



Appeal No:  
Style of Cause:

## Extracts of Key Evidence – Mandatory Requirements and Check/Return Form for Electronic Documents

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

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

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

### A. Filing Restriction

Further to the correspondence from the Case Management Officer, the Extracts of Key Evidence cannot be filed until the appropriate application (permission to appeal or extend time to appeal) is filed and granted.

### B. Filing Deadline

- The extracts have been stamped Filed Late.
- The appeal has been struck and the extracts may not be filed until the appeal is restored.

### C. Cover Page

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

The extracts have been filed on the condition that you provide replacement extracts with the correct coloured cover page by **Enter a date**. The colour of the cover should be:

- yellow (for appellants and respondents on a cross appeal)
- pink (for respondents and appellants on a cross appeal)

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blue (for intervenors)

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

## D. Content

The extracts have been filed on the condition that you provide replacement extracts with a Table of Contents (with bookmarks) by **Enter a date**.

## E. Format

The extracts have not been filed and are being returned for correction because they are not 8.5" x 11" in size when printed.

The extracts have not been filed and are being returned for correction because:

they are not in PDF format as required by section 9 of the Practice Direction

they have incorrect or missing pagination (see section 12 of the Practice Direction)

they do not have Optical Character Recognition as required by section 9 of the Practice Direction

they do not have working bookmarks as required by section 13 of the Practice Direction

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

they do not have working hyperlinks as required by section 14 of the Practice Direction

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

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NOTES:

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Completed by:

Date: