



Appeal No: «\$caseNumber»

Style of Cause: «\$caseName»

Application – 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 Fee (civil only)

☐ The application has not been filed because:

☐ a \$600.00 filing fee is required for an application for permission to appeal

☐ a \$50 application fee is required

☐ a restoration fee is required in the amount of:

☐ \$200.00

☐ \$500.00

☐ \$1000.00

Filing fees can be paid online by clicking on the link below or copying and pasting it into your browser.

<https://eservices.alberta.ca/courtsofappeal-filing-fees-civil.html>

B. Filing Deadline

☐ The application has not been filed because there is less than 10/20 days before the application is scheduled to be heard. Please select a new date that provides for the required notice.

☐ The application to admit new evidence/reconsider a previous decision has not been filed because the deadline for the applicant's factum has passed. An order extending the time within which to bring the application must first be granted. Contact the Case Management Officer for further instructions.

C. Content

The prescribed form for an application is Form AP-3 (for civil applications), Form CRA-C (for criminal permission to appeal) and Form CRA-F (for all other criminal applications).

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

- | | |
|--|--|
| <input type="checkbox"/> it has the incorrect time | <input type="checkbox"/> it should be scheduled before a |
| <input type="checkbox"/> it is missing a court date | <input type="checkbox"/> single appeal judge |
| <input type="checkbox"/> it is scheduled on a date when the court does not sit | <input type="checkbox"/> Court of Appeal panel |
| <input type="checkbox"/> it does not state the nature of the application | |

See Rule 14.37 for the types of applications that are heard by a single appeal judge and Rule 14.38 for the types of applications that are heard by a Court of Appeal panel. See also the document entitled "Who Will Hear My Application" located at www.albertacourts.ab.ca under Court of Appeal > Filing, Fees and Forms > Information Sheets.

D. Other Materials

☐ The application has not been filed because it is not accompanied by a memorandum of argument.

All materials [the application, memorandum of argument, any affidavit and any previously filed material – if being relied upon] must be filed simultaneously unless the application must be filed first to preserve a time limit.

E. Application for Judicial Interim Release

☐ The application for judicial interim release has not been filed and is being returned for correction because:

- | | |
|--|--|
| <input type="checkbox"/> a notice of appeal or application for permission to appeal has not been filed | <input type="checkbox"/> the appeal record has not been ordered or counsel has not undertaken to order the appeal record within 10 days of the filing of the application |
| <input type="checkbox"/> it is not accompanied by an affidavit in accordance with rule 16.25(3) | |

F. Format

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

☐ The application 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: «\$userInitials»

Date: «\$systemDateLong»