*Condensed evidence books contain excerpts of materials previously filed in the appeal that a party intends to refer the Court to during the hearing of the appeal.*

# 2.0 Condensed Book of Evidence Content Requirements

## 2.1 Condensed Book of Evidence

|  |  |  |
| --- | --- | --- |
| Content | Requirements | Completed |
| Cover Page | Required  You may use this Word template to create your cover page. |  |
| Table of Contents | Required |  |
| General | Any extracts included from transcripts or documents from an appeal record or appeal book may include only as much material as is necessary to understand the context of the key portions of the extract or document. |  |

# 2.0 Format Requirements

## 2.2 Paper Book Format Requirements

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| True Copies | Must be an identical or true copy of the original document. |  |
| Tabs | Tab each document in condensed book |  |
| Page Numbering | Retain page numbering from original filed court record (appeal book, appeal record, or transcripts) |  |
| Cover Page | Required  You may use this Word template to create your cover page. |  |
| Cover and Back Page Colours | |  |  | | --- | --- | | **Condensed Book Type** | **Colour** | | **Appellant** | Buff | | **Respondent** | Green | | **Intervener** | Yellow | |  |

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Completed |
| Table of Contents  Exhibits  Affidavits | * Create table of contents in Word based on tabs * Describe each item tabbed * Create column with location in filed court record   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:   * the name of the deponent * the date of the affidavit was filed * a description of any attached exhibits   Example:  **Table of Contents**   |  |  |  | | --- | --- | --- | | Tab | Document | Location | | 1 | Exhibit 1 – photograph of … - March 17, 2010 | Appellants’ Appeal book, pg. 10 | | 2 | Affidavit #1 of Mary Jones made June 15, 2018, paras. 1-49 | Appellants’ Appeal book, pgs. 62-79 | |  |
| 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 (1 of 3 volumes) |  |
| Highlighting | Do not highlight or underline text  **Optional:** black vertical paragraph lines to draw attention to a specific paragraph |  |

# 3.0 Copies for the Court

Paper copies must be handed up to justices and provided to each party in the courtroom.

For **virtual** hearings paper copies must be handed in to the Registry no later than noon the day before the hearing so they can be delivered to justices.

|  |  |  |
| --- | --- | --- |
| Filing/Service | Requirements | Completed |
| Paper Copies  Minimum Total | You will be required to provide 1 copy for each justice, 1 copy for you, 1 copy for each party in court.  5 copies |  |

History:

Replaces Completion instructions in previous Rules and Forms

Last Updated: July 18, 2022