



CAMS Manual

Version 2.2

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Accounts



Register for an Account

In order to file documents electronically and to access your appeals on CAMS, you must register for an account. To obtain a CAMS account, you must be a lawyer, work in a law firm or be a self-represented litigant with a matter before the Court of Appeal. Accounts are not available to the media or members of the public.

Register for an Account

1. Visit <https://cams.albertacourts.ca/public-portal/> and click on the “To register for an account, click here”.

CAMS Home

Welcome to CAMS – The Court of Appeal Management System

CAMS (Court of Appeal Management System) is a case management, document management and electronic filing system designed to better serve the administration of justice, litigants, the Bar and the public at large. It automates many of the Court's procedures and permits lawyers and litigants to initiate an appeal, file materials, pay applicable fees and view case information including the full text of all filed documents electronically.

To register for an account, you must be a lawyer, work in a law firm or be a self-represented litigant with a matter before the Court of Appeal. Accounts are not available to the media or members of the public.

- To register for an account, [click here.](#)
- If you already have an account, [log in.](#)

Electronic filing is available for Court of Appeal matters only. Documentation related to matters in any other court cannot be accepted.

If you wish to contact or file documentation with the Court of Queen's Bench, [click here.](#)

If you wish to contact or file documentation with the Provincial Court, [click here.](#)

2. The User Account registration form will appear. User accounts fall under one of two categories: Law Firm or Self-Represented Litigant.

Type of User

Select your role in the appellate process *

☐ Law Firm

☐ Self Represented Litigant

Litigants who do not have a lawyer should register as a Self-Represented Litigant account. Lawyers (and support staff within a law firm) should register as a Law Firm Account. However, if a Law Firm will have multiple users within the firm, that firm can be assigned a Law Firm Administrator account which will enable the holder of that account to create and manage individual accounts for other users within the law firm without having to obtain approval of the Registrar. Before a lawyer registers for an account, he or she should first determine whether their law firm already has a Law Firm Administrator account. See further information at the end of this document.

3. All areas marked with an asterisk must be completed.

The registration form includes the following fields and instructions:

- E-mail ***: A valid e-mail address is required. All e-mails from the system will be sent to this address. 1
- Confirm e-mail address ***: Please re-type your e-mail address to confirm it is accurate.
- Phone ***: Please enter the contact Phone Number (e.g., (780) 123-4567)
- Fax**: (Optional)
- Address Line 1 ***: Please enter the first line of the address.
- Address Line 2**: If you have a second line in the address please enter it here. For example suite number of apartment number of P.O. Box etc.
- City ***: Please enter the city.
- Province ***: Please enter the province.
- Postal Code ***: Please enter the postal code (e.g., T9G 2C3).

Personal Information

- First Name ***: Please enter the First Name.
- Last Name ***: Please enter the Last Name.

4. Acknowledge that you have read and accepted the Terms of Use, enter the required CAPTCHA and then click the Create new account button.

The final registration steps include:

- ☐ **I agree with the terms. ***
- CAPTCHA**: This question is for testing whether or not you are a human.
The image shows the code: **TAKLX**
- What code is in the image? ***: Enter the characters shown in the image.
- Create new account** (Green button)

5. The following message will appear at the top of the screen:

User account

Thank you for applying for an account. Your account is currently pending approval by the site administrator. In the meantime, a welcome message with further instructions has been sent to your e-mail address.

When you submit a request to become a registered user, you will receive an email acknowledgement of that request. Best efforts will be made to review and approve the request on the same day that the request is received (provided the request is received during business hours). When your request is approved, you will receive another email with log in instructions. Emails will be sent from CAMSInquiries@albertacourts.ca. Please ensure that your spam filters do not block these email addresses.

Law Firm Administrator Accounts

A Law Firm Administrator account is a law firm user account with the following elevated privileges:

- the ability to create and manage accounts for other users within that law firm; and
- the ability to grant (or remove) access to that firm's appeals to other users within that law firm.

If you do not know if your law firm has a Law Firm Administrator, or if you do not know the name of your Law Firm Administrator, please email CAMSInquiries@albertacourts.ca.

To obtain a law firm administrator account, a member of the law firm must become a registered user. That person does not necessarily have to be a lawyer and can be an assistant, paralegal or other support staff. Then, the holder of that account must email CAMSInquiries@albertacourts.ca to request that the account be elevated to a Law Firm Administrator Account.

For further information see the instruction sheet entitled "Law Firm Administrator Account".



Log in to an Account

In order to file documents electronically and to access your appeals on CAMS, you must log in to your CAMS account.

Log in to an Account

1. Visit <https://cams.albertacourts.ca/public-portal/> and click on the “If you already have an account, log in”.

CAMS Home

Welcome to CAMS – The Court of Appeal Management System

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- If you already have an account, [log in](#).

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If you wish to contact or file documentation with the Court of Queen's Bench, [click here](#).

If you wish to contact or file documentation with the Provincial Court, [click here](#).

2. Enter the email address and password associated with the account along with the required CAPTCHA. Once all fields are completed, click on Log In.

Create new account Log in Request new password

E-mail *

Enter your e-mail address.

Password *

Enter the password that accompanies your e-mail.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Q d i G H

What code is in the image? *

Enter the characters shown in the image.

Log in

Once logged in, you will be directed to your My Account page from which you can initiate new appeals, view and file documents on existing appeals, update your account information and more.

Update Account Information

To change your password, log in to your account, click on My Account, and then choose the Account tab.

My Account

Account

My Appeals

Account

Personal Information

E-mail address *

A valid e-mail address is required. All e-mails from the system will be sent to this address. The e-mail notifications by e-mail.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Current password

Enter your current password to change the E-mail address or Password. [Request new password.](#)

Password

Confirm password

Password strength:

To change your name or contact information, log in to your account, click on My Account and then choose the Personal Information tab.

My Account

Account

My Appeals

Account

Personal Information

Personal Information

Law Firm Name

First Name *

Please enter the First Name.



Request a New Password

If you have forgotten your password for your CAMS account, follow these steps.

Request a New Password

1. Visit <https://cams.albertacourts.ca/public-portal/> and click on the “If you already have an account, click here”.

CAMS Home

Welcome to CAMS – The Court of Appeal Management System

CAMS (Court of Appeal Management System) is a case management, document management and electronic filing system designed to better serve the administration of justice, litigants, the Bar and the public at large. It automates many of the Court's procedures and permits lawyers and litigants to initiate an appeal, file materials, pay applicable fees and view case information including the full text of all filed documents electronically.

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- To register for an account [click here](#).
- If you already have an account, [log in](#).

Electronic filing is available for Court of Appeal matters only. Documentation related to matters in any other court cannot be accepted.

If you wish to contact or file documentation with the Court of Queen's Bench, [click here](#).

If you wish to contact or file documentation with the Provincial Court, [click here](#).

2. On the User Account page, click on the Request new password tab. Enter the email address associated with the account along with the required CAPTCHA. Once all fields are completed, click on E-mail new password.

Create new account Log in Request new password

E-mail *

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated

What code is in the image? *

E-mail new password

3. The following message will appear at the top of the screen:

User account

Further instructions have been sent to your e-mail address.

Once you submit a request for a new password, you will receive an email providing further instructions. Emails will be sent from CAMSInquiries@albertacourts.ca. Please ensure that your spam filters do not block this email address.



Law Firm Administrator Account

A Law Firm Administrator account is a law firm user account with the following elevated privileges:

- the ability to create and manage accounts for other users within that law firm; and
- the ability to grant (or remove) access to that firm's appeals to other users within that law firm.

If you do not know if your law firm has a Law Firm Administrator, or if you do not know the name of your Law Firm Administrator, please email

CAMSInquiries@albertacourts.ca.

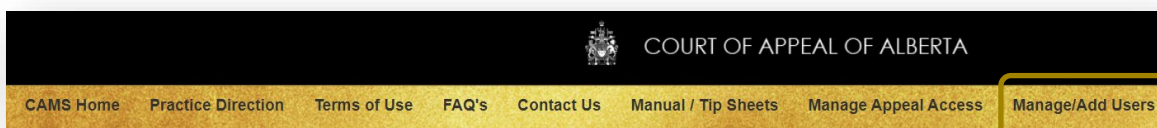
Obtain a Law Firm Administrator Account

To obtain a Law Firm Administrator account, you must first become a registered user (See the separate instruction sheet entitled "Register for an Account".) That person does not necessarily have to be a lawyer and can be an assistant, paralegal or other support staff. Then, the holder of that account must email CAMSInquiries@albertacourts.ca to request that the account be elevated to a Law Firm Administrator Account

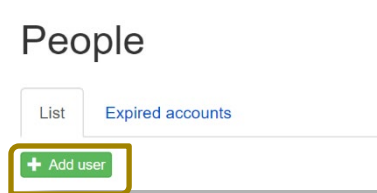
Create and Manage Accounts for Other Users

A Law Firm Administrator can create accounts for new users within the law firm without having to obtain the approval of the Registrar. To do so, follow these steps.

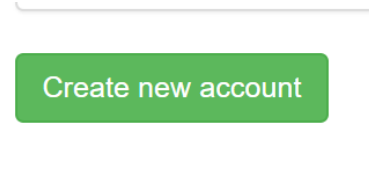
1. Log into your [CAMS](#) account.
2. On the gold-coloured menu bar at the top of the page, click on Manage/Add Users.



3. Click on +Add User.



4. Complete the necessary fields and then at the bottom of the page, click on Create New Account.



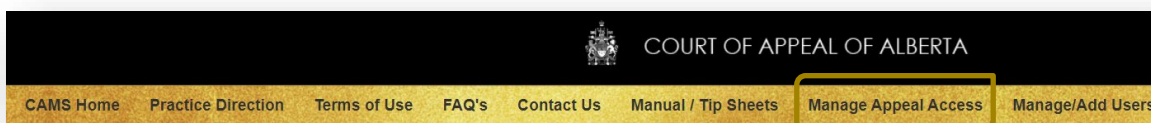
NOTE: The name and contact information for the new user will be populated with the name and contact information of the law firm administrator. These fields will need to be changed to insert the name and contact information of the new user.

The new user will receive an email with log in instructions.

Share Access to Appeals with Other Law Firm Users

A Law Firm Administrator can share access to appeals with other registered users within that law firm without having to obtain the approval of the Registrar. To do so, follow these steps.

1. Log into your [CAMS](#) account.
2. On the gold-coloured menu bar at the top of the page, click on Manage Appeal Access.



3. Enter the email address associated with the registered user with whom you want to share access. It is not necessary to complete the First name and Last name fields. Click on Search.

User Appeal Associations

First name

Last name

Email

4. Click on +Add New Appeal.

5. Enter the Appeal Number to which you are sharing and then click on Search. The fields entitled eCourt Reference Number, eFiling Title and Submitted by (Email) are not in use.

CAMS Appeal Number

eCourt Reference Number

eFiling Title

Submitted by (Email)

6. Check the box next to the Appeal Number. If you want the user to be notified that they have been granted access to an appeal, check the “Notify user of new case association” box. Then, click on +Add.

CAMS Appeal Number	eCourt Reference Number
<input checked="" type="checkbox"/> 2103-0152A	

Showing 1 to 1 of 1 entries

☒ Notify user of new case association
An email will be sent notifying this user they now have access to this case.

If you encounter difficulties with sharing access to appeals with other law firm users, please contact CAMSInquiries@albertacourts.ca for assistance.



Request Access to an Appeal

Registered users can access the electronic court file and other information about their appeals including documents, deadlines, hearing dates, results and more.

Automatic Access

If you are the initiating party (i.e., you filed a Notice of Appeal or an Application for Permission (Leave) to Appeal), you will automatically have access to the appeal by logging in to your [CAMS](#) account and clicking on “My Appeals”.

IMPORTANT NOTE: Automatic access is given only to the user who was logged in when the commencement document was filed. If that user was a legal assistant, then the lawyer on that file will not have automatic access. In that case, the lawyer (and anyone else in the law firm that requires access to the appeal), should request that access through their Law Firm Administrator. (See the separate instruction sheet entitled “Law Firm Administrator Account”.) If you do not know if your law firm has a Law Firm Administrator, or if you do not know the name of your Law Firm Administrator, please email CAMSInquiries@albertacourts.ca.

Requesting Access

If you do not have automatic access to the appeal (e.g., you are a respondent), and you do not have a Law Firm Administrator, you must first become a registered user (see the separate instruction sheet entitled “Register for an Account”) and then request access to the appeal by sending an email to CAMSInquiries@albertacourts.ca providing:

- your name
- the email address associated with your account
- your role in the appeal (e.g., respondent, counsel, etc.)
- the appeal number to which you require access.

If your request is granted, you will receive an email confirming that access has been granted.



View My Appeals

Lawyers, support staff and self-represented litigants who are registered users can access their appeals, the electronic court file and information about their appeals including documents, deadlines, hearing dates, outcomes and more. To obtain access to your appeals, see the separate instruction sheet entitled “Request Access to an Appeal”.

Find Your Appeals

1. Log in to your [CAMS](#) account.
2. Select the My Appeals tab. A list of all of the appeals that you have initiated in CAMS or for which you have been granted access will be displayed. If you have not initiated any appeals in CAMS or have not been granted access to any appeals, the list will be blank. Law firm users will also have a tab called My Organization Appeals which will display all the appeals that all users within that law firm have access to.

My Account

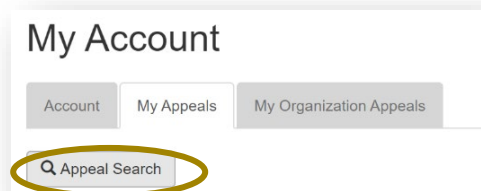
Account My Appeals My Organization Appeals

Q Appeal Search

Appeal Number	Style of Cause	Date Filed	Appeal Status	Action
2003-0128A	Regina (R) v .	07/22/2020	ACTIVE	Select Action
1903-0148AC		06/07/2019	CLOSED	Select Action

Filter Your Appeals

1. If your list of appeals is long, you can filter your appeals by clicking on Appeal Search.



2. The following search criteria can be used:

- Appeal Number – use this field to search for an appeal by appeal number (e.g., 1803-0000AC)
 - Style of Cause – use this field to search for an appeal by name (e.g., Jones)
 - Reference Number – not in use
 - eFiling Title – not in use
 - Status – use this field to search for all active appeals or all closed appeals. Leaving the selection blank will search for both.
 - Filing Date From/To – use these fields to search for all appeals that were filed between a given date range (e.g., 2019/06/01 – 2019/12/31).
-

My Account

Account

My Appeals

My Organization Appeals

Q Appeal Search

Appeal Number	<input type="text"/>
Style of Cause	<input type="text"/>
Reference Number	<input type="text"/>
eFiling Title	<input type="text"/>
Status	<div>ACTIVE CLOSED</div>
Filing Date From	<input type="text"/> <small>Use format yyyy/mm/dd</small>
Filing Date To	<input type="text"/> <small>Use format yyyy/mm/dd</small>

Search

Clear

Cancel

Once your filters are complete, click Search to view a list of appeals that match your search criteria.

View Your Appeals

1. On your My Appeals page, find the particular appeal that you wish to view. From the Select Action drop-down menu, choose View Summary.

Appeal Number	Style of Cause	Date Filed	Appeal Status	Action
2003-0128A	Regina (R) v. .	07/22/2020	ACTIVE	Select Action
1903-0148AC		06/07/2019	CLOSED	Select Action View Summary File Document

Appeals Per Page

2. A page will appear displaying information about the appeal beginning with an Appeal Summary. Below the Appeal Summary section are sections for Parties/Representation, Lower Court Information, Charge and Sentence Information (criminal only), Documents, Hearings and Deadlines. Click on the arrow to the left of each section to expand it. Click on the arrow again to collapse the section.

Appeal Summary

1903-0181A - Regina (R) v.

Appeal Number:1903-0181A

Appeal Location:Edmonton

Appeal Type:Sentence

Appeal Filing Date:2019-07-17

Ban / Restricted Access:

Parties / Representation

Lower Court Information

Charge and Sentence Information

Documents

Search

Hearings

Deadlines

Appeal Information	
Appeal Summary	<ul style="list-style-type: none"> • Appeal Number • Style of Cause • Appeal Location (Edmonton or Calgary) • Appeal Type • Appeal Filing Date • Ban/ Restricted Access (Any restricted access orders or publication bans associated with the appeal will be listed. If there are none, this section will either be blank or will display “No Ban on Publication”).
Parties/Representation	<ul style="list-style-type: none"> • Names of all parties to the appeal • Names of lawyers for each party (if applicable)
Lower Court Information	<p><u>Criminal</u></p> <ul style="list-style-type: none"> • Name of the judge or justice whose decision is under appeal • Trial court location • Date of conviction (or decision) • Date of sentence (if applicable) <p><u>Civil</u></p> <ul style="list-style-type: none"> • Trial court file number • Name of the justice whose decision is under appeal • Date of the decision that is under appeal
Charge and Sentence Information (Criminal only)	<ul style="list-style-type: none"> • Charge file number • Charge • Criminal Code or other statutory section number • Sentence
Documents	<ul style="list-style-type: none"> • Link to download the document for viewing. • Date the document was filed • Name of the document • Type of hearing to which the document applies (if applicable) • Name of the party that filed the document (Documents created by the Court will be displayed as filed by “Court”).

Hearings

- Date
 - Time
 - Type
 - Result (once known)
-

Note: The names of the judges hearing a matter will be available on the Hearing List posted on the Court's website approximately 1 week before the hearing takes place or in the clerk's notes that are posted in the Documents section once the hearing is concluded.

Deadlines

Pending deadlines for:

- Appeal Record
 - Appellant's Factum
 - Respondent's Factum
 - Reply Factum (if any)
-



Filing



File A New Civil Notice of Appeal

All documents must be in PDF in order to be filed electronically and must comply with the formatting requirements set out in the [Practice Direction on Electronic Filing](#). If you need to file a photo or video file or another document in a format other than a PDF (e.g., JPEG, MP3, MP4, etc.), send it on a USB or CD to the Registry and ensure that it can be easily viewed or played using a standard Windows Media Player.

File a New Civil Notice of Appeal

1. Log in to your [CAMS](#) account.
2. Select File a New Civil Appeal/Permission to Appeal on the left-hand side of the page. On the next page, select New Civil Notice of Appeal.

- My Account
- My Appeals
- File a New Criminal Appeal/Permission to Appeal
- File a New Civil Appeal/Permission to Appeal
- File a Document or Application Materials on an Existing Appeal
- File a Transcript on an Existing Appeal
- Request Access to an Appeal
- Log out

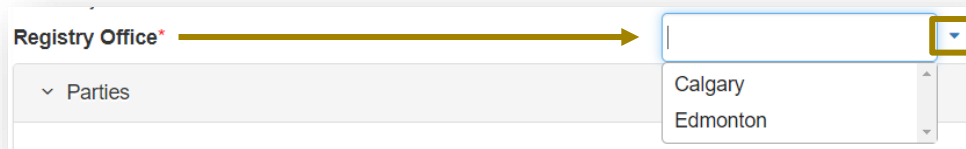
Civil Appeal Types

- New Civil Notice of Appeal
- New Civil Application for Permission to Appeal

After reading the instructions, begin completing the fields. All fields with an asterisk must be completed.

Registry Office

3. Select the appropriate Registry Office (Calgary or Edmonton). For appeals arising in the judicial centres of Calgary, Drumheller, Lethbridge, Medicine Hat or Red Deer, select Calgary. For appeals arising in all other judicial centres, select Edmonton.



Registry Office* →

▼ Parties

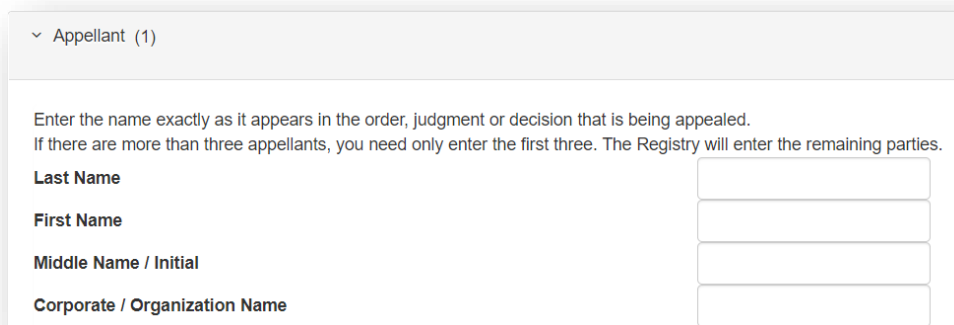
Calgary

Edmonton

Appellant Information

4. Enter the name of the Appellant exactly as it appears in the order, judgment or decision that is being appealed. Use Last Name, First Name, Middle/Initial if the appellant is an individual. Use Corporate/Organization Name if the appellant is not an individual.

Note: If there is more than one appellant, click on +Appellant and repeat the steps below for each appellant. If there are more than three appellants, you need only enter the first three. The Registry will enter the remaining appellants.



▼ Appellant (1)

Enter the name exactly as it appears in the order, judgment or decision that is being appealed.
If there are more than three appellants, you need only enter the first three. The Registry will enter the remaining parties.

Last Name

First Name

Middle Name / Initial

Corporate / Organization Name

5. If necessary, use the Other Description field to complete the appellant's description (e.g., Carrying on Business As, Operating As, By Her Litigation Representative, etc.)

Other Description (1)

Example: Carrying on Business As, Operating As, By Her Litigation Representative.

Other Description

6. Select the appropriate status in the court appealed from for the appellant.

Status in the court appealed from

Is the appellant self-represented?^{*}

+ Appellant

Plaintiff

Defendant

Applicant

Respondent

Intervenor

7. Select either yes or no to the question “Is the appellant self-represented?”

Is the appellant self-represented?^{*}

☐ Yes

☐ No

- a. If the appellant is not self-represented, in the Appellant lawyer section, begin typing the last name of the lawyer for the appellant and then make the appropriate selection from the names that appear. If the lawyer’s name does not appear, type their first and last name in the fields and continue.

Appellant Lawyer (1)

Enter the last name of the lawyer and make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name and proceed.

Last Name

First Name

+ Appellant Lawyer

	Last Name	First Name	Middle Name
	McDevitt	Bobbi Jo	Anne

Note: If there is more than one appellant lawyer, click on +Appellant Lawyer and repeat the steps above for each lawyer.

- b. If the appellant is self-represented, enter the appellant’s address and contact information, including an email address.

Appellant Address

Country

Canada

Address 1*

Address 2

City / Town*

Province*

Alberta

Postal Code*

Appellant Contact Information

Please provide all that apply

Telephones (1)

Telephone Type

Telephone Number

###-###-####

Telephones

Email*

Respondent Information

8. Enter the name of the Respondent exactly as it appears in the order, judgment or decision that is being appealed. Use Last Name, First Name, Middle/Initial if the respondent is an individual. Use Corporate/Organization Name if the respondent is not an individual. Follow the same steps re: status in the court appealed from and representation that you did for the appellant above.

Other Court/Previous Decision

9. Make the appropriate selection for What type of order, judgment or decision are you appealing: Provincial Court (Civil Trial Court), Court of Queen’s Bench (Civil Trial Court), Board, Tribunal or Prof. Disc. Body, Reference.

Other Court / Previous Decision

What type of order, judgment or decision are you appealing?*

Provincial Court (Civil Trial Court)

Court of Queen's Bench (Civil Trial Court)

Board, Tribunal, or Prof. Disc. Body

Reference (Civil)

Publication Ban/Access Restriction Information

Appeal from the Provincial Court of Court of Queen’s Bench

10. Enter the name of the judge or justice whose decision is being appealed. Begin typing the last name of the judge or justice and then make the appropriate selection from the names that appear.

Enter the first three letters of the Judge's last name and make the appropriate selection from the names that appear.

Justice Last Name

Justice First Name

Justice Middle Name / Initial

[Court of Queen's Bench Justice Information](#)

Id	Prefix	Last Name	First Name
100631	Mr. Justice	Germain	Adam

11. Enter the Trial Court File Number. If there is more than one file number, click on +Trial Court File #

The Trial Court File Number should not contain any dashes (e.g., 4803 123456)

Trial Court File #

[Trial Court File #](#)

12. Enter the Provincial Court Location or Judicial Centre. Begin typing the first three letters and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.


Enter the first three letters of the Court of Queen's Bench location and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.

Judicial Centre

Judicial Centre	Name	Address 1	Address 2	City	State	Zip	Fax
	QB Edmonton - B...	Law Courts Buil...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	(780) 422-6689
	QB Edmonton - ...	Law Courts Buil...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	(780) 422-9742

13. Enter the date that the order, judgment or decision that is being appealed was made (pronounced) by clicking on the calendar icon and choosing the date from the calendar.

Date order, judgment or decision was made (pronounced) →



< May 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today Done

14.If there is a neutral citation, enter it.

Neutral Citation # →

15.Select either yes or no to the question Did the matter originate with a Master or in the Provincial Court of Alberta and was then subsequently appealed to the Court of Queen's Bench?

Did the matter originate with a Master or in the Provincial Court of Alberta and was then subsequently appealed to the Court of Queen's Bench?



No

If the answer to the above question is yes:

- Enter the name of the master or judge. Begin typing the last name of the master or judge and then make the appropriate selection from the names that appear.
- If there is a neutral citation for the decision of the master or judge, enter it.

Appeal from a Decision of a Board, Tribunal or Professional Discipline Body

16.Complete the following fields:

Board, Tribunal or Prof. Discipline Body File #	<input type="text"/>
Name of Board, Tribunal or Prof. Discipline Body	<input type="text"/>
Location	<input type="text"/>
Date decision was made	<input type="text"/> 
Second date of decision (if any)	<input type="text"/> 
Neutral Citation #	<input type="text"/>

Publication Ban/Access Restriction Information

17. Answer the 5 questions about Publication Ban/Access Restriction Information.

Is there a sealing or confidentiality order that affects the file?*	<input type="radio"/> Yes <input type="radio"/> No
Is there a court-ordered or statutory ban on the publication of evidence or the names or identity of a party or witness that affects the file?*	<input type="radio"/> Yes <input type="radio"/> No
Is there information in the file that is classified as confidential under legislation?*	<input type="radio"/> Yes <input type="radio"/> No
Is there a restriction on public access to information in the file in a lower court?*	<input type="radio"/> Yes <input type="radio"/> No
May the full names of individuals named in the style of cause be published?*	<input type="radio"/> Yes <input type="radio"/> No

If questions 1-4 have been answered in the affirmative, or if question 5 was answered in the negative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a publication ban or access restriction applies along with the specifics of the information that is to be protected.

Note: If questions 1-4 have been answered in the affirmative, or if question 5 was answered in the negative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a publication ban or access restriction applies along with the specifics of the information that is to be protected.

Upload Documents

18. Upload the Notice of Appeal, the Order, Judgment or Decision under appeal and any other relevant documents by clicking on Choose File under the appropriate heading.

All documents must be in Adobe (PDF) format.

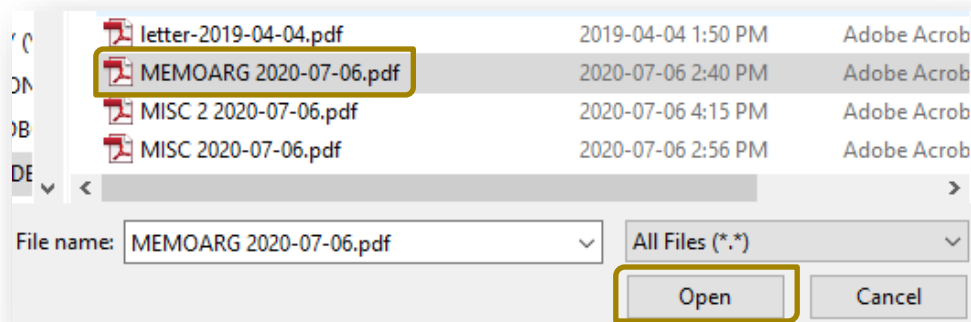
▼ Notice of Appeal

Document Upload* Choose File No file chosen

▼ Order, Judgment or Decision under appeal (not the written or oral reasons for decision)

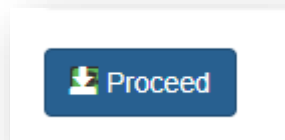
Document Upload Choose File No file chosen

19. When the dialogue box opens, find the file that you want to upload. Select it and then click on Open.



Note: It does not matter how you named your document when you saved it. Once the document is uploaded and approved, the Registry will verify and select the correct document name.

20. Once the document is uploaded, click on Proceed.



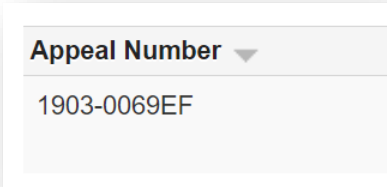
Note: Documents cannot exceed 100MB. The larger the document, the longer the upload will take.

21. You will be returned to your My Appeals page, and the following message will appear at the top of the screen:



Your documents are being sent to the Registry for review.

The new appeal will appear in your My Appeals page, but it will bear an appeal number with EF at the end. This is a temporary number only and should never be used on documents. A permanent appeal number will be assigned once the notice of appeal has been filed.



Appeal Number ▼

1903-0069EF

Pay Filing Fee

When you submit a document, you will receive an email acknowledgement of the submission. That email will include a link for the online payment of the \$600.00 filing fee. Payment must be made immediately. Your document will not be processed until payment is made. Neither the Registry nor the Court will be responsible for a missed limitation period caused by a failure to make the required payment on time.

Once payment is made and your document is reviewed, you will receive another email indicating whether the document was rejected, filed, filed on conditions or filed non-compliant. Emails will be sent from CAMSinquiries@albertacourts.ca. Please ensure that your spam filters do not block this email address.

IMPORTANT NOTE

The email acknowledgements will be sent to the email account of the user who was logged in when the document was submitted. For example, if a legal assistant was logged in to his or her account and submitted a document for filing, the email acknowledging the receipt of the document will be sent to the email address associated with the legal assistant and not to the lawyer's email address.



File A New Civil Application for Permission to Appeal

All documents must be in PDF in order to be filed electronically and must comply with the formatting requirements set out in the [Practice Direction on Electronic Filing](#). If you need to file a photo or video file or another document in a format other than a PDF (e.g., JPEG, MP3, MP4, etc.), send it on a USB or CD to the Registry and ensure that it can be easily viewed or played using a standard Windows Media Player.

File a New Civil Application for Permission to Appeal

1. Log in to your [CAMS](#) account.
2. Select File a New Civil Appeal/Permission to Appeal on the left-hand side of the page. On the next page, select New Civil Application for Permission to Appeal.

- My Account
- My Appeals
- File a New Criminal Appeal/Permission to Appeal
- File a New Civil Appeal/Permission to Appeal
- File a Document or Application Materials on an Existing Appeal
- File a Transcript on an Existing Appeal
- Request Access to an Appeal
- Log out

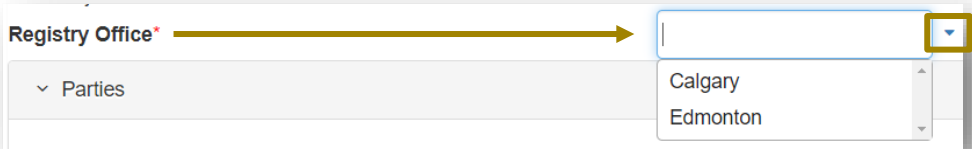
Civil Appeal Types

- [New Civil Notice of Appeal](#)
- [New Civil Application for Permission to Appeal](#)

After reading the instructions, begin completing the fields. All fields with an asterisk must be completed.

Registry Office

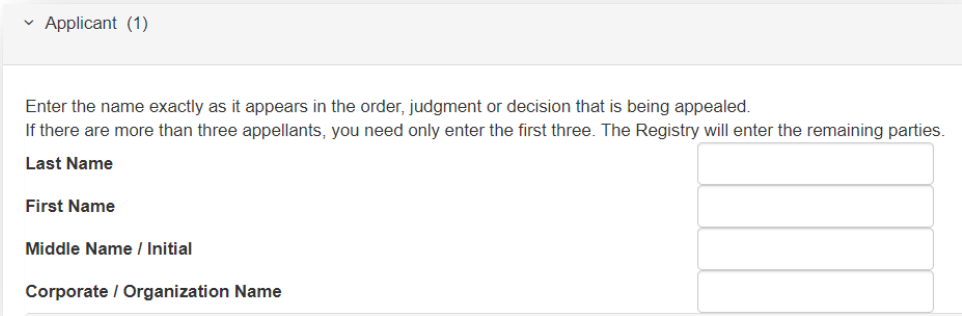
- 3. Select the appropriate Registry Office (Calgary or Edmonton). For appeals arising in the judicial centres of Calgary, Drumheller, Lethbridge, Medicine Hat or Red Deer, select Calgary. For appeals arising in all other judicial centres, select Edmonton.

A screenshot of a web form. On the left, there is a label 'Registry Office*' with a yellow arrow pointing to a dropdown menu on the right. The dropdown menu is open, showing two options: 'Calgary' and 'Edmonton'. Below the label, there is a grey bar with a downward arrow and the text 'Parties'.

Applicant Information

- 4. Enter the name of the Applicant exactly as it appears in the order, judgment or decision that is being appealed. Use Last Name, First Name, Middle/Initial if the applicant is an individual. Use Corporate/Organization Name if the applicant is not an individual.

Note: If there is more than one applicant, click on +Applicant and repeat the steps below for each applicant. If there are more than three applicants, you need only enter the first three. The Registry will enter the remaining applicants.

A screenshot of a web form titled 'Applicant (1)'. It contains instructions: 'Enter the name exactly as it appears in the order, judgment or decision that is being appealed. If there are more than three appellants, you need only enter the first three. The Registry will enter the remaining parties.' Below the instructions are four input fields labeled 'Last Name', 'First Name', 'Middle Name / Initial', and 'Corporate / Organization Name'.

- 5. If necessary. use the Other Description field to complete the applicant’s description (e.g., Carrying on Business As, Operating As, By Her Litigation Representative, etc.)

Other Description (1)

Example: Carrying on Business As, Operating As, By Her Litigation Representative.

Other Description

6. Select the appropriate status in the court appealed from for the applicant.

Status in the court appealed from

Is the appellant self-represented?*

+ Appellant

Plaintiff

Defendant

Applicant

Respondent

Intervenor

7. Select either yes or no to the question “Is the applicant self-represented?”

Is the applicant self-represented?*

☐ Yes

☐ No

- a. If the applicant is not self-represented, in the Applicant lawyer section, begin typing the last name of the lawyer for the applicant and then make the appropriate selection from the names that appear. If the lawyer’s name does not appear, type their first and last name in the fields and continue.

Applicant Lawyer (1)

Enter the last name of the lawyer and make the appropriate selection from the names that appear. If the lawyer’s name does not appear, enter their first and last name and proceed.

Last Name

First Name

+ Applicant Lawyer

	Last Name	First Name	Middle Name
	McDevitt	Bobbi Jo	Anne

Note: If there is more than one applicant lawyer, click on +Applicant Lawyer and repeat the steps above for each lawyer.

- b. If the applicant is self-represented, enter the applicant’s address and contact information, including an email address.

Applicant Address

Country: Canada

Address 1*

Address 2

City / Town*

Province*: Alberta

Postal Code*

Applicant Contact Information

Please provide all that apply

Email*

Telephone (1)

Telephone Type

Telephone Number: ###-###-####

Telephone

Respondent Information

8. Enter the name of the Respondent exactly as it appears in the order, judgment or decision that is being appealed. Use Last Name, First Name, Middle/Initial if the respondent is an individual. Use Corporate/Organization Name if the respondent is not an individual. Follow the same steps re: status in the court appealed from and representation that you did for the appellant above.

Other Court/Previous Decision

9. Make the appropriate selection for What type of order, judgment or decision are you appealing: Court of Queen’s Bench (Civil Trial Court), Board, Tribunal or Prof. Disc. Body, Reference.

Other Court / Previous Decision

For what type of order, judgment or decision are you seeking permission to appeal?*

Court of Queen's Bench (Civil Trial Court)

Board, Tribunal, or Prof. Disc. Body

Permission to Appeal from the Court of Court of Queen’s Bench

10. Enter the name of the justice whose decision is being appealed. Begin typing the last name of the justice and then make the appropriate selection from the names that appear.

Enter the first three letters of the Judge's last name and make the appropriate selection from the names that appear.

Justice Last Name

Justice First Name

Justice Middle Name / Initial

[Court of Queen's Bench Justice Information](#)

Id	Prefix	Last Name	First Name
100631	Mr. Justice	Germain	Adam

11. Enter the Trial Court File Number. If there is more than one file number, click on +Trial Court File #

The Trial Court File Number should not contain any dashes (e.g., 4803 123456)

Trial Court File #

[Trial Court File #](#)

12. Enter the Judicial Centre. Begin typing the first three letters and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.

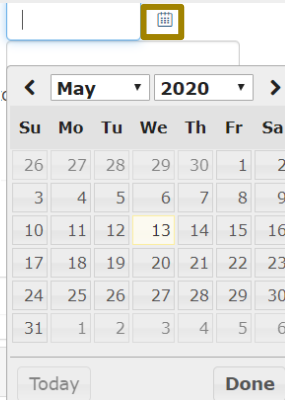
Enter the first three letters of the Court of Queen's Bench location and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.

Judicial Centre

Judicial Centre	Name	Address 1	Address 2	City	State	Zip	Fax
	QB Edmonton - B...	Law Courts Buil...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	(780) 422-6689
	QB Edmonton - ...	Law Courts Buil...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	(780) 422-9742

13. Enter the date that the order, judgment or decision for which permission to appeal is being sought was made (pronounced) by clicking on the calendar icon and choosing the date from the calendar.

Date order, judgment or decision was made (pronounced) →



14.If there is a neutral citation, enter it.

Neutral Citation # →

15.Select either yes or no to the question Did the matter originate with a Master or in the Provincial Court of Alberta and was then subsequently appealed to the Court of Queen's Bench?

Did the matter originate with a Master or in the Provincial Court of Alberta and was then subsequently appealed to the Court of Queen's Bench?



No

If the answer to the above question is yes:

- Enter the name of the master or judge. Begin typing the last name of the master or judge and then make the appropriate selection from the names that appear.
- If there is a neutral citation for the decision of the master or judge, enter it.

Permission to Appeal from a Decision of a Board, Tribunal or Professional Discipline Body

16.Complete the following fields:

Board, Tribunal or Prof. Discipline Body File #	<input type="text"/>
Name of Board, Tribunal or Prof. Discipline Body	<input type="text"/>
Location	<input type="text"/>
Date decision was made	<input type="text"/> 
Second date of decision (if any)	<input type="text"/> 
Neutral Citation #	<input type="text"/>

Publication Ban/Access Restriction Information

17. Answer the 5 questions about Publication Ban/Access Restriction Information.

Is there a sealing or confidentiality order that affects the file?*	<input type="radio"/> Yes <input type="radio"/> No
Is there a court-ordered or statutory ban on the publication of evidence or the names or identity of a party or witness that affects the file?*	<input type="radio"/> Yes <input type="radio"/> No
Is there information in the file that is classified as confidential under legislation?*	<input type="radio"/> Yes <input type="radio"/> No
Is there a restriction on public access to information in the file in a lower court?*	<input type="radio"/> Yes <input type="radio"/> No
May the full names of individuals named in the style of cause be published?*	<input type="radio"/> Yes <input type="radio"/> No

If questions 1-4 have been answered in the affirmative, or if question 5 was answered in the negative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a publication ban or access restriction applies along with the specifics of the information that is to be protected.

Note: If questions 1-4 have been answered in the affirmative, or if question 5 was answered in the negative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a publication ban or access restriction applies along with the specifics of the information that is to be protected.

Upload Documents

18. Upload the Application, Memorandum of Argument and any other supporting documents by clicking on Choose File under the appropriate heading.

All documents must be in Adobe (PDF) format.

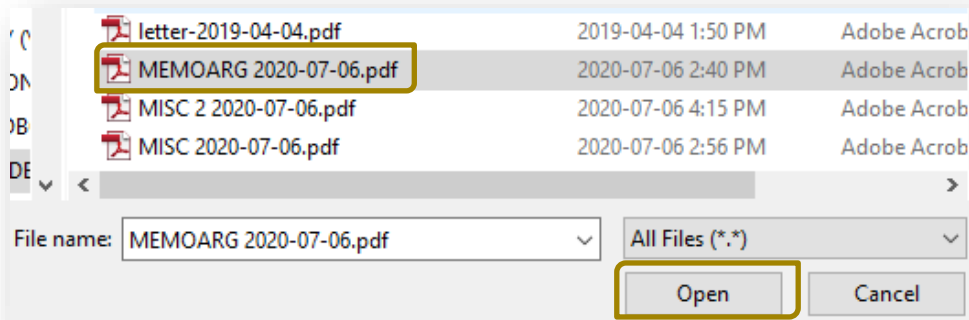
Application for Permission to Appeal

Document Upload*
Choose File
No file chosen

Memorandum of Argument (Maximum 10 pages)

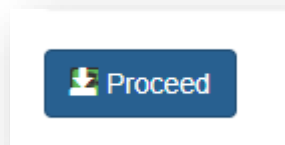
Document Upload
Choose File
No file chosen

19. When the dialogue box opens, find the file that you want to upload. Select it and then click on Open.



Note: It does not matter how you named your document when you saved it. Once the document is uploaded and approved, the Registry will verify and select the correct document name.

20. Once the document is uploaded, click on Proceed.



Note: Documents cannot exceed 100MB. The larger the document, the longer the upload will take.

21. You will be returned to your My Appeals page, and the following message will appear at the top of the screen:

Your documents are being sent to the Registry for review.

The new appeal will appear in your My Appeals page, but it will bear an appeal number with EF at the end. This is a temporary number only and should never be used on documents. A permanent appeal number will be assigned once the notice of appeal has been filed.

Appeal Number ▼

1903-0069EF

Pay Filing Fee

When you submit a document, you will receive an email acknowledgement of the submission. That email will include a link for the online payment of the \$600.00 filing fee. Payment must be made immediately. Your document will not be processed until payment is made. Neither the Registry nor the Court will be responsible for a missed limitation period caused by a failure to make the required payment on time.

Once payment is made and your document is reviewed, you will receive another email indicating whether the document was rejected, filed, filed on conditions or filed non-compliant. Emails will be sent from CAMSInquiries@albertacourts.ca. Please ensure that your spam filters do not block this email address.

IMPORTANT NOTE

The email acknowledgements will be sent to the email account of the user who was logged in when the document was submitted. For example, if a legal assistant was logged in to his or her account and submitted a document for filing, the email acknowledging the receipt of the document will be sent to the email address associated with the legal assistant and not to the lawyer's email address.



File A New Criminal Notice of Appeal

All documents must be in PDF in order to be filed electronically and must comply with the formatting requirements set out in the [Practice Direction on Electronic Filing](#). If you need to file a photo or video file or another document in a format other than a PDF (e.g., JPEG, MP3, MP4, etc.), send it on a USB or CD to the Registry and ensure that it can be easily viewed or played using a standard Windows Media Player.

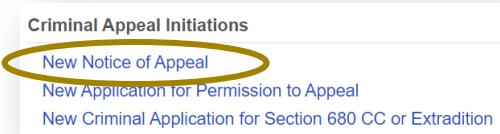
Not all criminal appeals are brought directly to the Court of Appeal. For example, appeals of summary conviction offences heard in the Provincial Court of Alberta are brought to the Court of Queen's Bench. Any further appeal to the Court of Appeal requires permission to appeal. Parties are encouraged to review the applicable legislation to determine the necessary requirements. Further, in some instances permission to appeal is required before filing a Notice of Appeal. (See rule 16.4 of the [Alberta Rules of Court](#).) Parties are encouraged to review

the [Alberta Rules of Court](#).

File a New Criminal Notice of Appeal

1. Log in to your [CAMS](#) account.
2. Select File a New Criminal Appeal/Permission to Appeal on the left-hand side of the page. On the next page, select New Notice of Appeal.

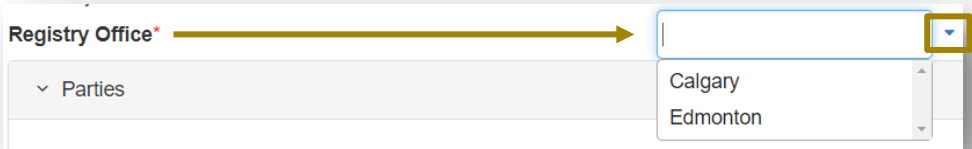
- My Account
- My Appeals
- File a New Criminal Appeal/Permission to Appeal
- File a New Civil Appeal/Permission to Appeal
- File a Document or Application Materials on an Existing Appeal
- File a Transcript on an Existing Appeal
- Request Access to an Appeal
- Log out



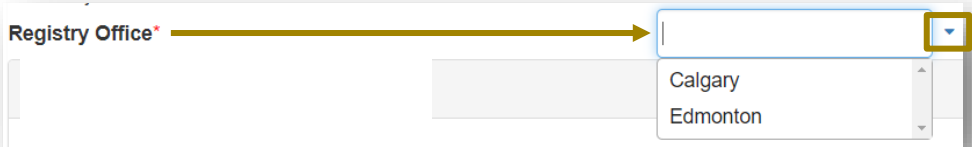
After reading the instructions, begin completing the fields. All fields with an asterisk must be completed.

Registry Office and other Information

- 3. Select the appropriate Registry Office (Calgary or Edmonton). For appeals arising in the judicial centres of Calgary, Drumheller, Lethbridge, Medicine Hat or Red Deer, select Calgary. For appeals arising in all other judicial centres, select Edmonton.



- 4. In Appeal By select who is filing the appeal: Accused, Her Majesty the Queen (Alberta) or Her Majesty the Queen (Canada).



- 5. Choose the appropriate Type of Appeal (Acquittal, Conviction, Conviction and Sentence, Sentence, Decision or Reference).

Type of Appeal* 

Acquittal

Conviction

Conviction and Sentence

Sentence

Decision

Reference

Party Information

Appeals by the Accused

- 1. Enter the name of the Appellant exactly as it was entered in the trial court. Use Last Name, First Name, Middle/Initial if the appellant is an individual. Use Corporate/Organization Name if the appellant is not an individual.

Appellant

Enter the name exactly as it was entered in the trial court.

Last Name

First Name

Middle Name / Initial

Corporate / Organization Name

- 2. Select either yes or no to the question “Is the appellant in custody”. If the answer is yes, begin typing the first three letters of the name of the institution and then make the appropriate selection from the names that appear.

Enter the first three letters of the institutions name and make the appropriate selection from the names that appear and proceed.

Name of Institution

Bowden

Working...

Org Unit Short Name	Address 1	Address 2	City	State	Zip	Tel Number
Bowden Institution	HWY 2	PO Box 6000	Innisfail	Alberta	T4G 1V1	(403) 227-8153

- 3. Select either yes or no to the question “Is the appellant self-represented?”

Is the appellant self-represented?*

- a) If the appellant is not self-represented, in the Appellant lawyer section, begin typing the last name of the lawyer for the appellant and then make the appropriate selection from the names that appear. If the lawyer’s name does not appear, type their first and last name in the fields and continue.

Appellant Lawyer (1)

Enter the last name of the lawyer and make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name and proceed.

Last Name

mcdevitt

First Name

Appellant Lawyer

Id	Last Name	First Name	Middle Name
94689	McDevitt	Bobbi Jo	Anne

Note: If there is more than one appellant lawyer, click on +Appellant Lawyer and repeat the steps above for each lawyer.

- b) If the appellant is self-represented, enter the appellant’s address and contact information, including an email address

Appellant Address

Country

Canada

Address 1*

Address 2

City / Town*

Province*

Alberta

Postal Code*

Appellant Contact Information

Please provide all that apply

Telephones (1)

Telephone Type

Telephone Number

###-###-####

Telephones

Email*

4. Select either yes or no to the question, “Does the appellant wish to be present at the hearing of the appeal?”

Does the appellant wish to be present at the hearing of the appeal?*

Yes

No

5. Select the appropriate Crown: Alberta or Canada

Please select the appropriate Crown*

Regina (Canada)

Regina (Alberta)

6. If you know it, enter the name of the Crown lawyer. Begin typing the last name of the lawyer and then make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name in the fields and continue. If you do not know the name of the Crown lawyer, leave this section blank.

Respondent Lawyer (1)

Enter the last name of the lawyer and make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name and proceed.

Last Name

mcdevitt

First Name

	Last Name	First Name	Middle Name
34689	McDevitt	Bobbi Jo	Anne

Respondent Lawyer

Note: If there is more than one Crown lawyer, click on +Respondent Lawyer and repeat the steps above for each lawyer.

Appeals by the Crown

7. Select the appropriate Crown: Alberta or Canada

Crown*

Regina (Canada)

Regina (Alberta)

8. Enter the name of the Crown lawyer. Begin typing the last name of the lawyer and then make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name in the fields and continue

Appellant Lawyer (Crown) (1) ● ●

Enter the last name of the lawyer and make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name and proceed.

Last Name

First Name

Working...

Id	Last Name	First Name	Middle Name
94689	McDevitt	Bobbi Jo Anne	

● Appellant Lawyer (Crown)

Note: If there is more than one Crown lawyer, click on +Appellant Lawyer and repeat the steps above for each lawyer.

9. Enter the name of the Respondent exactly as it was entered in the trial court. Use Last Name, First Name, Middle/Initial if the respondent is an individual. Use Corporate/Organization Name if the respondent is not an individual.

▼ Respondent

Enter the name exactly as it was entered in the trial court.

Last Name

First Name

Middle Name / Initial

Corporate / Organization Name

10. Select either yes or no to the question Is the respondent in custody? If the answer is yes, begin typing the first three letters of the name of the institution and then make the appropriate selection from the names that appear.

Is the respondent in custody? ☒ Yes ☐ No

Enter the first three letters of the institutions name and make the appropriate selection from the names that appear and proceed.

Name of Institution

Working...

Is the respondent self-represented	Org Unit Short Name	Address 1	Address 2	City	State	Zip	Tel N
	Bowden Institution	HWY 2	PO Box 6000	Innisfail	Alberta	T4G 1V1	(403)

11. Select either yes or no to the question Is the respondent self-represented? If the answer is no, and you know the name of the respondent’s lawyer, enter it by following the steps set out above.

Other Court/Previous Decision

12. Make the appropriate selection for What type of matter are you appealing: Provincial Court (Criminal Court), Court of Queen’s Bench (Criminal Trial Court), Criminal Alberta Review Board, Reference.

Other Court / Previous Decision

What type of matter are you appealing ?*

- Provincial Court (Criminal Trial Court)
- Court of Queen's Bench (Criminal Trial Court)
- Criminal Alberta Review Board
- Reference (Criminal)

Appeal from Provincial Court or the Court of Queen’s Bench

13. Enter the name of the judge or justice whose decision is being appealed. Begin typing the last name of the judge or justice and then make the appropriate selection from the names that appear.

Queens Bench Justice Information

Enter the first three letters of the Justice's last name and make the appropriate selection from the names that appear.

Justice Last Name: Germa

Justice First Name:

Justice Middle Name / Initial:

Id	Prefix	Last Name	First Name
100631	Mr. Justice	Germain	Adam

14. Enter the Provincial Court Location or Judicial Centre. Begin typing the first three letters and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.

Enter the first three letters of the Judicial Centre and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.

Judicial Centre

Edmonton

Working...

# (1)	Name	Address 1	Address 2	City	State	Zip	Fax
	QB Edmonton - C...	Law Courts Bul...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	(780) 422-3

15. Enter the Provincial Court or Court of Queen's Bench File Number. If there is more than one file number, click on +File #

Court of Queen's Bench File # (1)

File #

+ Court of Queen's Bench File #

16. Select how the Crown proceeded: Indictment or Both Summary Conviction and Indictment.

How did the Crown proceed?

☐ Indictment

☐ Both Summary Conviction & Indictment

17. Enter the Date of the Decision, Conviction or Acquittal and the Sentence (if applicable) by clicking on the calendar icon and choosing the date from the calendar. If there is a neutral citation, enter it.

Date of Decision / Conviction / Acquittal

Neutral Citation # (Decision)

Date sentence imposed (if applicable)

Neutral Citation # (Sentence)

Calendar icon

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6


Today Done

Appeal from Alberta Review Board

18. In the case of an appeal from a Criminal Alberta Review Board, complete the following fields:

Criminal Alberta Review Board Information

Date decision was made



Decision under appeal

Publication Ban/Access Restriction Information

19. Answer the 5 questions about Publication Ban/Access Restriction Information.

Is there a sealing or confidentiality order that affects the file?

☐ Yes ☐ No

Is there a court-ordered or statutory ban on the publication of evidence or the names or identity of a party or witness that affects the file?

☐ Yes ☐ No

Is there information in the file that is classified as confidential under legislation?

☐ Yes ☐ No

Is there a restriction on public access to information in the file in a lower court?

☐ Yes ☐ No

May the full names of individuals named in the style of cause be published?

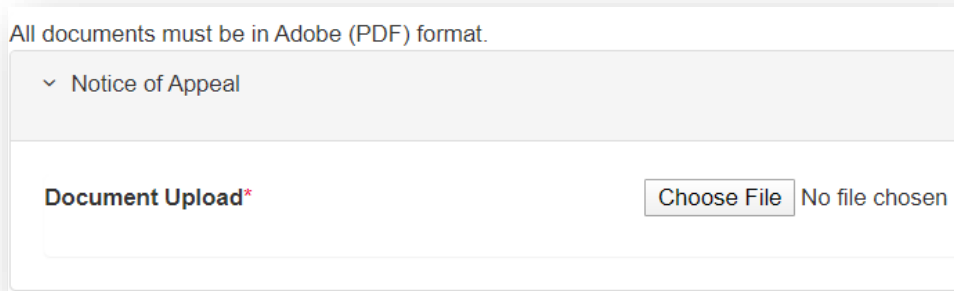
☐ Yes ☐ No

If questions 1-4 have been answered in the affirmative, or if question 5 was answered in the negative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a publication ban or access restriction applies along with the specifics of the information that is to be protected.

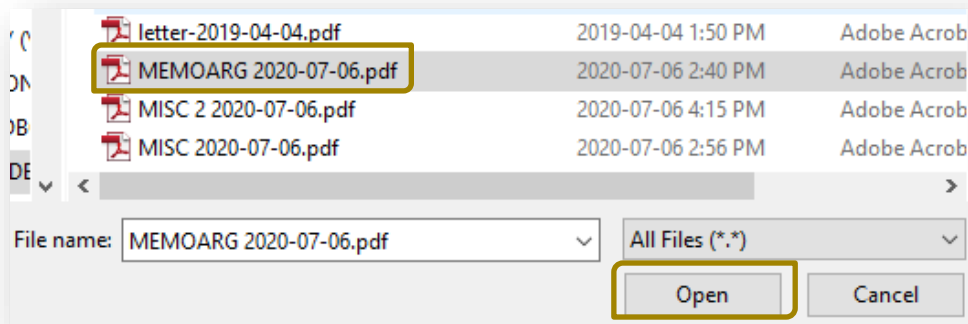
Note: If questions 1-4 have been answered in the affirmative, or if question 5 was answered in the negative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a publication ban or access restriction applies along with the specifics of the information that is to be protected.

Upload Documents

20. Upload the Notice of Appeal and any other supporting documents by clicking on Choose File under the appropriate heading.

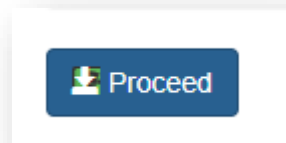


21. When the dialogue box opens, find the file that you want to upload. Select it and then click on Open.



Note: It does not matter how you named your document when you saved it. Once the document is uploaded and approved, the Registry will verify and select the correct document name.

22. Once the document is uploaded, click on Proceed.

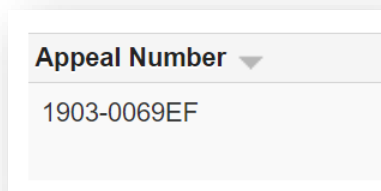


Note: Documents cannot exceed 100MB. The larger the document, the longer the upload will take.

23. You will be returned to your My Appeals page, and the following message will appear at the top of the screen:

Your documents are being sent to the Registry for review.

The new appeal will appear in your My Appeals page, but it will bear an appeal number with EF at the end. This is a temporary number only and should never be used on documents. A permanent appeal number will be assigned once the notice of appeal has been filed.



Appeal Number ▼
1903-0069EF

When you submit a document, you will receive an email acknowledgement of the submission. Once your document is reviewed, you will receive another email indicating whether the document was rejected, filed, filed on conditions or filed non-compliant. Emails will be sent from CAMSInquiries@albertacourts.ca. Please ensure that your spam filters do not block this email address.

IMPORTANT NOTE

The email acknowledgements will be sent to the email account of the user who was logged in when the document was submitted. For example, if a legal assistant was logged in to his or her account and submitted a document for filing, the email acknowledging the receipt of the document will be sent to the email address associated with the legal assistant and not to the lawyer's email address.



File A New Criminal Application for Permission to Appeal

All documents must be in PDF in order to be filed electronically and must comply with the formatting requirements set out in the [Practice Direction on Electronic Filing](#). If you need to file a photo or video file or another document in a format other than a PDF (e.g., JPEG, MP3, MP4, etc.), send it on a USB or CD to the Registry and ensure that it can be easily viewed or played using a standard Windows Media Player.

File a New Criminal Application for Permission to Appeal

1. Log in to your [CAMS](#) account.
2. Select File a New Criminal Appeal/Permission to Appeal on the left-hand side of the page. On the next page, select New Application for Permission to Appeal.

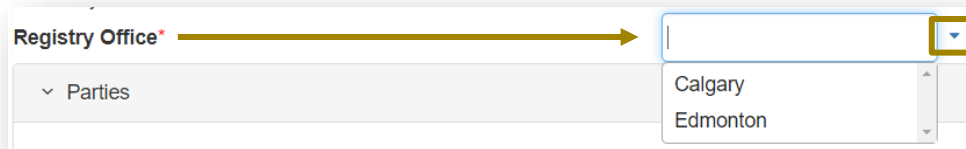
- My Account
- My Appeals
- File a New Criminal Appeal/Permission to Appeal
- File a New Civil Appeal/Permission to Appeal
- File a Document or Application Materials on an Existing Appeal
- File a Transcript on an Existing Appeal
- Request Access to an Appeal
- Log out

- Criminal Appeal Initiations
- [New Notice of Appeal](#)
 - [New Application for Permission to Appeal](#)
 - [New Criminal Application for Section 680 CC or Extradition](#)

After reading the instructions, begin completing the fields. All fields with an asterisk must be completed.

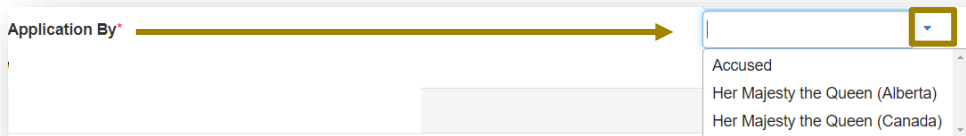
Registry Office and other Information

3. Select the appropriate Registry Office (Calgary or Edmonton). For appeals arising in the judicial centres of Calgary, Drumheller, Lethbridge, Medicine Hat or Red Deer, select Calgary. For appeals arising in all other judicial centres, select Edmonton.



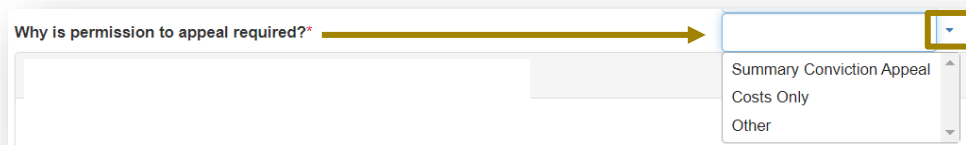
The screenshot shows a form field labeled "Registry Office*" with a yellow arrow pointing to a dropdown menu. The dropdown menu is open, showing two options: "Calgary" and "Edmonton". A yellow box highlights the dropdown arrow icon.

4. In Application By select who is filing the application: Accused, Her Majesty the Queen (Alberta) or Her Majesty the Queen (Canada).



The screenshot shows a form field labeled "Application By*" with a yellow arrow pointing to a dropdown menu. The dropdown menu is open, showing three options: "Accused", "Her Majesty the Queen (Alberta)", and "Her Majesty the Queen (Canada)". A yellow box highlights the dropdown arrow icon.

5. Make the appropriate selection from Why is Permission to Appeal Required? (Summary Conviction Appeal, Costs Only, Other).



The screenshot shows a form field labeled "Why is permission to appeal required?*" with a yellow arrow pointing to a dropdown menu. The dropdown menu is open, showing three options: "Summary Conviction Appeal", "Costs Only", and "Other". A yellow box highlights the dropdown arrow icon.

Party Information

Applications by the Accused

6. Enter the name of the Applicant exactly as it was entered in the trial court. Use Last Name, First Name, Middle/Initial if the appellant is an individual. Use Corporate/Organization Name if the appellant is not an individual.

▼ Applicant

Enter the name exactly as it was entered in the trial court.

Last Name

First Name

Middle Name / Initial

Corporate / Organization Name

7. Select either yes or no to the question “Is the applicant self-represented?”

Is the applicant self-represented?*

☐ Yes

☐ No

- a. If the applicant is not self-represented, in the Applicant lawyer section, begin typing the last name of the lawyer for the applicant and then make the appropriate selection from the names that appear. If the lawyer’s name does not appear, type their first and last name in the fields and continue.

Applicant Lawyer (1) • •

Enter the last name of the lawyer and make the appropriate selection from the names that appear. If the lawyer’s name does not appear, enter their first and last name and proceed.

Last Name

mcdevitt

First Name

• Applicant Lawyer

Id	Last Name	First Name	Middle Name
94689	McDevitt	Bobbi Jo	Anne

Note: If there is more than one applicant lawyer, click on +Applicant Lawyer and repeat the steps above for each lawyer.

8. Select either yes or no to the question “Is the applicant in custody”. If the answer is yes, begin typing the first three letters of the name of the institution and then make the appropriate selection from the names that appear.

Is the applicant in custody?*

☐ Yes

☐ No

Enter the first three letters of the institutions name and make the appropriate selection from the names that appear and proceed.

Name of Institution

Working...

Org Unit Short Name	Address 1	Address 2	City	State	Zip	Tel Number
Bowden Institution	HWY 2	PO Box 6000	Innisfail	Alberta	T4G 1V1	(403) 227-8153

9. Select the appropriate Crown: Alberta or Canada

Please select the appropriate Crown*

Regina (Canada)
Regina (Alberta)

10.If you know it, enter the name of the Crown lawyer. Begin typing the last name of the lawyer and then make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name in the fields and continue. If you do not know the name of the Crown lawyer, leave this section blank.

Respondent Lawyer (1)

Enter the last name of the lawyer and make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name and proceed.

Last Name

Working...

First Name

Id	Last Name	First Name	Middle Name
94689	McDevitt	Bobbi Jo Anne	

Respondent Lawyer

Note: If there is more than one Crown lawyer, click on +Respondent Lawyer and repeat the steps above for each lawyer.

Applications by the Crown

11.Select the appropriate Crown: Alberta or Canada

Crown*

Regina (Canada)
Regina (Alberta)

12. Enter the name of the Crown lawyer. Begin typing the last name of the lawyer and then make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name in the fields and continue

The screenshot shows a form titled 'Applicant Lawyer (1)'. It contains instructions: 'Enter the last name of the lawyer and make the appropriate selection from the names that appear. If the lawyer's name does not appear, enter their first and last name and proceed'. There are two input fields: 'Last Name' and 'First Name'. The 'Last Name' field has a dropdown menu open, showing a list of names. The name 'McDevitt' is highlighted in the dropdown. Below the dropdown, a table is visible with columns: 'Id', 'Last Name', 'First Name', and 'Middle Name'. The first row of the table contains the values: '94689', 'McDevitt', 'Bobbi Jo Anne', and an empty middle name field.

Id	Last Name	First Name	Middle Name
94689	McDevitt	Bobbi Jo Anne	

Note: If there is more than one Crown lawyer, click on +Applicant Lawyer and repeat the steps above for each lawyer.

13. Enter the name of the Respondent exactly as it was entered in the trial court. Use Last Name, First Name, Middle/Initial if the respondent is an individual. Use Corporate/ Organization Name if the respondent is not an individual.

The screenshot shows a form titled 'Respondent'. It contains instructions: 'Enter the name exactly as it was entered in the trial court.' There are four input fields: 'Last Name', 'First Name', 'Middle Name / Initial', and 'Corporate / Organization Name'.

14. Select either yes or no to the question Is the respondent in custody? If the answer is yes, begin typing the first three letters of the name of the institution and then make the appropriate selection from the names that appear.

Is the respondent in custody? ☒ Yes ☐ No

Enter the first three letters of the institutions name and make the appropriate selection from the names that appear and proceed.

Name of Institution

Is the respondent self-represented?	Org Unit Short Name	Address 1	Address 2	City	State	Zip	Tel N
	Bowden Institution	HWY 2	PO Box 6000	Innisfail	Alberta	T4G 1V1	(403)

15. Select either yes or no to the question Is the respondent self-represented? If the answer is no, and you know the name of the respondent's lawyer, enter it by following the steps set out above.

Other Court/Previous Decision

Summary Conviction Appeal

16. Enter the name of the Provincial Court Judge. Begin typing the last name of the judge and then make the appropriate selection from the names that appear.

Provincial Court Judge Information

Enter the first three letters of the Judge's last name and make the appropriate selection from the names that appear.

Judge Last Name

Judge First Name

Judge Middle Name / Initial

Id	Prefix	Last Name	First Name	Middle Name	Suffix	City
100843	Judge	White	Marilyn	M.	P.C.J.	Leduc

17. Enter the Provincial Court Location. Begin typing the first three letters and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.

Enter the first three letters of the Judicial Centre and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.

Provincial Court Location

Name	Address 1	Address 2	City	State	Zip	Fax
PC Edmonton - C...	Law Courts Buil...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	780-422-9736
PC Edmonton - T...	Law Courts Buil...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	780-427-5791
PC Edmonton - Y...	Law Courts Buil...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	780-427-5797

18. Enter the Provincial Court File Number.
If there is more than one file number,
click on +Provincial Court File #

19. Enter the Date of the Decision, Conviction or Acquittal and the Sentence (if applicable) by clicking on the calendar icon and choosing the date from the calendar. If there is a neutral citation, enter it.

20. Enter the name of the Court of Queen's Bench Justice. Begin typing the last name of the justice and then make the appropriate selection from the names that appear.

21. Enter the Location of the Summary Conviction Appeal. Begin typing the first three letters and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one

Enter the first three letters of the Judicial Centre and make the appropriate selection. If there is more than one option, hover your mouse over the name to select the correct one.

Location of Summary Conviction Appeal

Edmonton

Working...

Address 1	Address 2	City	State	Zip	Fax
Law Courts Bui...	1A Sir Winston ...	Edmonton	Alberta	T5J 0R2	(780) 422-3458

22. Enter the Court of Queen's Bench File #. If there is more than one file number, click on +Court of Queen's Bench File #.

Court of Queen's Bench File #

File #

+ Court of Queen's Bench File #

23. Enter the Date of the decision of the summary conviction appeal by clicking on the calendar icon and choosing the date from the calendar. If there is a neutral citation, enter it.

Date of decision

Neutral Citation #

Calendar icon

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today Done

Costs or Other Type

24. Make the appropriate selection for Which court made the order for which permission to appeal is required?: Provincial Court (Criminal Trial Court) or Court of Queen's Bench (Criminal Trial Court).

Other Court / Previous Decision

Which court made the order for which permission to appeal is required?

Provincial Court (Criminal Trial Court)

Court of Queen's Bench (Criminal Trial Court)

25. Complete the remaining fields (Name of Judge/Justice, Provincial Court Location/Judicial Centre, Provincial Court/Court of Queen's Bench File #, Date of Decision and Neutral Citation) following the directions above.

Publication Ban/Access Restriction Information

26. Answer the 5 questions about Publication Ban/Access Restriction Information.

Is there a sealing or confidentiality order that affects the file?*	<input type="radio"/> Yes	<input type="radio"/> No
Is there a court-ordered or statutory ban on the publication of evidence or the names or identity of a party or witness that affects the file?*	<input type="radio"/> Yes	<input type="radio"/> No
Is there information in the file that is classified as confidential under legislation?*	<input type="radio"/> Yes	<input type="radio"/> No
Is there a restriction on public access to information in the file in a lower court?*	<input type="radio"/> Yes	<input type="radio"/> No
May the full names of individuals named in the style of cause be published?*	<input type="radio"/> Yes	<input type="radio"/> No

If questions 1-4 have been answered in the affirmative, or if question 5 was answered in the negative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a publication ban or access restriction applies along with the specifics of the information that is to be protected.

Note: If questions 1-4 have been answered in the affirmative, or if question 5 was answered in the negative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a publication ban or access restriction applies along with the specifics of the information that is to be protected.

Upload Documents

27. Upload the Application, Memorandum of Argument and any other supporting documents by clicking on Choose File under the appropriate heading.

All documents must be in Adobe (PDF) format.

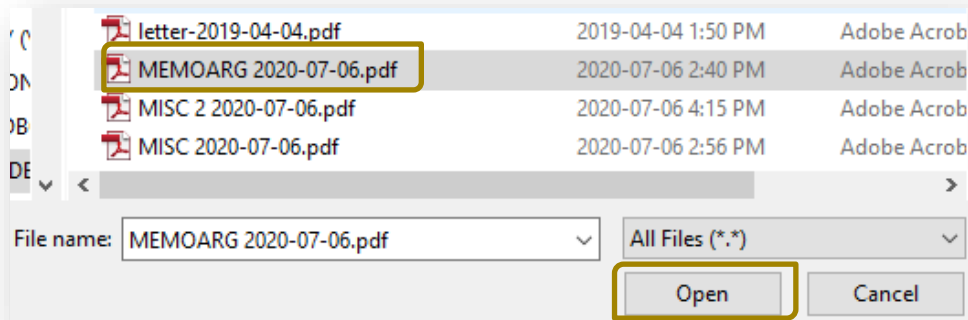
▼ Application for Permission to Appeal

Document Upload* Choose File No file chosen

▼ Memorandum of Argument (Maximum 10 pages)

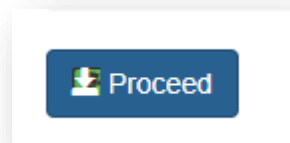
Document Upload Choose File No file chosen

28. When the dialogue box opens, find the file that you want to upload. Select it and then click on Open.



Note: It does not matter how you named your document when you saved it. Once the document is uploaded and approved, the Registry will verify and select the correct document name.

29. Once the document is uploaded, click on Proceed.



Note: Documents cannot exceed 100MB. The larger the document, the longer the upload will take.

30. You will be returned to your My Appeals page, and the following message will appear at the top of the screen:

Your documents are being sent to the Registry for review.

The new appeal will appear in your My Appeals page, but it will bear an appeal number with EF at the end. This is a temporary number only and should never be used on documents. A permanent appeal number will be assigned once the notice of appeal has been filed.

Appeal Number ▼

1903-0069EF

When you submit a document, you will receive an email acknowledgement of the submission. Once your document is reviewed, you will receive another email indicating whether the document was rejected, filed, filed on conditions or filed non-compliant. Emails will be sent from CAMSInquiries@albertacourts.ca. Please ensure that your spam filters do not block this email address.

IMPORTANT NOTE

The email acknowledgements will be sent to the email account of the user who was logged in when the document was submitted. For example, if a legal assistant was logged in to his or her account and submitted a document for filing, the email acknowledging the receipt of the document will be sent to the email address associated with the legal assistant and not to the lawyer's email address.

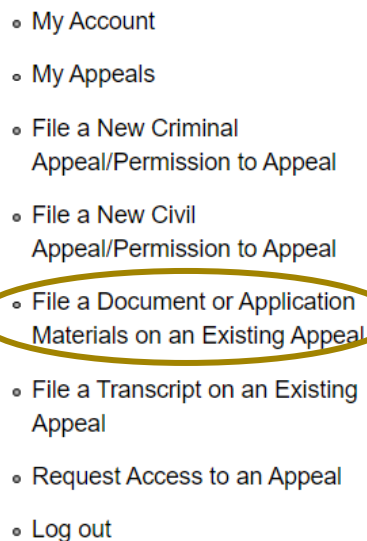


File a Document on an Existing Appeal

All documents must be in PDF in order to be filed electronically and must comply with the formatting requirements set out in the [Practice Direction on Electronic Filing](#). If you need to file a photo or video file or another document in a format other than a PDF (e.g., JPEG, MP3, MP4, etc.), send it on a USB or CD to the Registry and ensure that it can be easily viewed or played using a standard Windows Media Player.

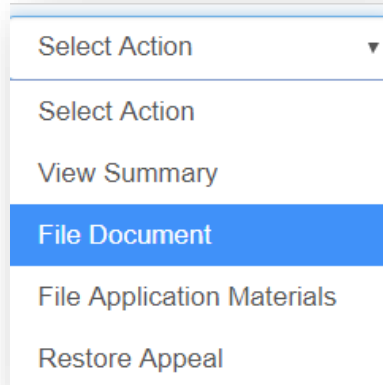
File a Document on an Existing Appeal

1. Log in to your [CAMS](#) account.
2. Select File a Document or Application Materials on an Existing Appeal on the left-hand side of the page.

- 
- My Account
 - My Appeals
 - File a New Criminal Appeal/Permission to Appeal
 - File a New Civil Appeal/Permission to Appeal
 - File a Document or Application Materials on an Existing Appeal
 - File a Transcript on an Existing Appeal
 - Request Access to an Appeal
 - Log out

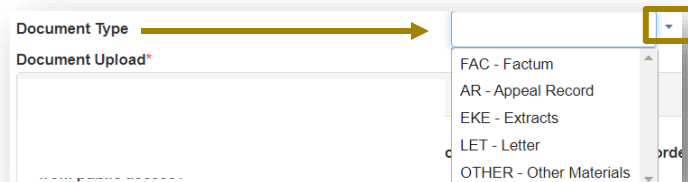
Important Note: These instructions do not apply to a transcript. If you are filing a transcript click on “File a Transcript on an Existing Appeal” instead.

3. Locate the appeal on which you will file a document. From the Select Action drop-down menu, select File Document.

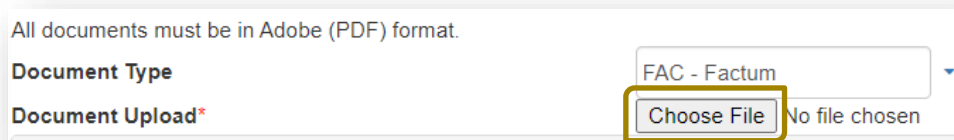


Important Note: These instructions do not apply to an application. If you are filing an application, choose “File Application Materials”. If the application is to restore the appeal (including consent letters), choose “Restore Appeal”.

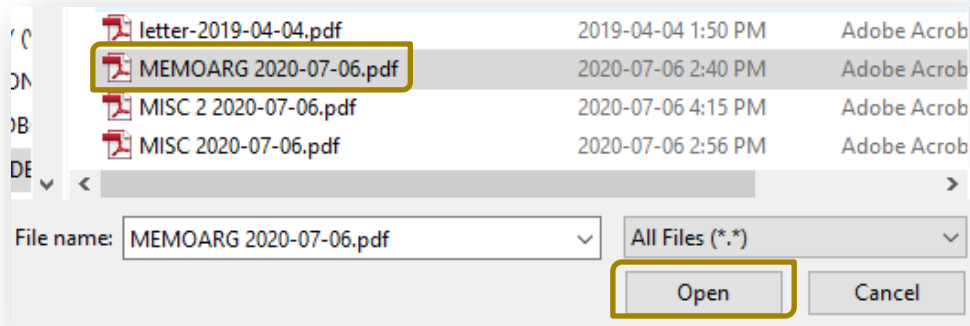
4. After reading the instructions, make the appropriate selection from the Document Type drop down menu. For anything other than an Appeal Record, Factum, Extracts of Key Evidence or Letter, choose Other Materials. If you are filing more than one document, you must upload each document separately.



5. Upload the document by selecting Choose File.



6. When the dialogue box opens, find the file that you want to upload. Select it and then click on Open.



Important Note: It does not matter how you named your document when you saved it. Once the document is uploaded and approved, the Registry will verify and select the correct document name.

7. Answer the question about Publication Ban/Access Restriction Information:

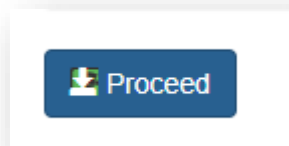
Publication Ban/Access Restriction Information

Does this document contain information that is subject to a sealing or confidentiality order, classified as confidential by legislation or otherwise restricted from public access?*

☐ Yes ☐ No

If you have answered this question in the affirmative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a restriction applies along with the specifics of the information that is to be protected and who may or may not access it.

8. Click on Proceed.



Important Note: Documents cannot exceed 100MB. The larger the document, the longer the upload will take. If you are filing more than one document, you must upload each document separately.

9. You will be returned to your My Appeals page, and the following message will appear at the top of the screen:

Your documents are being sent to the Registry for review.

When you submit a document, you will receive an email acknowledgement of the submission. Once your document is reviewed, you will receive another email indicating whether the document was rejected, filed, filed on conditions or filed non-compliant. Emails will be sent from CAMSInquiries@albertacourts.ca. Please ensure that your spam filters do not block this email address.

IMPORTANT NOTE

The email acknowledgements will be sent to the email account of the user who was logged in when the document was submitted. For example, if a legal assistant was logged in to his or her account and submitted a document for filing, the email acknowledging the receipt of the document will be sent to the email address associated with the legal assistant and not to the lawyer's email address.

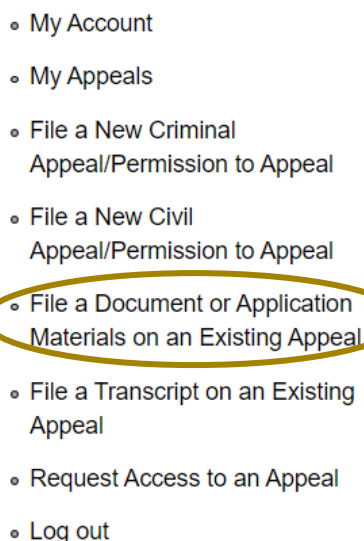


File Application Materials on an Existing Appeal

All documents must be in PDF in order to be filed electronically and must comply with the formatting requirements set out in the [Practice Direction on Electronic Filing](#). If you need to file a photo or video file or another document in a format other than a PDF (e.g., JPEG, MP3, MP4, etc.), send it on a USB or CD to the Registry and ensure that it can be easily viewed or played using a standard Windows Media Player.

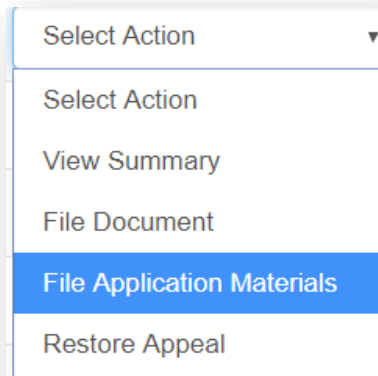
File Application Materials on an Existing Appeal

1. Log in to your [CAMS](#) account.
2. Select File a Document or Application Materials on an Existing Appeal on the left-hand side of the page.

- 
- My Account
 - My Appeals
 - File a New Criminal Appeal/Permission to Appeal
 - File a New Civil Appeal/Permission to Appeal
 - File a Document or Application Materials on an Existing Appeal
 - File a Transcript on an Existing Appeal
 - Request Access to an Appeal
 - Log out

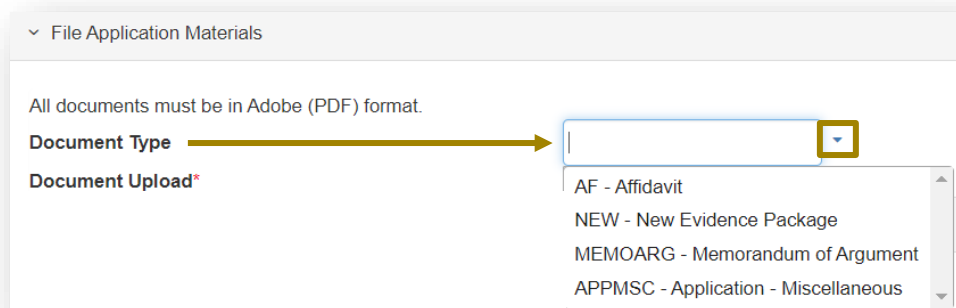
Important Note: These instructions do not apply to a transcript. If you are filing a transcript click on “File a Transcript on an Existing Appeal” instead.

3. Locate the appeal on which you will file a document. From the Select Action drop-down menu, select File Application Materials.



Important Note: These instructions do not apply to an application to restore an appeal (including consent letters). If you are filing an application to restore the appeal, choose “Restore Appeal”. These instructions also do not apply if you are filing an appeal record, factum, extracts of key evidence, letter or any other materials that are not an application and supporting materials, In any of those cases, chose “File Document”.

4. After reading the instructions, make the appropriate selection from the Document Type drop down menu. Select Application – Miscellaneous regardless of the type of application that you are filing. If you are filing more than one document, you must upload each document separately.



5. Upload the document by selecting Choose File.

All documents must be in Adobe (PDF) format.

Document Type FAC - Factum

Document Upload* Choose File No file chosen

- When the dialogue box opens, find the file that you want to upload. Select it and then click on Open.

letter-2019-04-04.pdf	2019-04-04 1:50 PM	Adobe Acrobat
MEMOARG 2020-07-06.pdf	2020-07-06 2:40 PM	Adobe Acrobat
MISC 2 2020-07-06.pdf	2020-07-06 4:15 PM	Adobe Acrobat
MISC 2020-07-06.pdf	2020-07-06 2:56 PM	Adobe Acrobat

File name: MEMOARG 2020-07-06.pdf All Files (*.*)

Open Cancel

Important Note: It does not matter how you named your document when you saved it. Once the document is uploaded and approved, the Registry will verify and select the correct document name.

- Answer the question about Publication Ban/Access Restriction Information:

Publication Ban/Access Restriction Information

Does this document contain information that is subject to a sealing or confidentiality order, classified as confidential by legislation or otherwise restricted from public access?*

☐ Yes ☐ No

If you have answered this question in the affirmative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a restriction applies along with the specifics of the information that is to be protected and who may or may not access it.

- Click on Proceed.

Proceed

Important Note: Documents cannot exceed 100MB. The larger the document, the longer the upload will take. If you are filing more than one document, you must upload each document separately.

9. You will be returned to your My Appeals page, and the following message will appear at the top of the screen:

Your documents are being sent to the Registry for review.

When you submit a document, you will receive an email acknowledgement of the submission. That email will include a link for the online payment of the \$50.00 filing fee (civil only). Payment must be made immediately. Your document will not be processed until payment is made. Neither the Registry nor the Court will be responsible for a missed limitation period caused by a failure to make the required payment on time.

Once payment is made and your document is reviewed, you will receive another email indicating whether the document was rejected, filed, filed on conditions or filed non-compliant. Emails will be sent from CAMSInquiries@albertacourts.ca. Please ensure that your spam filters do not block this email address.

IMPORTANT NOTE

The email acknowledgements will be sent to the email account of the user who was logged in when the document was submitted. For example, if a legal assistant was logged in to his or her account and submitted a document for filing, the email acknowledging the receipt of the document will be sent to the email address associated with the legal assistant and not to the lawyer's email address.

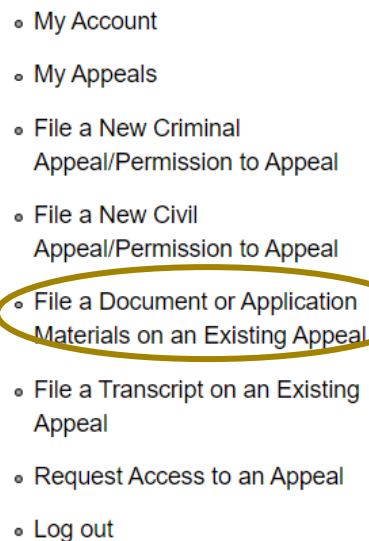


Restore an Appeal

All documents must be in PDF in order to be filed electronically and must comply with the formatting requirements set out in the [Practice Direction on Electronic Filing](#). If you need to file a photo or video file or another document in a format other than a PDF (e.g., JPEG, MP3, MP4, etc.), send it on a USB or CD to the Registry and ensure that it can be easily viewed or played using a standard Windows Media Player.

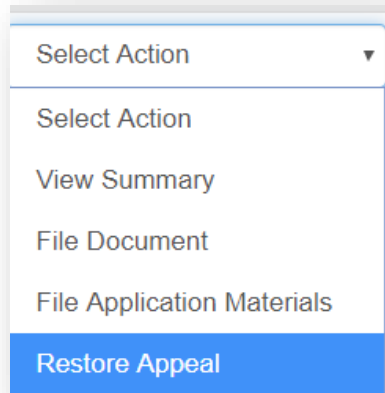
Restore an Appeal

1. Log in to your [CAMS](#) account.
2. Select File a Document or Application Materials on an Existing Appeal on the left-hand side of the page.

- 
- My Account
 - My Appeals
 - File a New Criminal Appeal/Permission to Appeal
 - File a New Civil Appeal/Permission to Appeal
 - File a Document or Application Materials on an Existing Appeal
 - File a Transcript on an Existing Appeal
 - Request Access to an Appeal
 - Log out

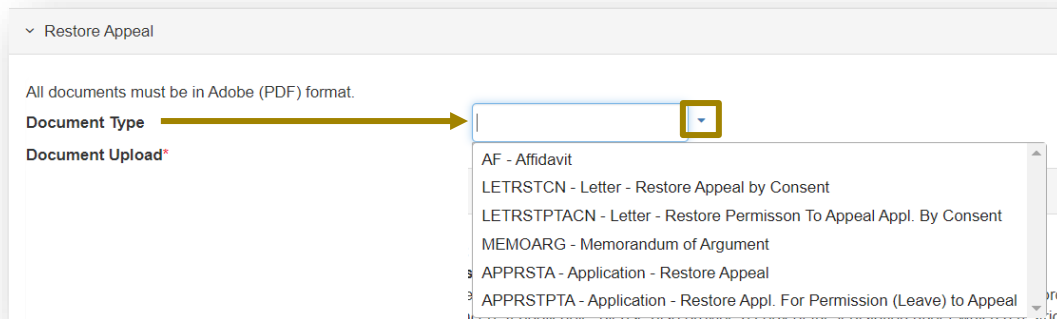
Important Note: These instructions do not apply to a transcript. If you are filing a transcript click on “File a Transcript on an Existing Appeal” instead.

3. Locate the appeal which you seek to restore. From the Select Action drop-down menu, select Restore Appeal.

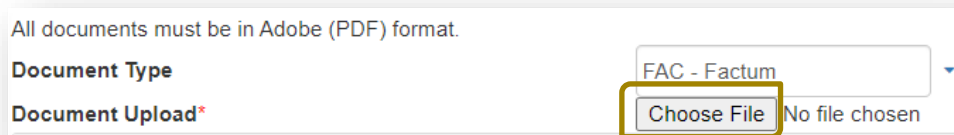


Important Note: These instructions also do not apply if you are filing an appeal record, factum, extracts of key evidence, letter or any other materials that are not an application and supporting materials, In any of those cases, chose “File Document”.

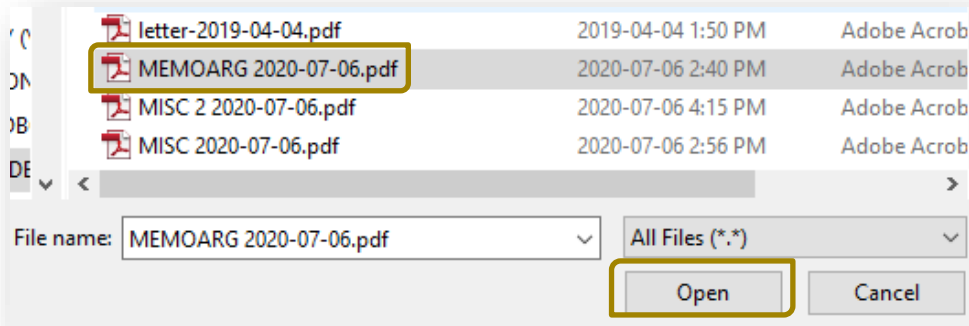
4. After reading the instructions, make the appropriate selection from the Document Type drop down menu. If you are filing more than one document, you must upload each document separately.



5. Upload the document by selecting Choose File.



6. When the dialogue box opens, find the file that you want to upload. Select it and then click on Open.



Important Note: It does not matter how you named your document when you saved it. Once the document is uploaded and approved, the Registry will verify and select the correct document name.

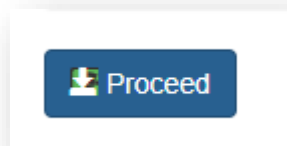
7. Answer the question about Publication Ban/Access Restriction Information:

Publication Ban/Access Restriction Information

Does this document contain information that is subject to a sealing or confidentiality order, classified as confidential by legislation or otherwise restricted from public access?^{*} ☐ Yes ☐ No

If you have answered this question in the affirmative, please provide a copy of any relevant order. If the order was pronounced orally, please provide the relevant excerpt from the transcript of the hearing in which the order was pronounced. If applicable, please also provide a copy of the legislation under which a restriction applies along with the specifics of the information that is to be protected and who may or may not access it.

8. Click on Proceed.



Important Note: Documents cannot exceed 100MB. The larger the document, the longer the upload will take. If you are filing more than one document, you must upload each document separately.

9. You will be returned to your My Appeals page, and the following message will appear at the top of the screen:

Your documents are being sent to the Registry for review.

When you submit a document, you will receive an email acknowledgement of the submission. That email will include a link for the online payment of the applicable restoration fee: \$200.00 first restoration; \$500.00 second restoration; \$1000 third and subsequent restoration (civil only). Payment must be made immediately. Your document will not be processed until payment is made. Neither the Registry nor the Court will be responsible for a missed limitation period caused by a failure to make the required payment on time.

Once payment is made and your document is reviewed, you will receive another email indicating whether the document was rejected, filed, filed on conditions or filed non-compliant. Emails will be sent from CAMSInquiries@albertacourts.ca. Please ensure that your spam filters do not block this email address.

IMPORTANT NOTE

The email acknowledgements will be sent to the email account of the user who was logged in when the document was submitted. For example, if a legal assistant was logged in to his or her account and submitted a document for filing, the email acknowledging the receipt of the document will be sent to the email address associated with the legal assistant and not to the lawyer's email address.



Payment of Fees in Civil Matters

The following fees are payable in civil matters:

Notice of Appeal: \$600.00
Application for Permission to Appeal – Commencement Document: \$600.00
Application for Permission to Appeal – Non-Commencement Document: \$50.00
All other Applications (other than to Restore): \$50.00
Application to Restore an Appeal (including consent orders/letters):
First Restoration: \$200.00
Second Restoration: \$500.00
Third and Subsequent Restoration: \$1000.00

There are no fees payable in criminal matters.

Payment of Fees in Civil Matters

When you submit a document for filing, you will receive an email acknowledgement of the submission. That email will include a link to pay the applicable filing fee. You must immediately pay the filing fee by clicking on the link (or copying and pasting it into your browser):

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

IMPORTANT NOTE:

If your document is one that requires payment, the document will not be processed until payment is made. Documents (and payment, if applicable) received on or before 4:00 p.m. Mountain Time on a day on which the Registry is open will be processed on the day that they are received. Documents (and payment, if applicable) received on or after 4:00 p.m. Mountain Time on a day on which the Registry is open will not be processed until the next business day. Neither the Registry nor the Court will be responsible for a missed limitation period caused by failure to make the required payment on time.

Once you are on the payment page, take the following steps.

1. Read the instructions and then click on Begin Form.

Court of Appeal Filing Fees for Civil Matters

Use this form to pay the filing fees for a civil notice of appeal, an application for permission to appeal, an application to restore an appeal (including consent orders or letters) and all other applications.

Ensure that you make the correct selection and that you enter the correct appeal number and style of cause. Once all fields are complete, click "Submit" and proceed to checkout.

After your payment has been processed, a receipt will be sent to the email address that you provided during the checkout process.

Your document will not be processed until the Court receives verification of your payment. Please email a copy of your receipt to the appropriate Registry:

Calgary: Calgary.Registry@albertacourts.ca
Edmonton: Edmonton.Registry@albertacourts.ca

Please include the appeal number and style of cause in the subject line of your email. Once the Court has received your payment and processed your document, you will be notified by email.

GET STARTED

Begin Form ▾

2. Complete the fields in the form.

Order Form

First Name *

Last Name *

This is a required field.

Appeal Number

Style of Cause *

Enter the Appeal Number if you already have one.

Application Fee *

☐ Notice of Appeal + \$600.00

☐ Application for Permission to Appeal - Commencement Document + \$600.00

☐ Application for Permission to Appeal - Non Commencement Document + \$50.00

☐ Application to Restore an Appeal (including consent order/letter) - 1st Restoration + \$200.00

☐ Application to Restore an Appeal (including consent order/letter) - 2nd Restoration + \$500.00

☐ Application to Restore an Appeal (including consent order/letter) - 3rd Restoration + \$1,000.00

☐ All other Applications + \$50.00

Please select one or more application type.

Submit

First Name = the first name of the person making the payment

Last Name = the last name of the person making the payment

Style of Cause = the names of the parties to the appeal.

Appeal Number = the appeal number to which the payment applies. If you are making a payment for a commencement document, you will not yet have an appeal number. In that case, you can leave this field blank

Application Fee = select the appropriate fee(s). (E.g., If you are filing a notice of appeal and an application for a stay at the same time, you would select both \$600 and \$50 for a total payment of \$650.)

3. Once all fields are complete, click Submit.

4. Confirm that your Order Details are correct and then click Go to Secure Checkout

Order Details

Success

You added Court of Appeal Filing Fees for Civil Matters to your order.

ITEM	PRICE	QUANTITY	SUBTOTAL
Court of Appeal Filing Fees for Civil Matters	\$600.00	1	\$600.00

ORDER DETAILS
First Name: John
Last Name: Doe
Appeal Number: 1003-0000AC
Style of Cause: Doe v. Smith
Application Fee: Notice of Appeal
[Remove Item](#)

[Continue Shopping](#)

Order Summary

Subtotal

\$600.00

Order Total

\$600.00

Go to Secure Checkout

5. Enter your email address in the Guest Checkout and select your method of payment (Credit Card or Interac Online).

Secure Checkout

Login

Already a registered user?

[Login to your MyAlberta Digital ID](#)

Guest Checkout


Enter your email to proceed as a guest


Email *


PAYMENT


Select your payment method:


☐ Credit Card












☐ Interac Online



Order Summary


Subtotal

\$600.00

Order Total

\$600.00

1 ITEM IN YOUR ORDER



6. Enter your Billing Information and then click Submit.

Billing Address

Enter your billing address as it appears on your billing statement.

First Name *

Jane

Last Name *

Smith

Address *

1 Main Street

Unit, Apt, Suite (optional)

City *

Pleasant Ville

Country *

Canada

▼

State/Province *

Alberta

▼

Zip/Postal Code *

H0H 0H0

Phone

Phone

?

Submit

-
- a. If **Credit Card** is selected, enter your credit card details, accept the terms and conditions and then click Place Order

b. If **Interac Online** is selected, accept the terms and conditions and then click Place Order. You will be redirected to the Interac Online Website where you can select your applicable banking institution. Follow the instructions to proceed.
-

Card Details

Enter your credit card details.

Credit Card Number *

Name on Card *

Expiration Date * MM YY

CVC *

☐ You must accept the terms and conditions in order to place an order. By submitting this form you agree to the Terms & Conditions presented in the waiver. [Read Terms & Conditions](#)

Place Order

☐ You must accept the terms and conditions in order to place an order. By submitting this form you agree to the Terms & Conditions presented in the waiver. [Read Terms & Conditions](#)

You will be redirected to the Interac Online Website.

Place Order

7. Once payment has been received, a confirmation will appear. You can view or print your receipt from this page. An order confirmation email with the details of the order will also be sent to the email address that you provided in the guest checkout.

Your order has been received.

Thank you.

Your Order is #200002215.

You will receive an order confirmation email with the details of your order.

Click below to view or print a copy of your receipt.

[View Receipt](#) | [Print Receipt](#)

Back to the Homepage

Back to CAMS



Formatting



Electronic Filing Formatting Requirements Overview

A document filed electronically must adhere to the following formatting requirements.

File Format - PDF

All documents filed electronically must be submitted as a PDF file. The Electronic Filing Portal is structured to automatically reject documents in Word or other file formats. (If you wish to file a video or audio file, provide it on USB or CD to the applicable Registry and ensure that it can be easily viewed or played using a standard Windows Media Player.)

Where possible, documents such as factums, applications, memorandums of argument, affidavits and correspondence should be created in Word and then converted to PDF before being filed electronically. Printing a document and then scanning it to PDF will compromise the aesthetic value and functionality of the document.

- See Convert a Word Document to PDF

Other documents, such as appeal records and extracts of key evidence, will almost always be created by scanning and combining individual documents into a single PDF file. It is possible to create that single PDF file by feeding all of the documents into a scanner at once, but if individual documents already exist in PDF format, it is preferable to combine those individual PDFs into one file using Adobe rather than a scanner. Additionally, Adobe can be used to combine a Word document (e.g., cover page) with a PDF document to create a single PDF file.

- See Combine Several Documents into a Single PDF File

File Format - OCR

To ensure search capability within the document, all documents filed electronically must be submitted with Optical Character Recognition (OCR).

To determine whether a document has OCR, take these steps:

- Open the document.
- Use the keyboard shortcut Ctrl+F to open the Find menu.
- Type a word or phrase that occurs in the document (e.g., respondent).
- Click Next. If the document has OCR, the word or phrase that you searched for will be highlighted each time it appears in the document.
- See OCR (Optical Character Recognition) – Recognize Text in PDF Documents

File Size

All documents filed electronically must not exceed 100 MB in size. The Electronic Filing Portal is structured to automatically reject any document that exceeds this size. If you require assistance to check the size of your file, or to compress it, refer to the following resource. This resource also contains tips on reducing the size of a file when a scanner is used to create that file.

- See [Compress a PDF File](#)

If the document cannot be reduced to less than 100 MB in size, then the document must be divided into parts, each less than 100 MB, and each part must be filed as a separate PDF (volume 1, volume 2, etc.). In that case, efforts should be made to ensure that each volume ends and begins at a convenient location (e.g., at the beginning of any entry in the table of contents).

Coloured Covers

The requirements for coloured covers for appeal records, factums, extracts of key evidence, and authorities (if any) continue to apply to documents filed electronically. That means that you will need to add a coloured background to the first page of your document before filing it. If the colour is missing, or if it is the wrong one, the document will be filed on the condition that a replacement document is filed with the correct coloured cover. The Registry will provide a deadline within which you must do that.

- See [Add a Colour Background to a PDF Document](#)

Pagination

Other than transcripts, the page number of all documents must begin with the first page or cover as page 1 and use only standard numerals (e.g, 1, 2, 3 etc.). That means that page numbering for appeal records (P1, P2, F1, F2, etc.) and for extracts of key evidence (A1, A2, R1, R2, I1, I2, etc.) do not apply to documents filed electronically. If a document is created in Word (e.g., factum), page numbers should be added to the Word version of the document before it is converted to a PDF. But other documents, such as appeal records and extracts of key evidence, will almost always be created by scanning and combining individual documents into a single PDF file. In that case, page numbers will need to be applied to the PDF file. (If there are existing page numbers on individual documents that are included in the appeal record or extracts of key evidence, they do not need to be removed.)

In addition, the Adobe page counter for each document must match the consecutive page numbering of the document. In other words, if you type “5” in the Adobe page counter at the top of the document, then you should be taken to the page in the document that displays page “5”.

If the pagination is missing, or the Adobe page counter does not match, the document will be rejected.

- See [Apply Page Numbers to a PDF Document](#)

NOTE: Pagination (and other formatting requirements) for transcripts has not changed and will continue to require compliance with the [Electronic Transcript Checklist](#). Please note that when you order a transcript from Transcript Management Services (TMS), it is very important that you advise them that the transcript is required for an appeal. Otherwise, the transcript may not have all of the necessary formatting features when you receive it.

Bookmarks

Any document filed electronically that exceeds 5 pages must include an electronic bookmark:

- a) to the cover page listing the name of the document, the name of the party filing the document, the appeal number and a brief style of cause
- b) to each heading, subheading and component of the document (e.g., as listed in the table of contents), and
- c) to the first page of each tab, exhibit or attachment of the document.

The bookmark for each tab, exhibit or attachment to a document must include the letter or number of the tab, exhibit or attachment and a description of the tab, exhibit or attachment.

In other words, every entry in the Table of Contents of a document must be bookmarked. For example, a factum must include bookmarks to each part of the factum (e.g., Facts, Grounds of Appeal, Standard of Review, Argument, Relief Sought) and to any sub-headings within each part of the factum such as the various grounds of appeal or arguments made. Appeal records or extracts of key evidence must include a bookmark to each document included in them, and the name of that bookmark must correspond to the name of the particular document. Affidavits must include bookmarks to each exhibit. Any type of written submission with attachments that exceeds 5 pages must also contain bookmarks as set out above.

Factums should be created in Word and formatted in such a way that PDF bookmarks are automatically created when the document is converted to PDF. Other documents, such as appeal records and extracts of key evidence, will almost always be created by scanning and combining individual documents into a single PDF file. In the latter case, bookmarks will need to be added to the PDF file using Adobe.

Documents with bookmarks must be formatted so that they automatically display the bookmarks panel when opened. (Electronic transcripts currently have this functionality). If the document does not display the bookmarks panel when opened, click on the Bookmarks icon on the left-hand side of the document to display the bookmarks panel. It will be obvious from a review of the bookmarks panel whether or not the document contains the required bookmarks.

If a document that exceeds 5 pages does not contain any bookmarks, it will be rejected.

If the document contains bookmarks, but they are not working properly, the document will be rejected.

If the document contains the required bookmarks (and they work properly), but it has not been saved to automatically display the bookmarks panel when opened, the document will not be rejected. Instead, the Registry will make the necessary adjustment to the document.

- See Add a Bookmark to a Document

Hyperlinks

Any document filed electronically that includes a reference to a case or statutory authority must include, in a Table of Authorities, a hyperlink to an electronic version of that case or statutory authority, if available. The hyperlink must link to a publicly accessible (i.e., free) website such as CanLII.

This will most often apply to factums. Every factum must have a Table of Authorities. Each authority in the table must include a hyperlink to an electronic copy of the case if it is available. The same is true for memorandums of argument.

If a hyperlink to the authority is provided, then you do not have to provide an electronic copy of that authority. If a hyperlink to the authority is not provided, then you must append a copy of the authority to your document and then include a bookmark to that authority as described above.

If the Table of Authorities to a factum does not contain any hyperlinks (and there is no notation indicating that hyperlinks are not available), the document will be rejected.

If the Table of Authorities contains hyperlinks, but they do not work properly, the document will be rejected.

- See Add a Hyperlink to a Document
-



Convert a Word Document to a PDF Document

A document filed electronically must be created and submitted in portable document format (PDF) or created in Word and saved as a PDF from which text can be copied and pasted.

Where possible, documents such as factums, applications, memorandums of argument, affidavits and correspondence should be created in Word and then converted to PDF before being filed electronically. Printing a document and then scanning it to PDF will compromise the aesthetic value and functionality of the document.

NOTE: Any document filed electronically that exceeds 5 pages must include electronic bookmarks. In addition, any document that includes a reference to a case or statutory authority must include, in a table of authorities, a hyperlink to an electronic version of that case or statutory authority if available.

It is recommended that bookmarks and hyperlinks be added to the Word version of a document before it is converted to PDF (although it is possible to add bookmarks and hyperlinks directly to a PDF). For instructions on how to do that, see the separate instruction sheets entitled “Add a Bookmark to a Word Document” and “Add a Hyperlink to a Document”.

There are two ways to convert a Word document to PDF: Save as Adobe PDF and Save as

Save as Adobe PDF

1. Open the document in Word and in the top left-hand corner, select File and then Save as Adobe PDF File.



Info

New

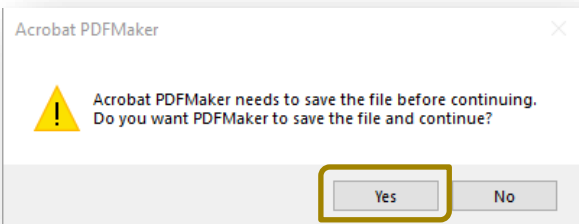
Open

Save

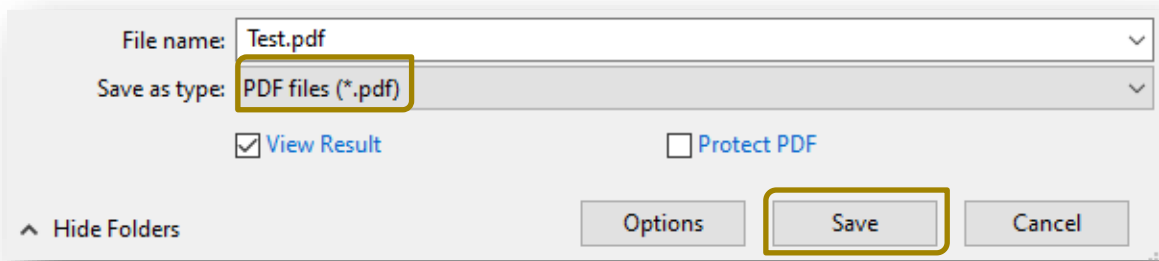
Save As

Save as Adobe
PDF

2. The Acrobat PDFMaker message may appear. If so, select Yes.



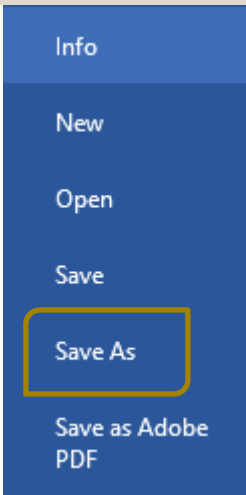
3. Ensure the File Name is correct, and the Save as type is PDF files (*.pdf), by using the drop down in the Save as type field. Select Save.



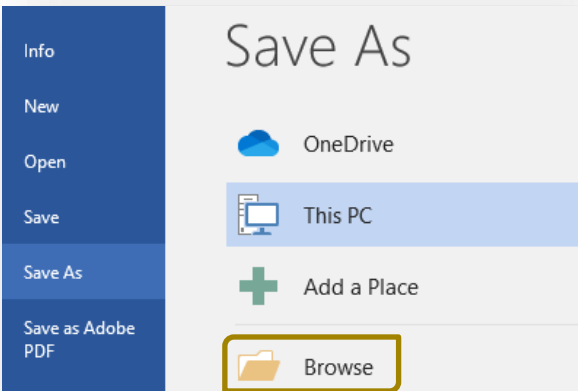
4. After saving the PDF, you will be returned to your Word document, and the PDF version will open.

Save as

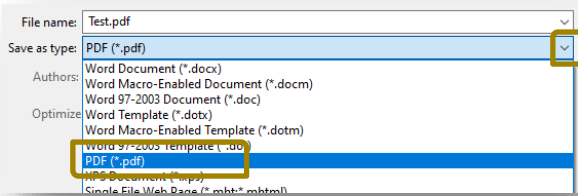
1. Open the document in Word, and in the top left-hand corner, select File and then Save As



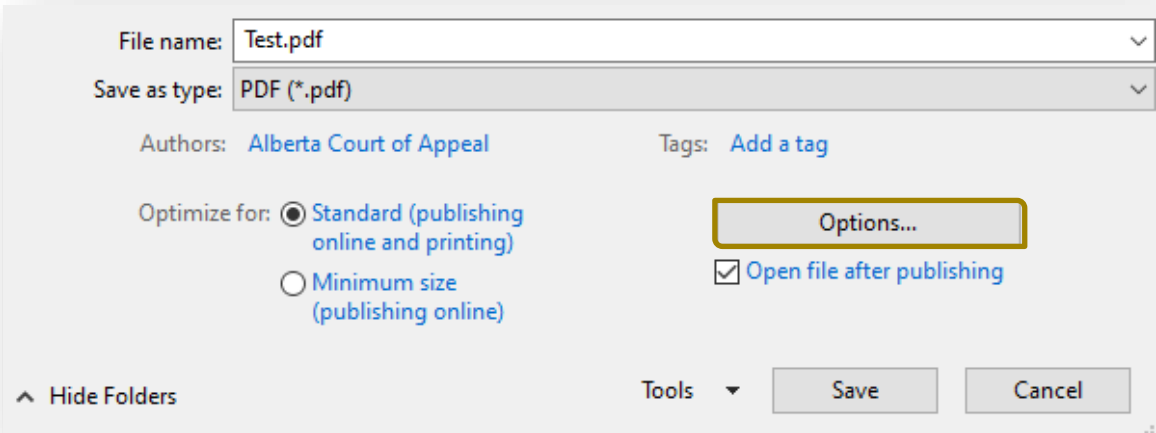
2. Select Browse.



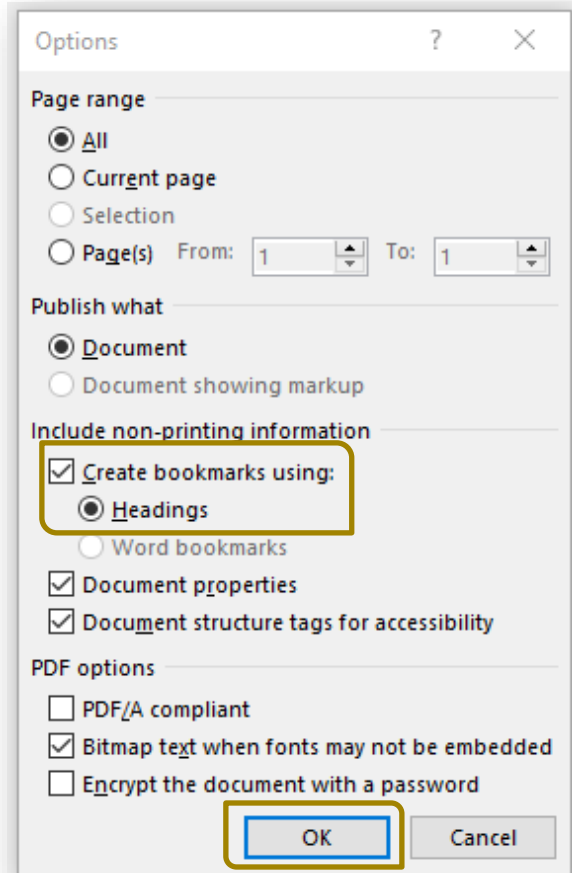
3. The Save As dialogue box will open. Find the location to where the document will be saved and ensure the name of the document is correct. In the Save as type: list, choose PDF (*.pdf) from the drop-down menu.



4. If you have used headings in your document (e.g., in a factum), click on Options.



5. An Options box will appear. Ensure that the Create bookmarks using: box is checked and that Headings is selected. Click OK.



6. Click Save. Once your document is saved, the PDF file will open.



Combine Several Documents into a Single PDF File

Appeal records and extracts of key evidence will almost always be created by scanning and combining individual documents into a single PDF file. It is possible to create that single PDF file by feeding all of the documents into a scanner at once, but if individual documents already exist in a PDF format, it is preferable to combine those individual PDFs into one file using Adobe rather than a scanner. Additionally, you may want to combine a Word document (e.g., cover page) with a PDF document to create a single PDF file. These instructions describe how to do that.

NOTE: You will require Adobe Acrobat to format your document. Adobe Reader does not have the necessary functionality to take these steps.

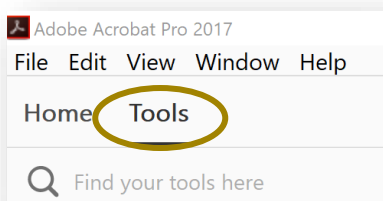
There are several methods for combining several documents into a single PDF file and this is just one of them. These instructions were prepared using Adobe Acrobat Pro 2017 and are intended only as a general description of the process. Your procedure may vary depending on which PDF creation software you are using.

Use the Combine Files tool in Adobe Acrobat to merge Word documents, existing PDF documents and more. Adobe Acrobat lets you preview and arrange the documents and pages before saving the file. You can delete unwanted pages and move individual pages from a document anywhere among the pages being combined.

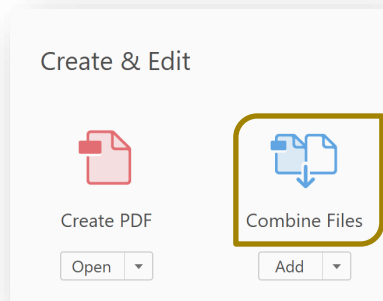
Before beginning, ensure that you have copies of all the required documents saved to your computer. They do not need to be saved as PDF files. Acrobat will convert other file formats (e.g., Word) to PDF when it combines the files.

Combine Several Documents into a Single PDF File

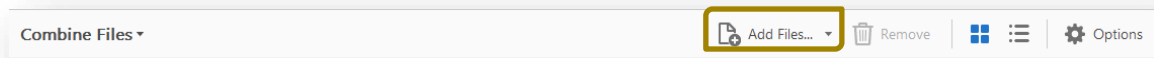
1. Open Adobe and in the top, left hand corner, click on Tools



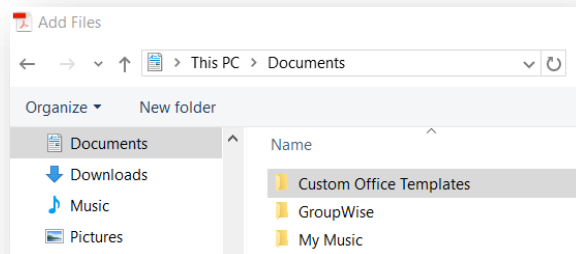
2. In the Create & Edit group, click on Combine Files.



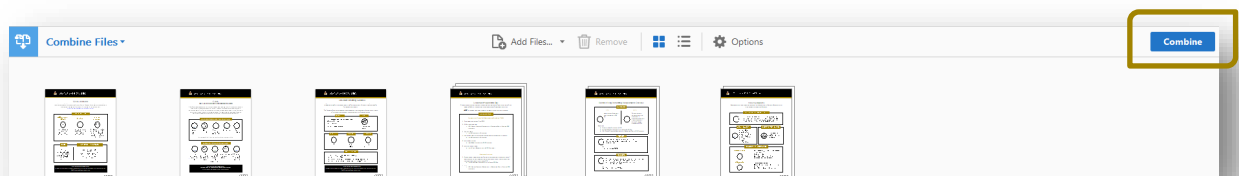
3. The Combine Files interface will be displayed with the toolbar at the top. Click on Add Files (twice).



4. Locate the folder where the files to be combined are saved.



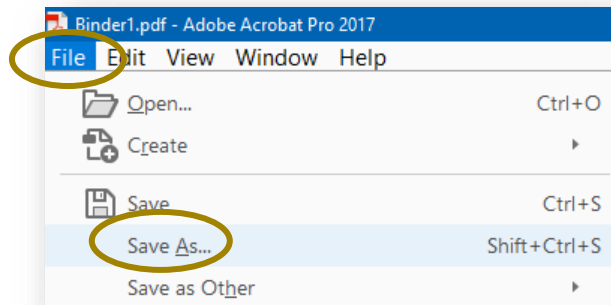
5. Select the file(s) to be combined and then click Open. Repeat this process until you have added all of the documents that you want to combine.
6. Once you have added all the files to be combined, click Combine on the top right-hand side.



NOTE: You do not have to convert a Word document to PDF before combining.

A status dialogue box at the bottom of the screen will show the progress of the file conversions (the more documents you have to combine, the longer it will take).

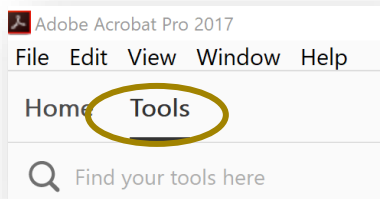
7. Once Adobe is finished combining your documents, the single PDF file will open. It will be named Binder1.pdf. Click File>Save As, rename and Save to your preferred location.



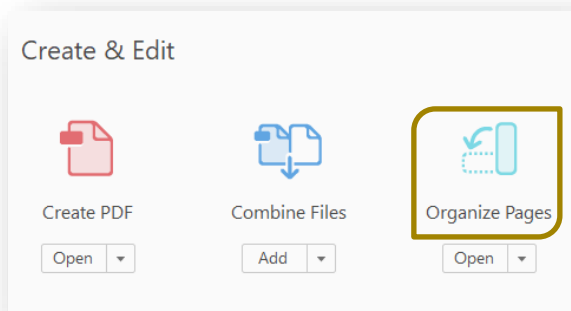
Re-organizing or Adding/Deleting Pages (if necessary)

If, after combining your files and saving your document, pages or files need to be re-organized or you realized that you forgot to add a page or document (or you added one by mistake), there are several editing options available. It is not always necessary to start over. Take these steps:

8. Open your document and in the top, left hand corner, click on Tools

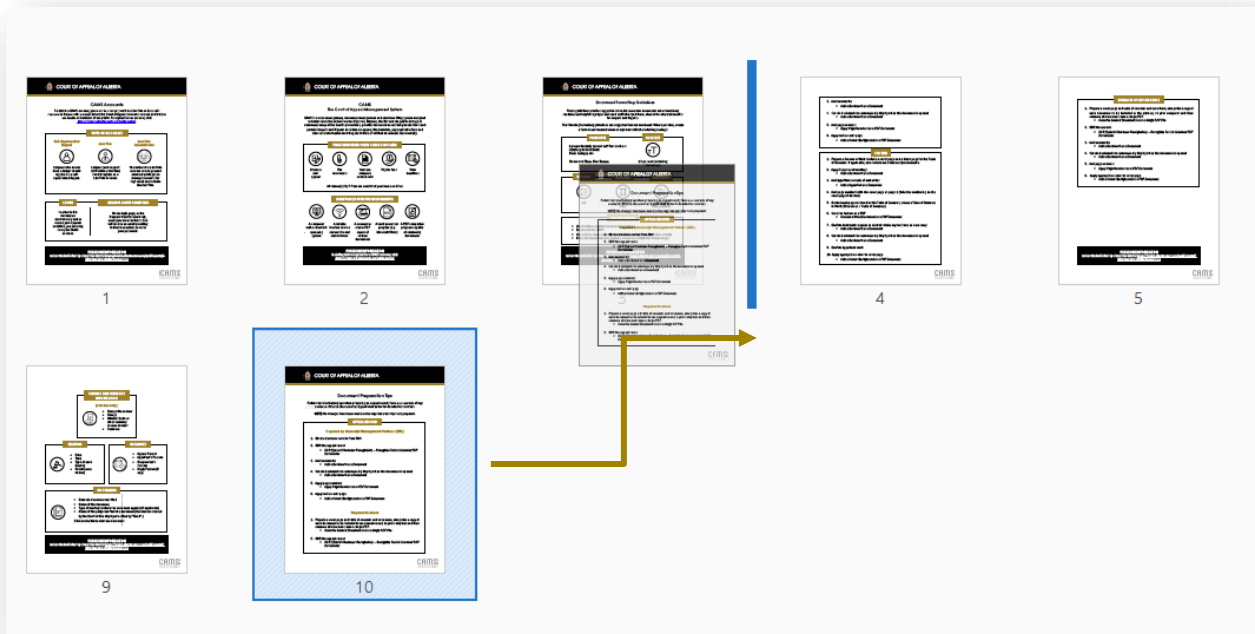


9. In the Create & Edit group, click on Organize Pages.



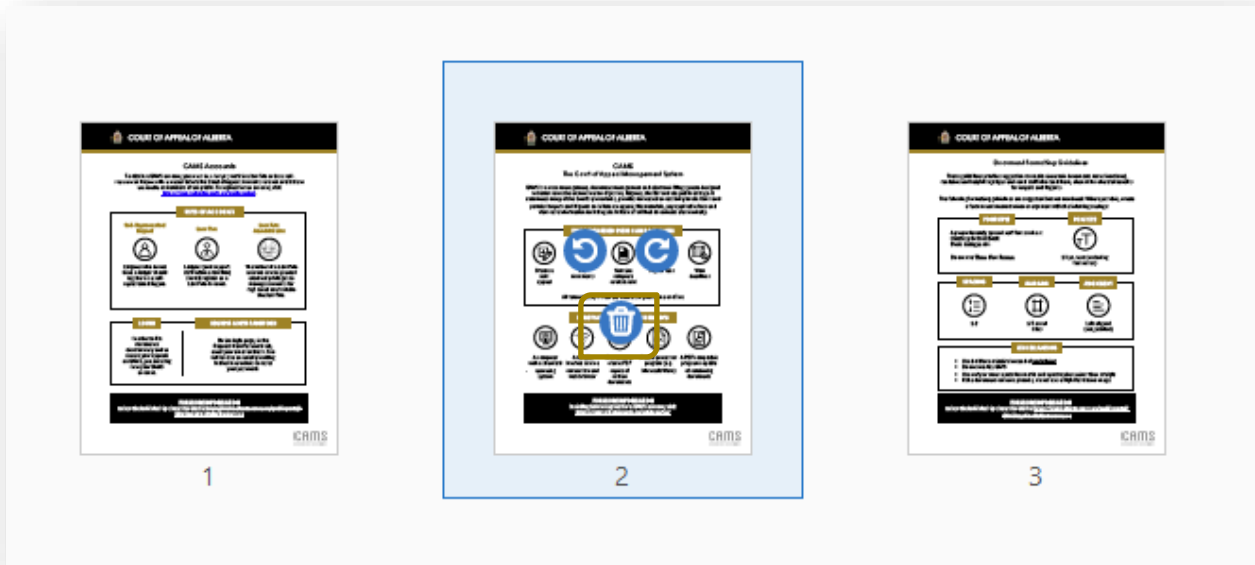
a) Rearrange files/pages

If the files or pages were not added in the correct order, you can rearrange them. Click on the page and then drag-and-drop it into the correct position. As you drag, a blue bar moves between the files or pages to indicate the current position.



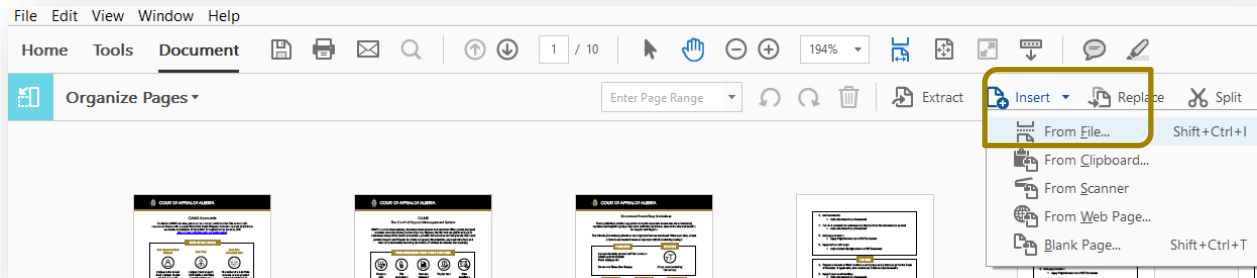
b) Delete files/ pages

If you added a file or page by mistake, you can delete it, hover your mouse over the page and then click the Delete icon.



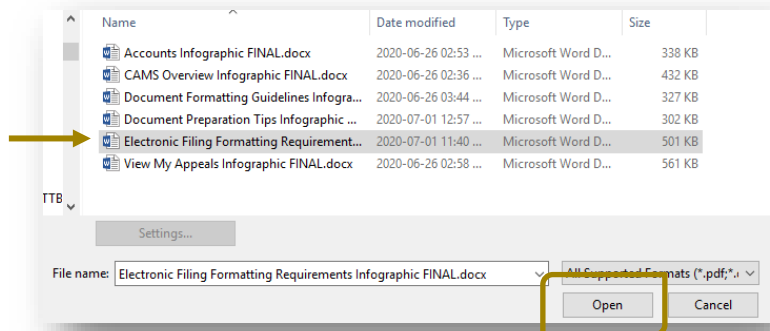
c) Adding a page or document

Select Insert Page > From File

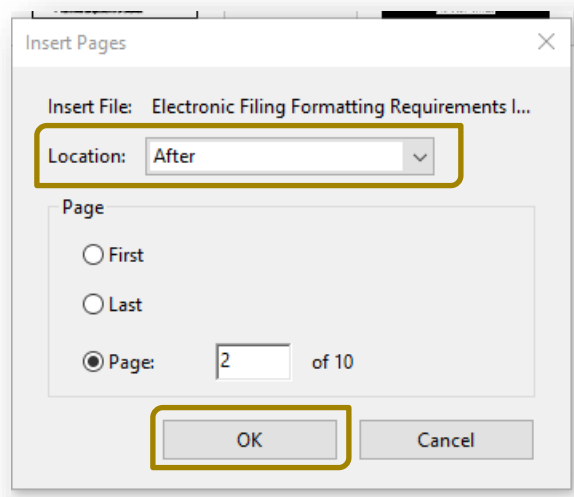


The Select File to Insert dialogue box will appear. Locate the document that you wish to insert and select Open.

NOTE: You do not need to convert the document to PDF before you insert it.



A box will appear asking where the new document should be inserted. Make the appropriate selection and select Ok.



A progress window will appear. Once the insertion is complete, confirm its placement and re-save the document.



OCR (Optical Character Recognition) - Recognize Text in PDF Documents

Optical Character Recognition, or OCR, is a technology to recognize text inside images, such as scanned documents and photos.

A document filed electronically must be enabled with OCR or saved as a PDF from which text can be copied and pasted failing which the document will not be accepted for filing.

Where possible, documents such as factums, applications, memorandums of argument, affidavits and correspondence should be created in Word and then converted to PDF before being filed electronically. (See the separate instruction sheet “Convert a Word Document to a PDF”). Printing a document and then scanning it to PDF will compromise the aesthetic value and functionality of the document. When a document is created in Word and converted to PDF, the PDF version of the document should automatically be enabled with OCR.

Some scanners have built-in OCR so that the text in any PDF file created from it will be searchable. Any scanner can effectively be turned into an OCR scanner by using the appropriate software. Please refer to your scanner user manual for software features.

Checking a Document for OCR

To check whether a PDF file is enabled with OCR, take the following steps:

- Open the PDF document.
- Use the keyboard shortcut Ctrl+F to open the Find menu.
- Type a word or phrase that occurs in the document (e.g., respondent).
- Click Next.
-

If the document has OCR, the word or phrase that you searched for will be highlighted each time it appears in the document.

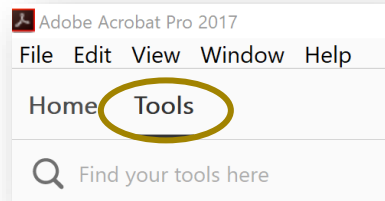
Adding OCR to a Document

NOTE: You will require Adobe Acrobat to format your document. Adobe Reader does not have the necessary functionality to take these steps.

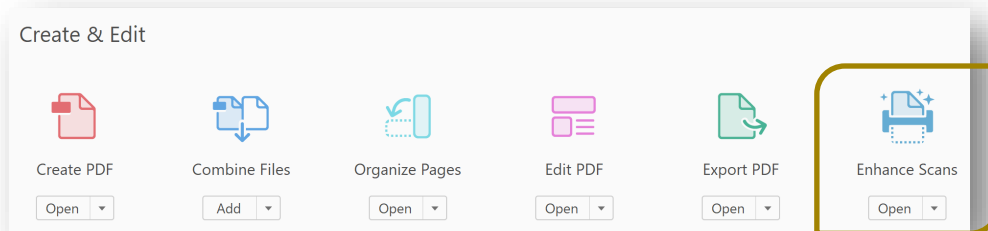
There are several methods of adding OCR information to a PDF file and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat Pro 2017. Your procedure may vary depending on which PDF creation software you are using.

CAMS MANUAL

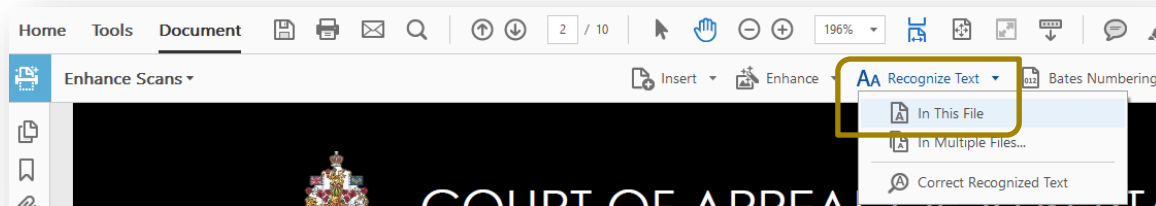
1. Open Adobe and in the top, left hand corner, click on Tools



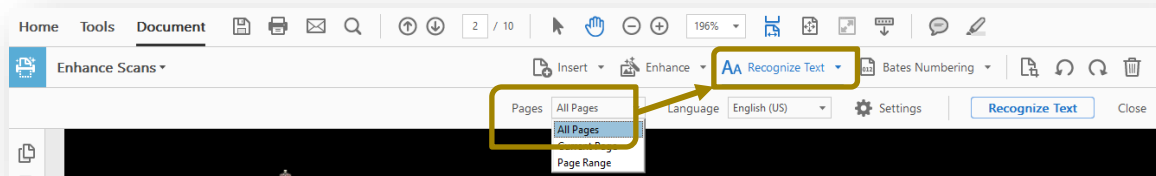
2. In the Create & Edit group, click on Enhance Scans.



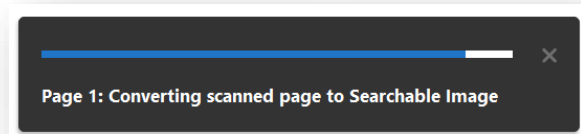
3. The document will appear with a selection of items displayed at the top. Select Recognize Text > In this File.



4. Another selection of items will appear. In the drop-down menu next to Pages, select All Pages and then select Recognize Text. Note that if your document is only one page, there will be no option to select from the drop-down menu. In that case, simply select Recognize Text to proceed.



-
5. A notification will appear at the bottom of the document to indicate that the document is converting to a searchable image. The larger the document, the longer it will take for the OCR to be applied.



Note: If the PDF document was originally created with a word processor, you may receive a message that says “This page contains renderable text”. If so, select the “Ignore future errors in this document” check box and then select OK.

6. Once the OCR is applied, search for text in the PDF to ensure that the process has worked successfully. Use the keyboard shortcut Ctrl+F to open the Find menu. Type a word or phrase that occurs in the document. Click Next. The word or phrase will be highlighted each time it appears in the document.
-



-
7. Save the document.
-



Compress a PDF File

Notwithstanding rules 14.29(d), 14.31(f), 14.87(1)(f) and 16.37(1)(f), a document filed electronically may exceed 200 pages as long as the file size is 100 megabytes or smaller. In other words, documents such as Appeal Records and Extracts of Key Evidence should be filed as a single PDF.

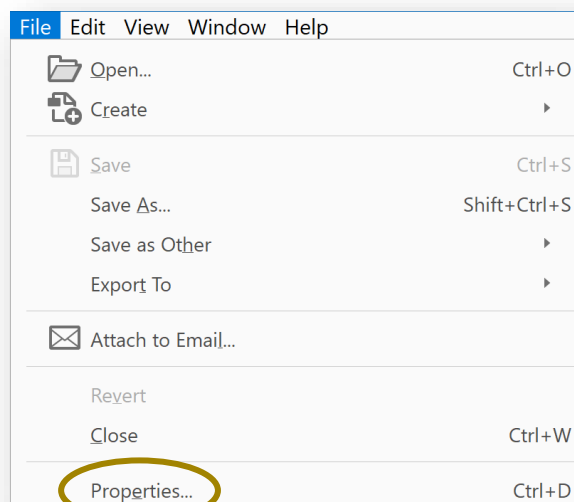
Optimizing Your Scanner Settings

Creating a PDF file using a scanner increases file size substantially. To reduce the file size, please:

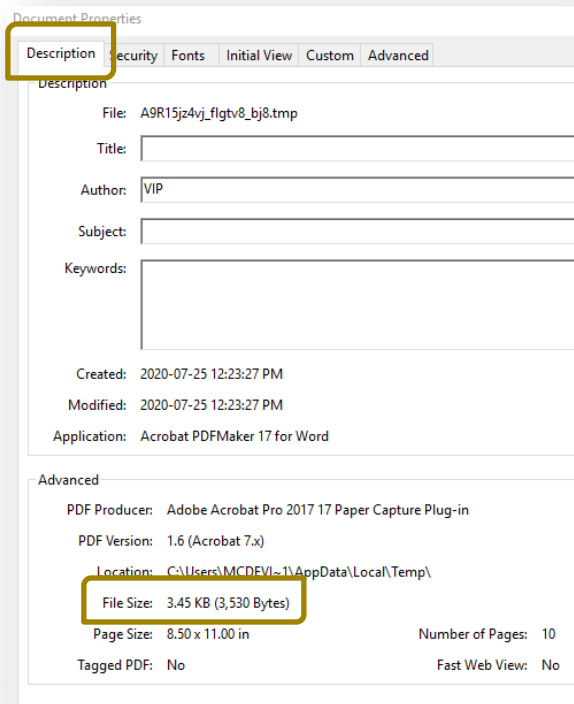
- Ensure that the Color mode on the scanner is set to Black and White for all pages that contain only text. Black and White creates a much smaller file than a Greyscale or Color scan.
- If your document does contain pictures or exhibits, only those pages should be scanned in using Color or Greyscale.
- Set the scan quality settings to either 200 DPI or 300 DPI. Increasing the DPI (dots per inch) can greatly increase the file size. Ensure to go no larger than 300 DPI.

Checking the Size of a PDF File

1. Open the document in Adobe Acrobat and in the top, left-hand corner of the document, select File>Properties.



2. The Document Properties dialog box will open. Click on the Descriptions tab and locate the file size in the Advanced section. The file size must not exceed (100MB).



Compressing a PDF File

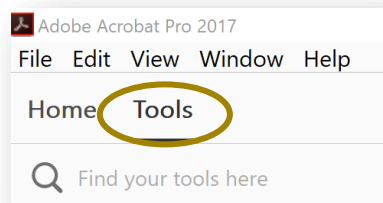
NOTE: You will require Adobe Acrobat to format your document. Adobe Reader does not have the necessary functionality to take these steps.

There are several methods for compressing the size of a PDF document and this is just one of them. These instructions were prepared using Adobe Acrobat Pro 2017 and are intended only as a general description of the process. Your procedure may vary depending on which PDF creation software you are using.

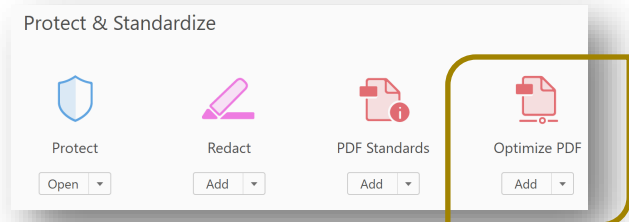
If you have optimized your scanner settings, and your PDF document still exceeds 100 megabytes, follow these instructions. If the document still exceeds 100 megabytes, the document must be divided into parts, each less than 100 megabytes, and each part must be filed as a separate PDF (each with its own cover page). Efforts should be used to ensure that each part ends and begins at a convenient location (e.g., at the beginning of an entry in the table of contents).

CAMS MANUAL

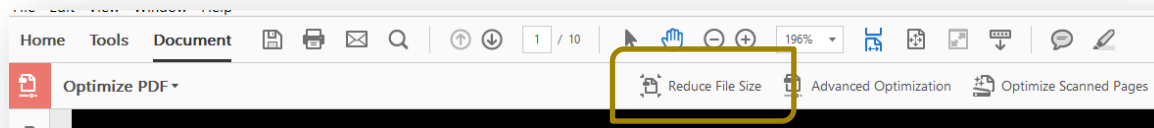
1. Open Adobe and in the top, left hand corner, click on Tools



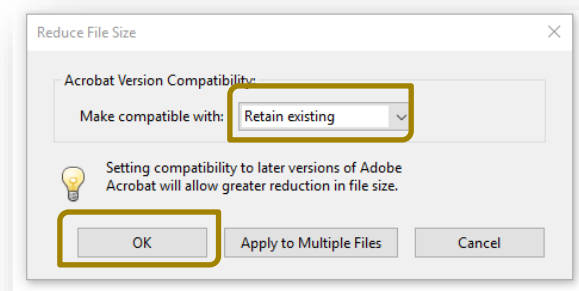
2. Scroll down until you see the Protect & Standardize group and then click on Optimize PDF.



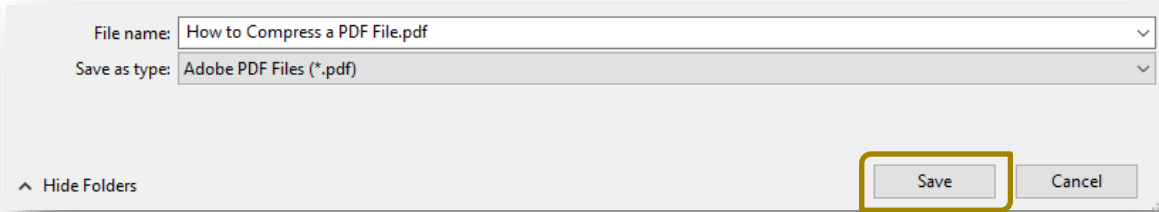
3. The document will appear with a selection of items displayed at the top. Select Reduce File Size.



4. The Reduce File Size dialog box will open. Ensure the Acrobat Version Compatibility is set to Retain existing. Select OK.



5. The Save As dialog box will open. Keep the same file name to overwrite the original PDF with the optimized PDF or select a new name or location for your compressed file. Select Save.





Add a Colour Background to a PDF Document

The provisions of the *Alberta Rules of Court* prescribing the colour of covers for specific documents continue to apply to a document filed electronically. The following coloured covers are required:

Appeal Record – RED.
Appellants Factum – BEIGE.
Respondents Factum – GREEN.
Intervenors Factum – BLUE.
Appellants Extracts of Key Evidence – YELLOW.
Respondents Extracts of Key Evidence – PINK

No other documents, other than those listed, require coloured covers, including application materials.

Preparing the Document

Where possible, factums should be created in Word and then converted to PDF before being filed electronically. Printing a document and then scanning it to PDF will compromise the aesthetic value and functionality of the document. If the document is created in Word and then converted to PDF, it is possible to add a coloured background to the cover page. These instructions describe how to do that.

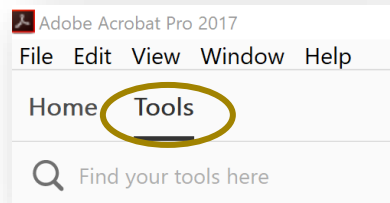
However, appeal records and extracts of key evidence will almost always be created by scanning and combining individual documents into a single PDF file. If the cover page is also scanned, it is not possible to add a coloured background to the cover page (as Adobe will not permit you to add colour to a page that has been scanned). Therefore, a cover page should be created in Word and then combined with the rest of the documents to create the single PDF file. (See the separate instruction sheet “Combine Several Documents into a Single PDF File”.) Doing so will allow a coloured background to be added to the cover page following these instructions.

Adding a Colour Background

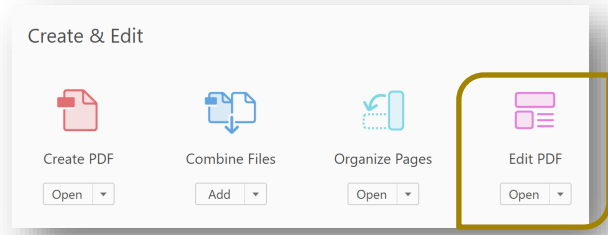
NOTE: You will require Adobe Acrobat to format your document. Adobe Reader does not have the necessary functionality to take these steps.

These instructions were prepared using Adobe Acrobat Pro 2017 and are intended only as a general description of the process. Your procedure may vary depending on which PDF creation software you are using.

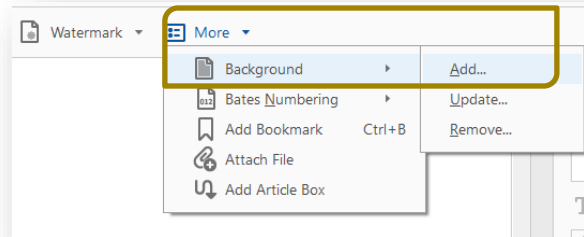
1. Open the document in Adobe Acrobat and in the top, left-hand corner of the document, select Tools.



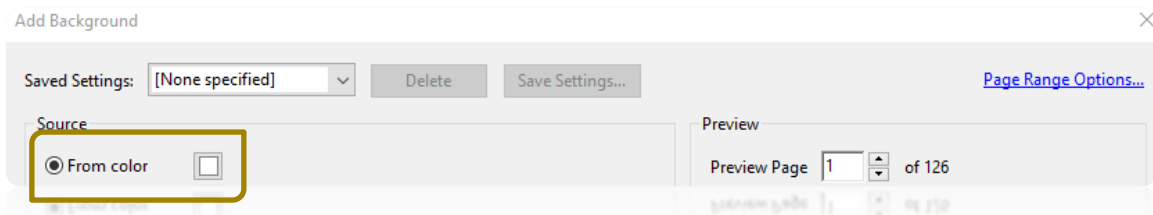
2. In the Create & Edit group, select Edit PDF.



3. The document will appear with a selection of items displayed at the top. Select More > Background > Add.

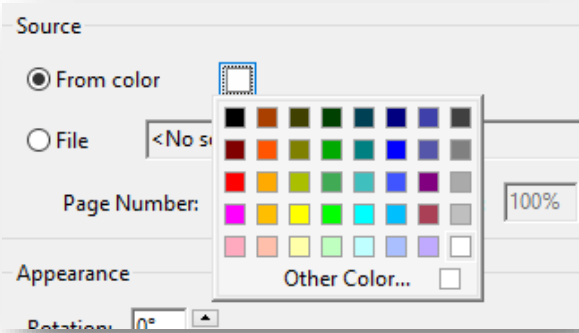


4. The Add Background dialogue box will appear, and the document will be displayed in the dialog box. Ensure the Source > From colour radio button is selected and then click on the colour square to the right of it. (If no coloured background has yet been applied, the colour square will be white.)

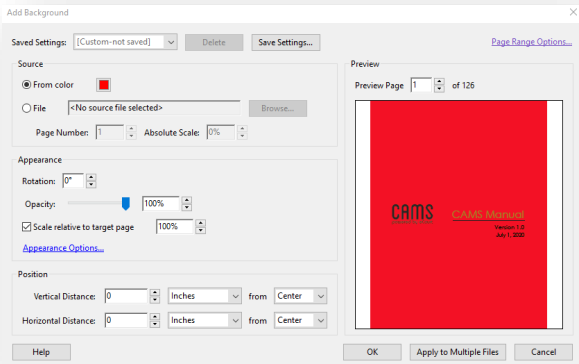


5. A selection of colours will appear. Select the required colour to be applied to the cover page.

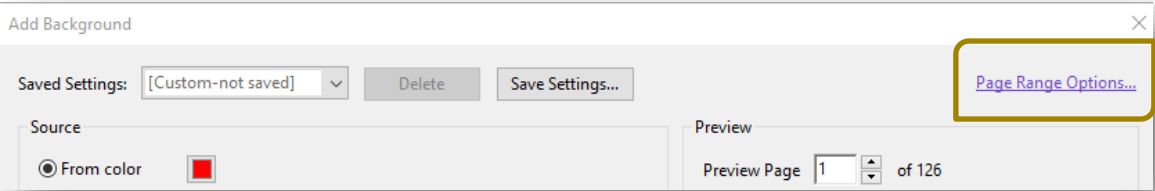
(The pre-set colours will not have an obvious choice for beige – the colour required for the appellant’s factum. See further instructions below.)



6. Once a colour is selected, the colour will be added to the document displayed in the dialogue box.

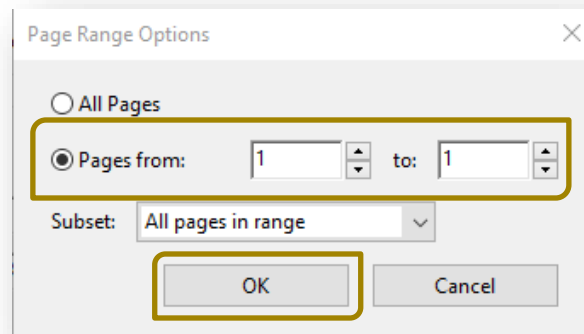


7. Select Page Range Options in the upper, right-hand corner of the Add Background dialogue box.

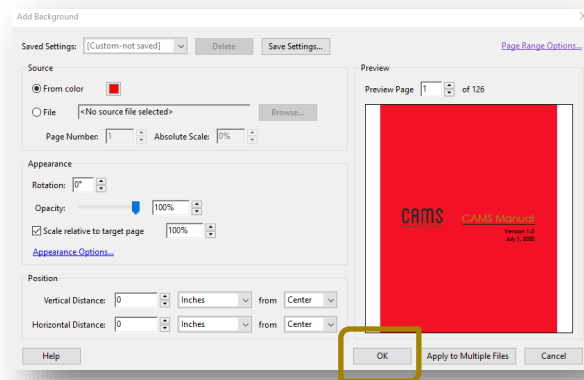


8. A Page Range Options dialogue box will appear. Select the Page from radio button and then enter the page range to which the coloured background will be added (i.e., from 1 to 1). Select OK.

Note: If you do not take this step, the colour will be added to every page of the document.)

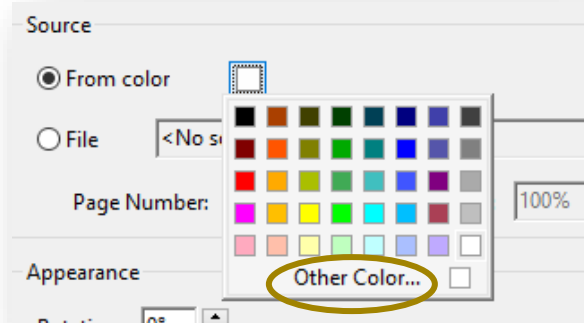


9. In the Add Background dialogue box, select OK. Save the document.



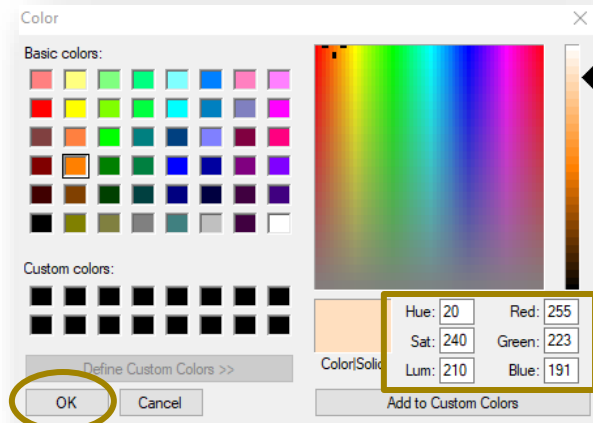
Adding a Beige for an Appellant's Factum Background

1. When the colour options appear, select Other Colour.

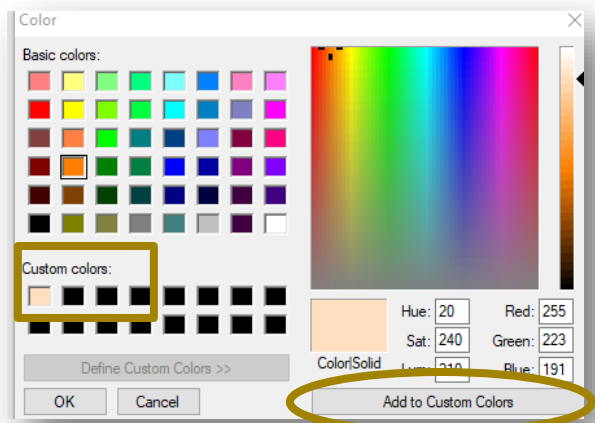


2. When the Color dialogue box appears, enter the following values and then click OK:

Hue: 20
Sat: 240
Lum: 210
Red: 255
Green: 233
Blue: 191



3. So that you will always have this colour as an option, once the values are entered, click on Add to Custom Colors. The colour will be added to the Custom colors section.





Apply Page Numbers to a PDF Document

Other than for transcripts, whether page numbers are added to a document created in Word or to a PDF document:

- the page numbering of the document must begin with the first page or cover as page 1 and use only standard numerals (e.g., 1, 2, 3), and
- the Adobe page counter for each document must match the consecutive page numbering in the document.

The pagination requirements for transcripts have not changed.

Preparing the Document

Where possible, documents such as factums, applications, memorandums of argument and affidavits should be created in Word and then converted to PDF before being filed electronically. Printing a document and then scanning it to PDF will compromise the aesthetic value and functionality of the document. If the document is created in Word, page numbers should be added to the Word document before it is converted to PDF

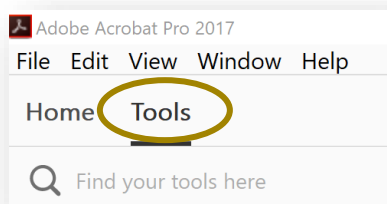
Other documents, such as appeal records and extracts of key evidence, will almost always be created by scanning and combining individual documents into a single PDF file. (Please see the separate instruction sheet “Combine Several Documents into a Single PDF File”.) In that case, page numbers will need to be applied to the PDF file. These instructions explain how to do that

Applying Page Numbers

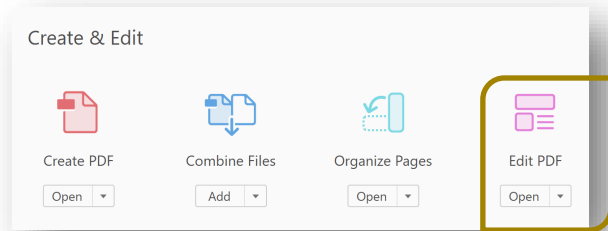
NOTE: You will require Adobe Acrobat to format your document. Adobe Reader does not have the necessary functionality to take these steps.

These instructions were prepared using Adobe Acrobat Pro 2017 and are intended only as a general description of the process. Your procedure may vary depending on which PDF creation software you are using.

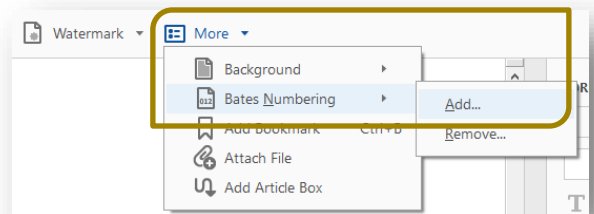
1. Open the document in Adobe Acrobat and in the top, left-hand corner of the document, select Tools.



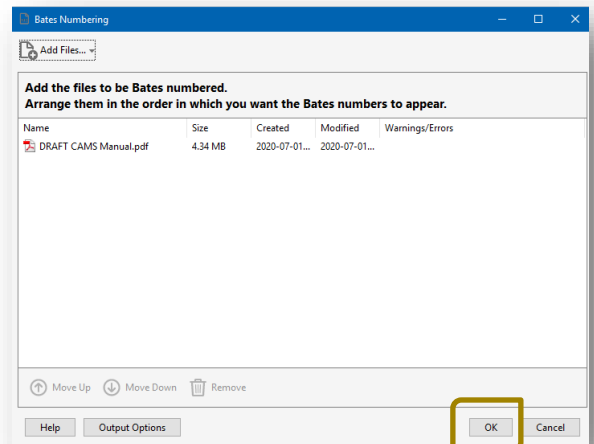
2. In the Create & Edit group, select Edit PDF.



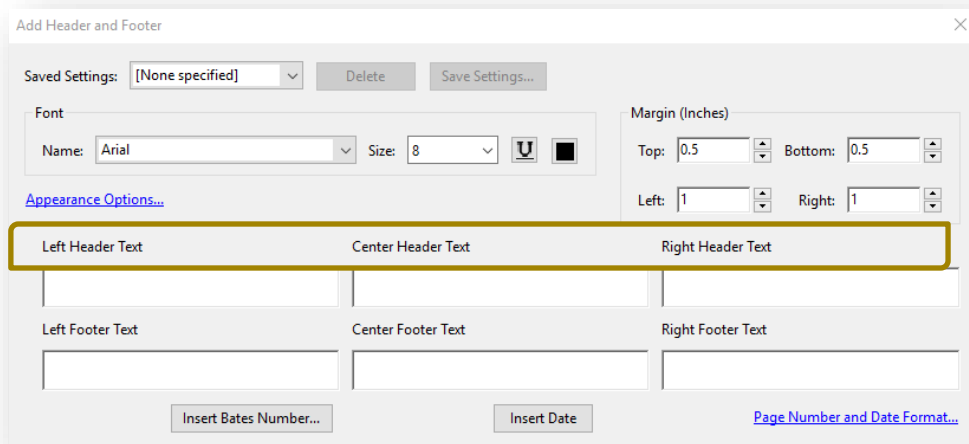
3. The document will appear with a selection of items displayed at the top. Select More > Bates Numbering > Add.



4. The Bates Numbering dialog box will appear and the document will be displayed in the dialog box. Select OK.



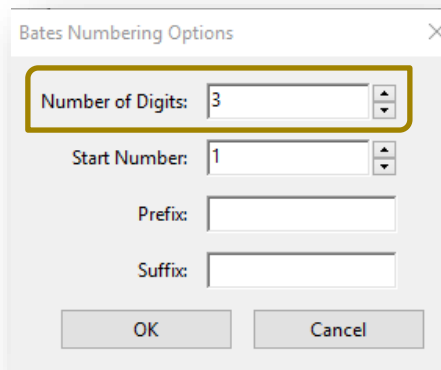
5. The Add Header and Footer dialog box will appear. Choose the placement of the page numbers on the document by placing your cursor in the appropriate box (e.g., Center Header Text will center the page numbers at the top of each page, Right Header Text will display the page numbers in the top, right-hand corner of each page and so on).



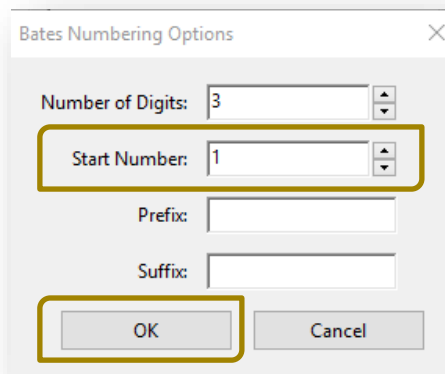
6. In the Add Header and Footer dialogue box, select the Insert Bates Number button.

Insert Bates Number...

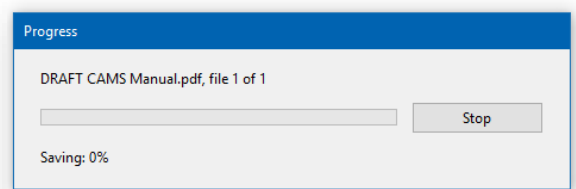
7. The Bates Numbering Options dialog box will appear. If the number of pages in your document does not exceed 999, enter “3” in the “Number of Digits” field. (Note that it will be defaulted to 6). Doing so will display page numbers as 001, 002, 003 and so on. If the number of pages in your document is between 1000 and 9999, enter “4” in the “Number of Digits” field. Doing so will display page numbers as 0001, 0002, 0003 and so on.



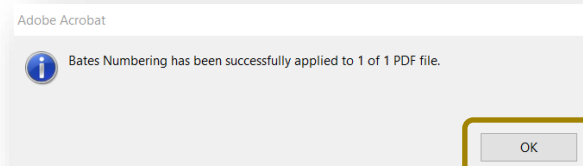
8. The Start Number will be defaulted to 1. In most cases, this should not be changed. That would mean that the first page of your document will be page number 001 (or 0001 depending on the value assigned to the Number of Digits field above). The Prefix and Suffix fields can remain blank. Select OK.



-
9. Select OK. The Progress window will appear. (If your document is not lengthy, the Progress window may appear and then disappear very quickly.)



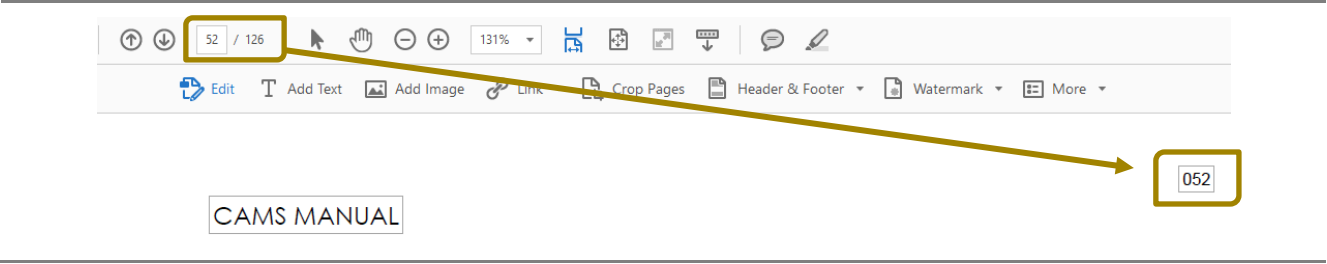
-
10. Once the page numbers have been successfully applied, a confirmation window will appear. Select OK. Page numbers will now appear on the document.



NOTE: If you make a mistake, in Tools > Create & Edit > Edit, choose More > Bates Numbering > Remove. This will remove all page numbers and you can start again.

11. Verify that the Adobe page counter at the top of the document matches the page numbering added to the document.

For example, if you enter "4" in the Adobe page counter, it should take you to the page that has "4" displayed on it (or 0004 depending on the value assigned to the Number of Digits field above).





Add a Bookmark to a Document

Any document filed electronically that exceeds 5 pages must include an electronic bookmark

- to the cover page listing the name of the document, the name of the party filing the document, the appeal number and a brief style of cause
- to each heading, subheading and component of the document (e.g., as listed in the table of contents), and
 - to the first page of each tab, exhibit or attachment of the document.

The bookmark for each tab, exhibit or attachment to a document must include the letter or number of the tab, exhibit or attachment and a description of the tab, exhibit or attachment.

Adding a Bookmark to a Word Document

Where possible, documents such as factums, applications, memorandums of argument and affidavits should be created in Word and then converted to PDF before being filed electronically. Printing a document and then scanning it to PDF will compromise the aesthetic value and functionality of the document. If the document is created in Word, page numbers should be added to the Word document before it is converted to PDF

Bookmarks can be created in Word using “Styles”. Word has several pre-formatted Styles that can be applied to a document. A Style is a set of formatting characteristics, such as font name, size, paragraph alignment and spacing, that can be quickly applied to headings, sub-headings, paragraphs, quotations and other sections of a document. The pre-formatted Styles can also be modified to a user’s preference.

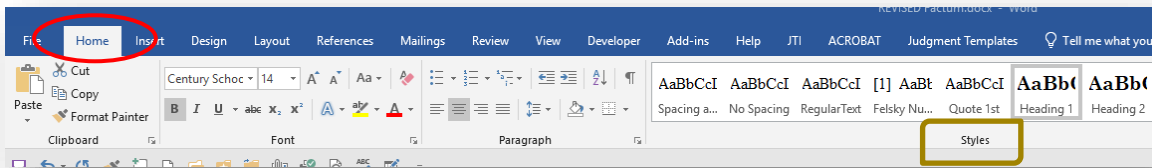
Any text to which a style is applied can be turned into a bookmark. These instructions describe how to set up a Word document so that bookmarks are automatically created when the document is converted to a PDF

NOTE: These instructions were prepared using Microsoft Office Professional Plus 2019 and assume that the document you are creating is a factum. However, these instructions can be used for any document created in Word. If you have not used Styles in Word before, begin this process with the final version of your factum with your preferred formatting. In the future, you will be able to use the Styles you create to format headings, subheadings and other sections of your factum as you are drafting the document.

1. Open the factum in Word and highlight the first heading (e.g. Part 1 – Facts).

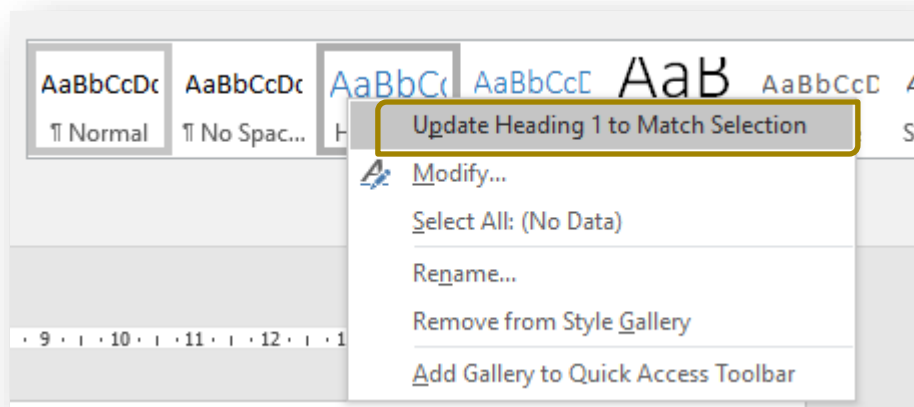
Part 1 – Facts

2. Locate the Styles window under the Home tab.



3. With “Part 1 – Facts” still highlighted, hold the cursor of your mouse over Heading 1 in the Styles window. (Do not click the mouse.) You may notice that the formatting of the highlighted text changes based on the pre-loaded formatting that Word assigned to Heading 1.

Update Heading 1 to match the formatting that you created for the main headings in your factum. Hover your mouse over Heading 1 and right click. Select Update Heading 1 to Match Selection

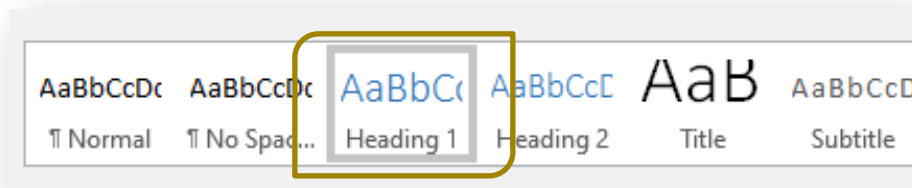


The Heading 1 option in the Styles menu will be updated to match your existing formatting.

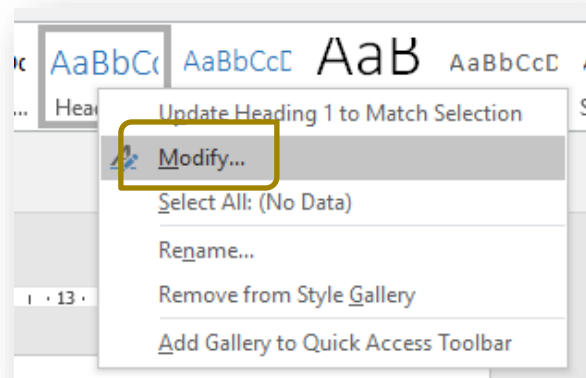
4. Repeat the above steps for any subheadings or other parts of your document. For example, you might use “Heading 2” for all sub headings, “List Paragraph” for all numbered paragraphs, “Quote 1” for all quotations, “Regular Text” for the body of the document and so on.
-

5. Save your formatting selections so that they become the default selections for your next factum. Follow these steps:
-

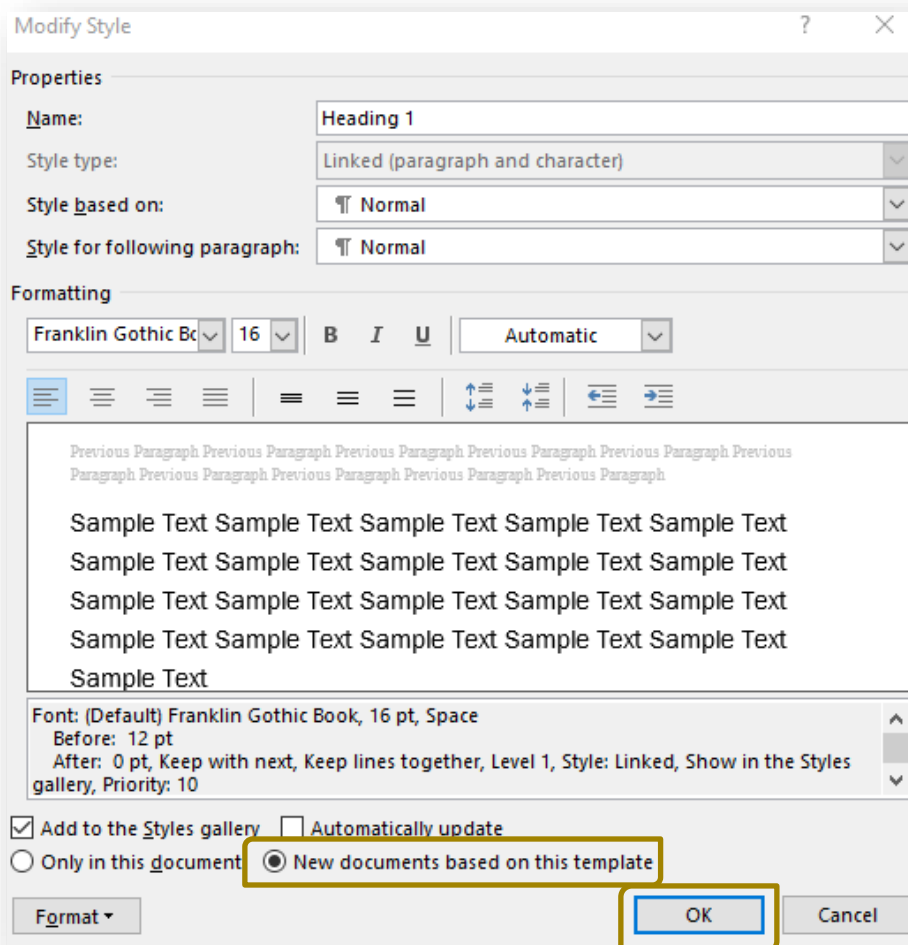
- a) In the Styles menu, highlight the Heading with the format you wish to save for future use.
-



- b) Right-click and select Modify from the menu.
-



- c) The following window will appear. Select New Documents based on this template and click OK.
-



The formatting you created for the heading should now be saved for use in new documents. You will need to repeat this step for each heading level that you have created (Heading 1, Heading 2, List Paragraph, Quote 1, etc.).

TIP: You can also use Styles to automatically create a Table of Contents

6. Save the factum as a PDF file. Confirm that the bookmarks appear and make any necessary modifications (see below). Once all bookmarks are complete, save the PDF so that it automatically displays the Bookmarks Panel when opened (see below).

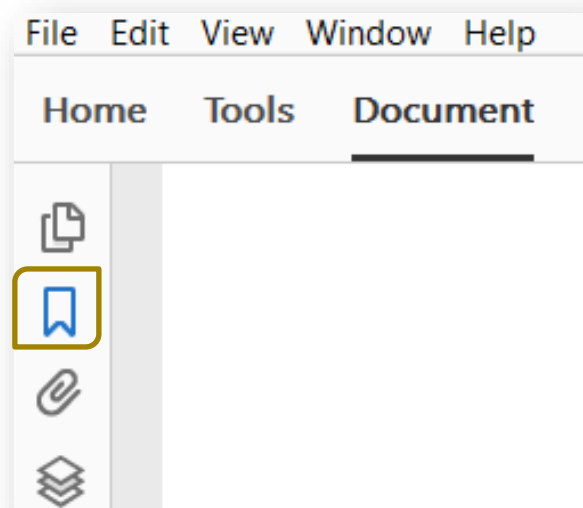
Adding a Bookmark to a PDF Document

These instructions describe how to add a Bookmark to a PDF document. However, documents such as factums, memorandums of argument and affidavits should be created in Word and then converted to PDF before being filed electronically. Printing a document and then scanning it to PDF will compromise the aesthetic value and functionality of the document. It is possible to create a Word document so that bookmarks are automatically created when the document is converted to a PDF. For instructions on how to do that, see above.

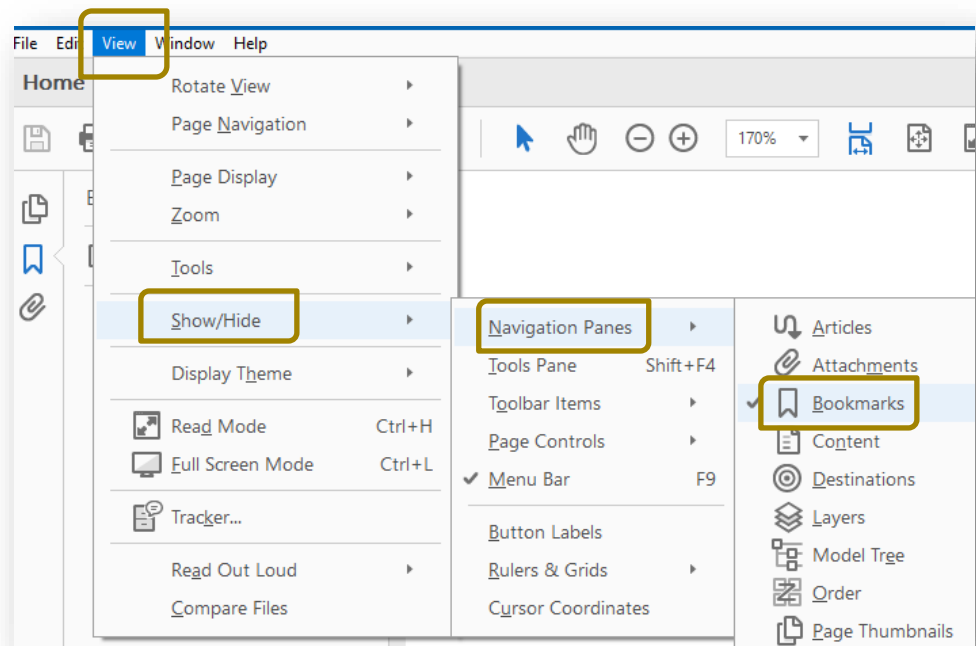
NOTE: You will require Adobe Acrobat to format your document. Adobe Reader does not have the necessary functionality to take these steps.

These instructions were prepared using Adobe Acrobat Pro 2017 and are intended only as a general description of the process. Your procedure may vary depending on which PDF creation software you are using.

1. Open the document in Adobe Acrobat, and on the left-hand side of the document, select the Bookmarks icon to display the Bookmarks panel.



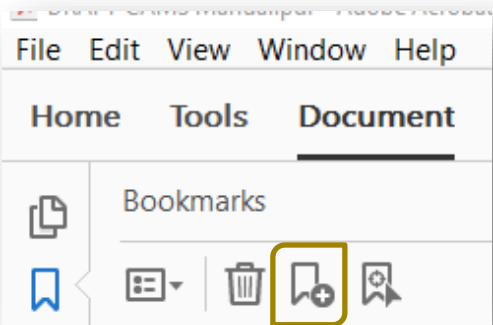
2. If the Bookmarks icon is not visible, at the top of the document select View > Show/Hide > Navigation Panes > Bookmarks.
-



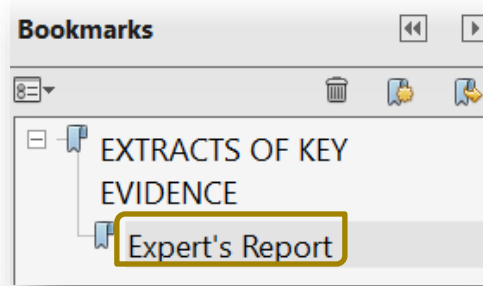
3. Find the place on the page to which the bookmark will be added. Using your mouse, select the area of the page that you want to be bookmarked.



4. On the left-hand side of the page, in the Bookmarks Panel, select the New Bookmark icon.



5. The bookmark will be added to the document and will appear in the Bookmarks Panel. Note that the text selected above becomes the label of the bookmark.

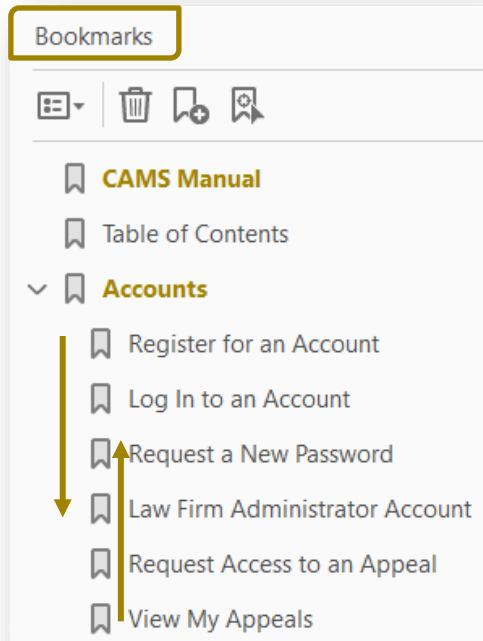


6. Continue to add Bookmarks following the steps above.
7. Test your bookmarks by going to each one in the Bookmark Panel, selecting it and ensuring that it opens to the page that it corresponds to. Save the document.

Modifying a Bookmark in a PDF Document

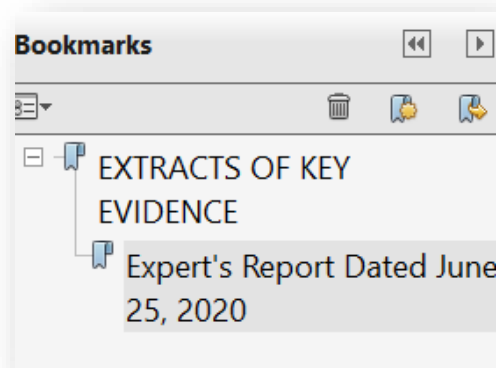
Adjust the position or order

If you need to adjust the position or order of the bookmarks in the Bookmarks Panel, click to drag it up, down, left or right in the list hierarchy.



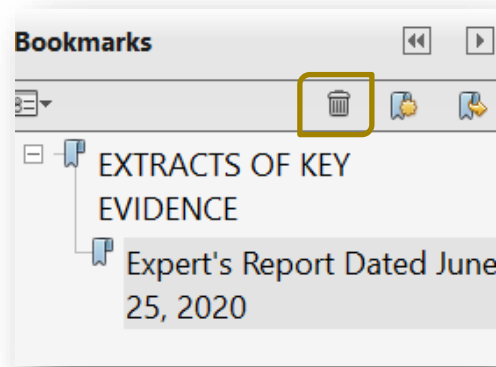
Rename the title of a bookmark

If you need to rename the title of a bookmark, double-click on the Bookmark and type the new name.



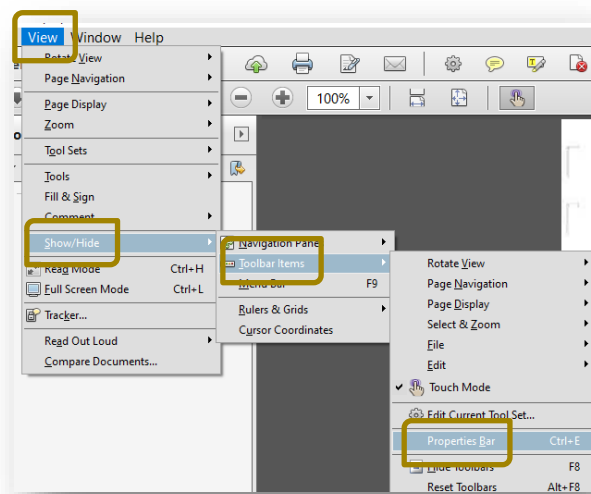
Delete a bookmark

If you need to delete a bookmark, in the Bookmarks Panel click on the Bookmark and then select the trashcan icon (or hit the delete button).

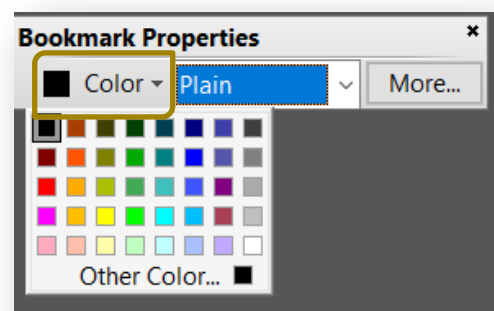


Change the colour or formatting of a bookmark

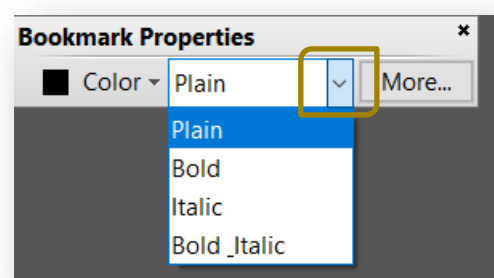
In the bookmarks panel, select the bookmark that you want to modify and then under the View menu, select Show/Hide > Toolbar Items > Properties Bar. A Bookmark Properties dialogue box will appear.



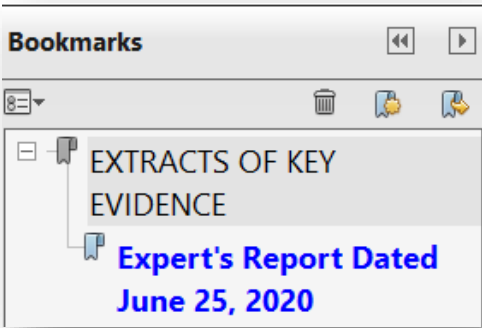
To change the colour of a bookmark, click on Color and make your selection.



To italicize or bold a bookmark, click on the drop-down arrow next to Plain and make your selection.

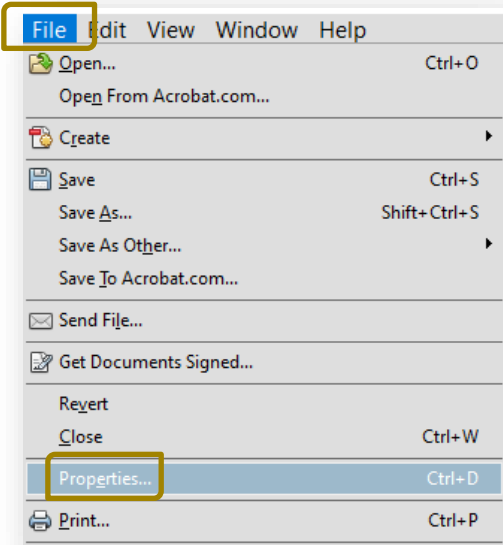


The changes made will appear in the bookmarks panel.

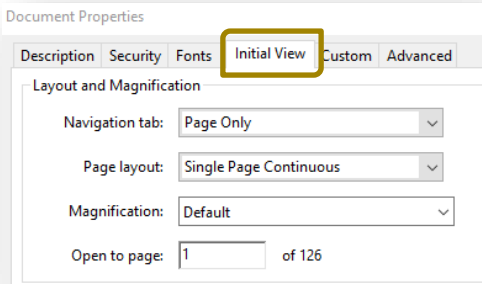


Saving a PDF Document to Automatically Display the Bookmark Panel When Opened

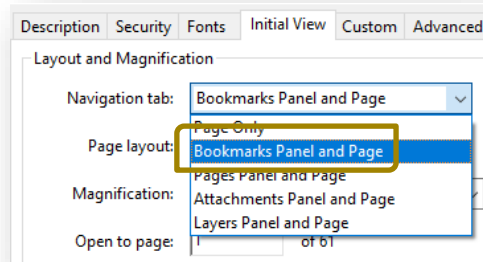
- 1. Open the document in Adobe Acrobat and in the top, left-hand corner of the document, select File > Properties.



- 2. The Document Properties dialog box will open. Select Initial View tab.



-
3. In the Navigation tab drop-down list, select Bookmarks Panel and Page. Select OK.



-
4. Save the document and close it. Re-open it to verify that the document opens with the Bookmarks panel automatically displayed.
-



Add a Hyperlink to a Document

A document filed electronically that includes a reference to a case or statutory authority must include, in a table of authorities, a hyperlink to an electronic version of that case or statutory authority if available.

The hyperlink must link to a publicly accessible website such as [CanLII](#), [WorldLII](#) or a similar website for the applicable court, tribunal or decision maker. Electronic secondary sources must also be hyperlinked in the same manner if available.

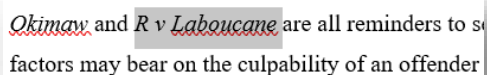
The most efficient way to add a hyperlink to a document is to do so in Word before the document is converted to a PDF. Any hyperlink added to the Word document will be maintained in the PDF version. However, it is possible to also add a hyperlink directly to the PDF version.

These instructions describe both methods.

Adding a Hyperlink to a Word Document

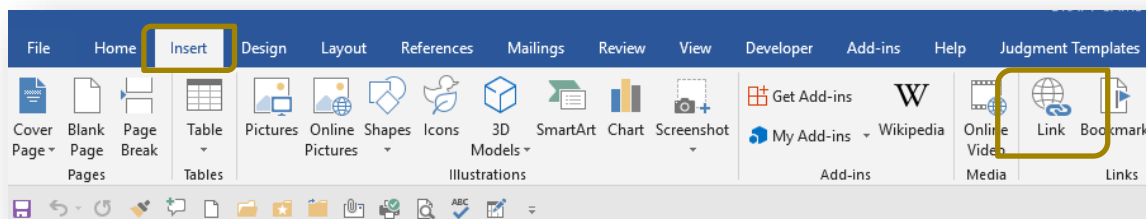
NOTE: These instructions were prepared using Microsoft Office Professional Plus 2019.

1. Open the document in Word and using your mouse, highlight the text to which you want to add a hyperlink.

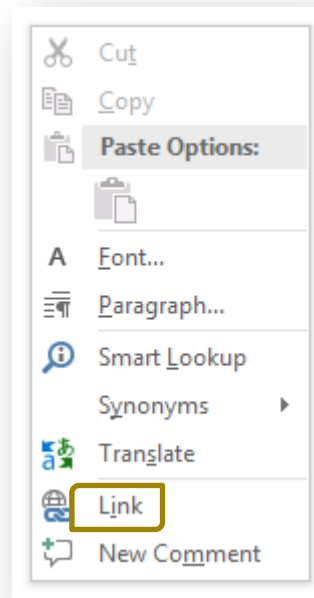


Okimaw and R v Laboucane are all reminders to s
factors may bear on the culpability of an offender

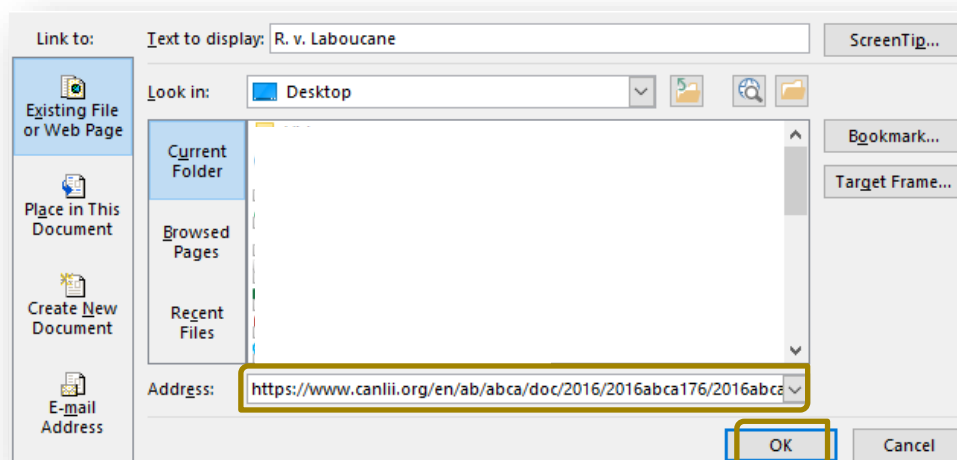
2. On the Insert tab, select Link.



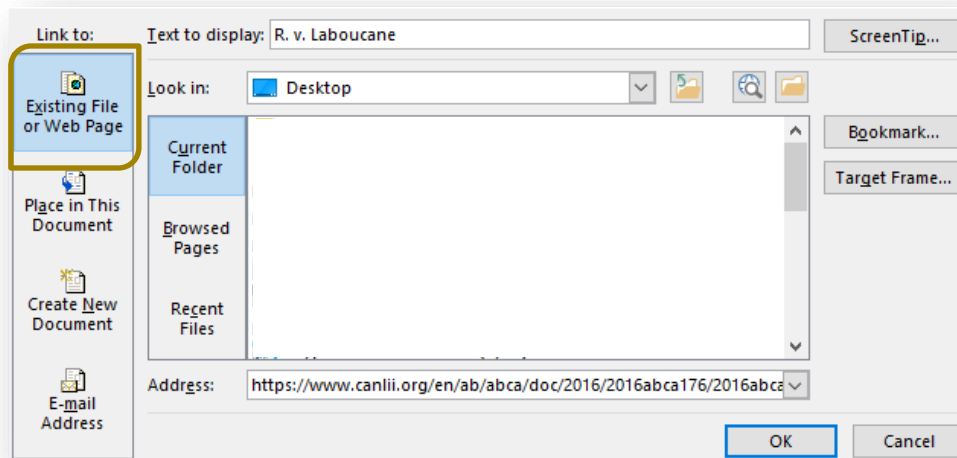
Alternatively, you can right-click on the selected text and choose Link on the shortcut menu.



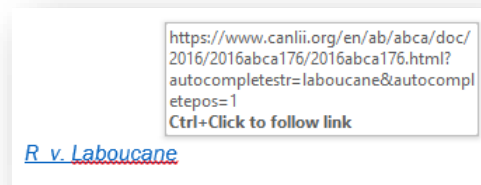
-
3. The Insert Hyperlink dialogue box will open. In the Address field, enter the URL (copy and paste it from your browser) and select OK
-



-
4. If you don't see the Address box, make sure Existing File or Web Page is selected under Link To on the left-hand side of the Insert Hyperlink dialogue box.
-



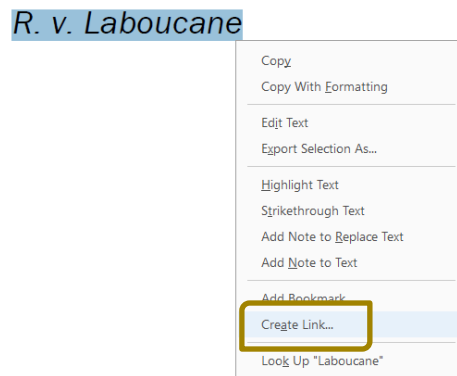
5. The text to which a hyperlink was added will now be underlined in blue. To confirm that the link has been properly created, hover the mouse over the blue text. A popup box will appear with the URL you entered. With the Control key held down, click on the link to verify that it works. Save the document.



Adding a Hyperlink to a PDF Document

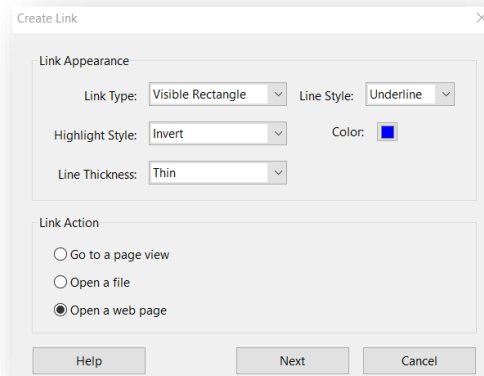
NOTE: These instructions were prepared using Adobe Acrobat Pro 2017 and are intended only as a general description of the process. Your procedure may vary depending on which PDF creation software you are using. Adobe Reader does not have the necessary functionality to take these steps.

1. Open the document in Adobe Acrobat. Using your mouse, select the text to which you want to add a hyperlink (i.e., highlight the authority). Right click on the highlighted text and select Create Link.

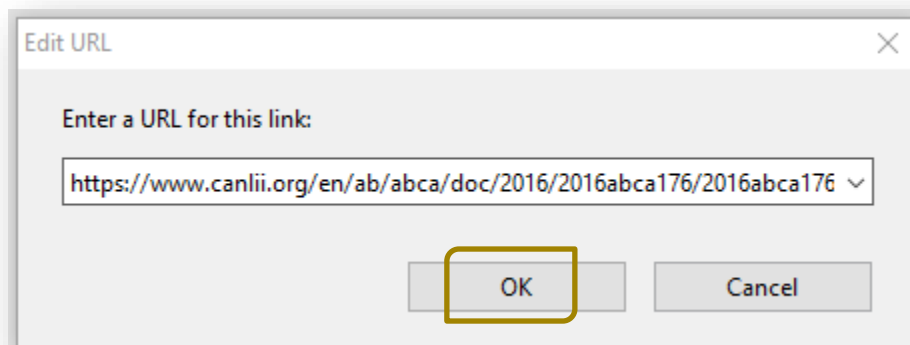


2. The Create Link dialogue box will open. In the Link Appearance section use these settings and then click Next.

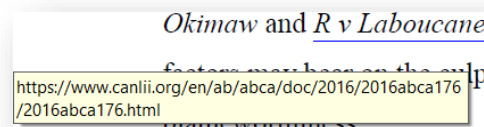
Link Type: Visible Rectangle
Line Style: Underline
Highlight Style: Invert
Color: Blue
Line Thickness: Thin
Link Action: Open a web page



3. The Edit URL dialogue box will open. Enter the URL (copy and paste it from your browser) and select OK



4. To confirm that the link has been properly created, hover the mouse over the area you selected in step 2. A popup box will appear with the URL you entered. Click on the link to verify that it works. Save your document.





Tips & Guidelines



Document Preparation Tips

Follow these formatting tips when preparing an appeal record, factum or extracts of key evidence. Refer to the resources hyperlinked below for detailed instructions.

NOTE: No changes have been made to the way that transcripts are prepared.

APPEAL RECORD

Prepared by Transcript Management Services (TMS) or Other Commercial Preparer

1. Obtain electronic version from TMS/Commercial Preparer
2. OCR the appeal record
 - *OCR (Optical Character Recognition) – Recognize Text in Scanned PDF Documents*
3. Add bookmarks
 - *Add a Bookmark to a Document*
4. Set the bookmarks to automatically display when the document is opened
 - *Add a Bookmark to a Document*
5. Apply page numbers
 - *Apply Page Numbers to a PDF Document*
6. Apply red to cover page
 - *Add a Colour Background to a PDF Document*

Prepared In-house

1. Prepare a cover page and table of contents and save them, along with a copy of each document to be included in the appeal record, to your computer and then combine all documents into a single PDF.
 - *Combine Several Documents into a Single PDF File*
2. OCR the appeal record
 - *OCR (Optical Character Recognition) – Recognize Text in Scanned PDF Documents*

3. Add bookmarks
 - *Add a Bookmark to a Document*
4. Set the bookmarks to automatically display when the document is opened
 - *Add a Bookmark to a Document*
5. Add page numbers
 - *Apply Page Numbers to a PDF Document*
6. Apply red to cover page
 - *Add a Colour Background to a PDF Document*

FACTUM

1. Prepare a factum in Word. Include a cover page and a blank page for the Table of Contents. If applicable, also include the Sentence Questionnaire.
2. Apply Styles to all headings
 - *Add a Bookmark to a Document*
3. Add hyperlinks to table of authorities
 - *Add a Hyperlink to a Document*
4. Add page numbers with the cover page as page 1 (hide the numbering on the cover page if desired)
5. On the blank page reserved for the Table of Contents, create a Table of Contents in Word (References > Table of Contents)
6. Save the factum as a PDF
 - *Convert a Word Document to a PDF Document*
7. Confirm bookmarks appear as desired. Make any revisions as necessary
 - *Add a Bookmark to a Document*
8. Set the bookmarks to automatically display when the document is opened
 - *Add a Bookmark to a Document*
9. Confirm hyperlinks work
10. Apply appropriate colour to cover page
 - *Add a Colour Background to a PDF Document*

EXTRACTS OF KEY EVIDENCE

1. Prepare a cover page and table of contents and save them, along with a copy of each document to be included in the extracts, to your computer and then combine all documents into a single PDF.
 - *Combine Several Documents into a Single PDF File*
2. OCR the extracts
 - *OCR (Optical Character Recognition) – Recognize Text in Scanned PDF Documents*
3. Add bookmarks
 - *Add a Bookmark to a Document*
4. Set the bookmarks to automatically display when the document is opened
 - *Add a Bookmark to a Document*
5. Add page numbers
 - *Apply Page Numbers to a PDF Document*
6. Apply appropriate colour to cover page
 - *Add a Colour Background to a PDF Document*

FOR MORE INFORMATION


Review the CAMS Manual located at <https://cams.albertacourts.ca/public-portal/CAMSInquiries@albertacourts.ca>

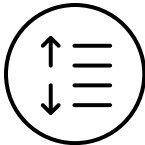
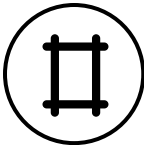
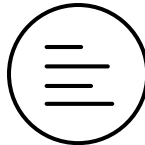


Document Formatting Guidelines

These guidelines provide suggestions to make electronic documents more functional, readable and helpful to judges and court staff who read them, often with collateral benefits for lawyers and litigants.

The following formatting guidelines are suggested but not mandated. Where possible, create a factum and memorandum or argument with the following settings:

FONT STYLE	FONT SIZE
A proportionately spaced serif font such as: Century School Book Book Antiqua etc.	 13 pt. text (including footnotes)

SPACING	MARGINS	ALIGNMENT
 1 2	 1.5 on all sides	 Left aligned (not justified)

MISCELLANEOUS
<ul style="list-style-type: none">• Use boldface or <i>italics</i> instead of <u>underlining</u>• Do not use ALL CAPS• Use curly or smart quotation marks and apostrophes rather than straight• If the document contains pictures, do not use a High-Resolution image

FOR MORE INFORMATION

Review the CAMS Manual located at <https://cams.albertacourts.ca/public-portal/CAMSInquiries@albertacourts.ca>