



Appeal No:

Style of Cause:

Judgment/Order  
Mandatory Requirements and Check/Return Form

**For a summary of the requirements for an order or judgment 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. Content

Precedents for a judgment and order can be found at [www.albertacourts.ab.ca](http://www.albertacourts.ab.ca) under Court of Appeal > Registry > Filing, Fees and Forms. Judgments are used to document the result of an appeal. Orders are used to document the result of an application.

☐ The judgment or order has not been filed and is being returned for correction because it does not contain the following information:

☐ the Court of Appeal file number

☐ a style of cause that matches that on the notice of appeal; any order, fiat or direction amending the style of cause; or the written Reasons for Decision, Memorandum of Judgment or Reasons for Judgment Reserved.

## B. Release Order Form 11

- ☐ Form CRA-G is the prescribed form for a Release Order [(Criminal Code Form 11; Rule 16.25(4))]
- ☐ The information in the pre-amble (paragraph #2) must reflect the correct information (i.e., the type of appeal, lower court information, etc.)
- ☐ The offence box, which lists the offences that are under appeal, needs to be filled out correctly.
- ☐ Appellant Signature Page – Not to be completed prior to granting of the Release Order
- ☐ **Surety** Page – Not to be completed prior to granting of the Release Order
- ☐ Named Surety – Form 12 Surety Declaration or consent from the Crown exempting the Surety Declaration is required
- ☐ Order is missing the General Condition(s) as per Form CRA-G.
- ☐ Order is missing a Reporting Condition as per Form CRA-G.
- ☐ Order is missing Other Condition(s) as per the Court's order.

## C. Form (Rule 9.1)

- ☐ The judgment or order has not been filed and is being returned for correction because it does not include:
  - ☐ the date on which it was pronounced (if the decision was reserved, the date that the written reasons were filed is the date of pronouncement)
  - ☐ the name of the dissenting justice and the grounds in law upon which the justice dissents (applicable in criminal matters only; section 677, Criminal Code and rule 16.36(2))
  - ☐ the location at which it was pronounced
  - ☐ the name(s) of the judge(s) who granted it

## D. Signature(s) Required (Rule 9.4)

- ☐ The judgment or order has not been filed and is being returned for correction because it does not contain the signatures of all parties who attended the hearing.

Exception: Unless otherwise directed, where the Attorney General prepares the judgment or order, and the other party is self-represented, the approval of the other party is not required.

(If all parties do not approve or object to a draft order or judgment within 10 days of service, a request to file the order or judgment in the absence of all signatures may be made to the case management officer provided proof of service is established.)

### **E. Time to Enter Judgments and Orders (Rule 9.5(2))**

☐ The judgment or order has not been filed and is being returned for correction because it has been more than 3 months since it was pronounced and a fiat is required before it can be filed. (A letter addressed to the case management officer (and copied to all other parties) should be provided explaining the delay.)

NOTES:

Completed by:

Date: