



Appeal No:  
Style of Cause:

## Factum – 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 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 appeal record 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 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)

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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 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**.

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 appeal”.

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

## 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:

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- it does not have 12-point font
  - it does not have one-inch margins

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

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

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- it is not in PDF format as required by section 9 of the Practice Direction
  - it does not have Optical Character Recognition as required by section 9 of the Practice Direction
  - the file size is too large (see section 10 of the Practice Direction)

- it has incorrect or missing pagination (see section 12 of the Practice Direction)
- it does not have working bookmarks as required by section 13 of the Practice Direction
- it does not have working hyperlinks as required by section 14 of the Practice Direction

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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.

## G. Page Limits

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

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- 30 for the parties in a standard appeal
  - 40 for a respondent who has filed a cross appeal in a standard appeal
  - 10 for an appellant's factum in response to a cross appeal

- 30 for an intervenor
- 12 for the parties to a fast track appeal
- as directed by the case management officer or Court

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NOTES:

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Completed by:

Date: