



Appeal No:

Style of Cause:

Appeal Record & Transcripts – Mandatory Requirements and Check/Return Form for Electronic Documents

Use this form only if you are filing documents electronically through [CAMS](#). If you are filing paper copies use the Appeal Record & Transcripts - Mandatory Requirements and Check/Return Form for Paper Documents.

All documents filed electronically must adhere to the formatting requirements set out in the [Court of Appeal of Alberta Practice Direction on Electronic Filing](#). This form contains only minimum requirements and should not be relied upon as a comprehensive resource. Filing of a document does not confirm compliance with all aspects of the Practice Direction. For a complete list of all document requirements, please consult the Practice Direction.

For a complete and comprehensive guide to CAMS including how to format and file documents electronically, see the CAMS Manual and other resources located at <https://cams.albertacourts.ca/public-portal/?q=node/405>.

A. Filing Restriction

☐ Further to the correspondence from the Case Management Officer, the Appeal Record & Transcripts cannot be filed until the appropriate application (permission to appeal or extend time to appeal) is filed and granted.

B. Filing Deadline

☐ The appeal has been struck and the appeal record may not be filed until the appeal is restored.

C. Cover Page

The prescribed form for a cover page is Form AP-5 for a civil appeal and Form CRA-K for a criminal appeal.

☐ The appeal record has been filed on the condition that you provide a replacement appeal record with the correct coloured cover page by **Enter a date**. The colour of the cover should be red. Failure to meet the above deadline will result in your document being marked non-compliant.

For instructions on how to add colour to a cover page, see the section of the [CAMS Manual](#) entitled “Add a Colour Background to a PDF Document”.

D. Content

Sample Tables of Contents for various types of appeal records can be found at www.albertacourts.ab.ca under Court of Appeal > Registry > Filing, Fees and Forms > Appeal Record Requirements.

☐ The appeal record has been filed on the condition that you provide a replacement appeal record with a Table of Contents (with bookmarks) by **Enter a date** that lists each document separately and shows the page number where each document can be found. Failure to meet the above deadline will result in your document being marked non-compliant.

Part 2 – Final Documents:

Part 2 of every Appeal Record must, at minimum, contain 3 documents: (1) the written or transcribed reasons, (2) the filed judgment, order or decision and (3) the notice of appeal. Note that Part 2 of a sentence appeal record must include both the reasons for conviction and the reasons for sentence.

☐ The appeal record has been filed on the condition that you append the following document(s) to either the factum or extracts of key evidence. Note: Failure to meet the above deadline will result in your document being marked non-compliant.:

☐ the written or transcribed reasons that led to the decision being appealed and of any prior decision of a judge, master or tribunal that led to the decision now appealed

☐ the formal judgment, order or decision appealed (civil only)

E. Transcripts

☐ The appeal record has not been filed and is being returned for correction because:

☐ the transcripts have not been provided in an electronic format

☐ the transcripts do not comply with the [Transcript Fees and Format Regulation](#) (AR 167/2010)

☐ the electronic version of the transcripts must first be approved by the Registrar and uploaded before the appeal record is filed.

Upload the transcripts at www.albertacourts.ca under Court of Appeal > Court of Appeal E-Filing. Allow 3 business days for approval.

F. Format

☐ The appeal record has not been filed and is being returned for correction because it is not 8.5" x 11" inches in size when printed.

☐ The appeal record has not been filed and is being returned for correction because:

☐ it is not in PDF format as required by section 9 of the Practice Direction

☐ it does not have Optical Character Recognition as required by section 9 of the Practice Direction

☐ the file size is too large (see section 10 of the Practice Direction)

☐ it has incorrect or missing pagination (see section 12 of the Practice Direction)

☐ it does not have working bookmarks as required by section 13 of the Practice Direction

☐ it does not have working hyperlinks as required by section 14 of the Practice Direction

For assistance with formatting issues, see the Formatting section of the [CAMS Manual](#) and the section entitled Electronic Filing Formatting Requirements Overview.

NOTES:

Completed by:

Date: