



Appeal No:

Style of Cause:

Extracts of Key Evidence Mandatory Requirements and Check/Return Form

For a summary of the filing, content and formatting requirements for Extracts of Key Evidence, see the Information Sheet located at

<https://www.albertacourts.ca/ca/registry/filing/information-sheets>

All documents filed electronically must adhere to the formatting requirements set out in the [Court of Appeal of Alberta Practice Direction on Electronic Filing](#) and in the [Alberta Rules of Court](#). 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 or Rules of Court. For a complete list of all document requirements, please consult the Practice Direction and the Rules of Court.

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. For information about how to restore an appeal, see the Applications to Restore an Appeal FAQs located at <https://www.albertacourts.ca/ca/registry/filing/information-sheets>.

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)

☐ blue (for intervenors)

Failure to meet the above deadline will result in your document being marked non-compliant.

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

D. Content

☐ The extracts have been filed on the condition that you provide replacement extracts with a Table of Contents (with bookmarks) by **Enter a date**. Failure to meet the above deadline will result in your document being marked non-compliant.

See Part F of the Consolidated Practice Directions for directions on the content of extracts.

Rule 14.27(4) requires that records that are subject to a restricted court access order must be filed as a separate extracts of key evidence and identified as such.

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 (does not apply if an exemption from e filing has been granted):

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

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

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

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

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

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

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

NOTES:

WARNING: It is strongly recommended that documents be prepared and filed in advance of any deadline in order to allow sufficient time to address any issues or make any necessary corrections. If the rejection of a document results in a missed filing deadline, and no application is made to extend it, the appeal may be struck or other consequences imposed. If a filing extension is necessary, it is the filing party's responsibility to request one as far as possible in advance of the deadline. Requests for filing extensions are to be made to the case management officer in accordance with the direction located at <https://www.albertacourts.ca/ca/registry/cmo>.

Completed by:	Date:
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