amended: documents that initiated and responded to the proceeding before the Tribunal.   * the petition and petition response relating to the order under appeal   If the appeal is directly from a tribunal, provide the most recently amended record that initiated and responded to the proceeding before the Tribunal |  |

|  |  |  |
| --- | --- | --- |
| Content | Requirements | Completed |
| PART 2: Order Under Appeal | A copy of the entered order under appeal.  If the **order** under appeal is **not yet entered:**   * Create a page stating that the “order will be submitted when available. * Indicate in Table of Contents: order to be submitted at a later date.   .  In the case of an appeal or judicial review from a tribunal, a copy of that tribunal’s order if separate from the reasons.  **NOTE:** an appeal cannot be scheduled for hearing until the copy of the entered order is provided. |  |
| PART 3: Reasons for Judgment or Decision Under Appeal | If you have appealed a decision from a tribunal to the Supreme Court include a copy of that tribunal’s decision and the Supreme Court’s decision. |  |
| PART 4: Notice of Appeal or Leave | A copy of the notice of appeal and a copy of the entered order granting leave to appeal if applicable.  If the **order granting leave** has not yet been entered:   * Create a page stating the order will be submitted when available. * Indicate in the Table of Contents: the order will be submitted at a later date |  |
| PART 5: Notice Under the Constitutional Questions Act | A copy of any notice required under this Act. |  |

# 2.0 Format Requirements

## 2.1 Format Requirements for Appeal Record Book

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

|  |  |  |
| --- | --- | --- |
| Requirement | Instructions | Completed |
| True Copies | Must be an identical or true copy of the original document. |  |

|  |  |  |
| --- | --- | --- |
| Requirement | Instructions | Completed |
| Page Numbering  [(Bates Numbering)](https://content.next.westlaw.com/8-509-9148?__lrTS=20210611085458148&transitionType=Default&contextData=(sc.Default)&firstPage=true) | * pages numbered sequentially (Bates numbering) * may be stamped or handwritten * top centre of page * can start after Table of Contents * Bates page numbering must match the Table of Contents |  |
| Table of Contents | * Must be consistent, clear and meaningful * Create Table of Contents in **Word** based on sequential Bates page numbering of book * Page numbering in Table of Contentsmust align with sequential Bates page numbering of the book. |  |
| Cover Page | You may use this Word template to create your cover page Word |  |
| Cover and Back Page Colours | Blue |  |
| Printed | Double sided |  |
| 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

E-filing is mandatory for lawyers and encouraged for self-represented parties in civil appeals. 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 and 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