



Appeal No:
Style of Cause:

Factum Mandatory Requirements and Check/Return Form

For a summary of the filing, content and formatting requirements for a Factum, 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 Factum cannot be filed until the appropriate application (permission to appeal or extend time to appeal) is filed and granted.

B. Filing Deadline

- ☐ The factum has been stamped Filed Late.
- ☐ The appeal has been struck and the factum 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 factum has been filed on the condition that you provide a replacement factum with the correct coloured cover page by **Enter a date**.

The colour of the cover should be:

☐ beige/ivory (for appellants and respondents on a cross appeal)

☐ green (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 factum has not been filed and is being returned for correction because it is combined with the extracts. Section 10(c) of the Practice Direction requires that they be filed as separate documents.

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

☐ The Table of Contents (with bookmarks) is missing

☐ It is missing a Sentence Questionnaire. (CRA-E) (The Questionnaire must be included in the Appellant’s Sentence Factum [if the appellant is represented] or in the Respondent’s Factum [if the appellant is unrepresented].)

☐ The Table of Contents is missing the following parts:

☐ Part 1 – Facts

☐ Part 2 – Grounds of Appeal

☐ Part 3 – Standard of Review

☐ Part 4 – Argument

☐ Part 5 – Relief Sought

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

☐ The factum has been stamped Time Limit Applies because the maximum time limit for oral argument is 45 minutes.

E. Respondent’s Factum Where Cross Appeal Filed

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

☐ The respondent’s factum on the cross appeal is missing the sections “factum on the appeal” and “factum on the cross

☐ The Table of Contents for each section is either missing or is incomplete. See section C. above.

appeal”.

F. Format

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

☐ The factum has been marked Non-Compliant because:

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

☐ it does not have 12-point font

☐ it does not have one and one-half line spacing (except for quotations)

☐ it does not have one-inch margins

☐ The factum has not been filed and is being returned for correction because (does not apply if an exemption from e-filing has been granted):

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

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

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

☐ it does 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)

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

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

G. Page Limits

☐ The factum has not been filed and is being returned for correction because it exceeds the following page limits:

☐ 30 for the parties in a standard appeal

☐ 30 for an intervenor

☐ 40 for a respondent who has filed a cross appeal in a standard appeal

☐ 12 for the parties to a fast track appeal

☐ 10 for an appellant’s factum in response to a cross appeal

☐ as directed by the case management officer or Court

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: