



Appeal No: «\$caseNumber»

Style of Cause: «\$caseName»

## Memorandum of Argument – 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 Deadline

☐ The respondent's memorandum of argument has been stamped Filed Late.

### B. Content

A precedent for a memorandum can be found at [www.albertacourts.ab.ca](http://www.albertacourts.ab.ca) under Court of Appeal > Registry > Filing Information > Filing, Fees and Forms.

#### Permission to Appeal (Reasons for Decision)

☐ The memorandum of argument has been filed on the condition that you file a copy of the reasons for decision proposed to be appealed by **Enter a date**. Failure to meet the above deadline will result in your document being marked non-compliant.

#### Permission to Appeal (Questions of Law)

☐ The memorandum of argument has been filed on the condition that you file the exact questions of law on which permission to appeal is requested by **Enter a date**. Failure to meet the above deadline will result in your document being marked non-compliant.

☐ The memorandum of argument has been marked Non-Compliant because it is missing the

exact questions of law on which permission to appeal is requested.

## C. Page Limits

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

☐ 10 for an application for permission to appeal

☐ 5 for any other application

## D. Format

☐ The memorandum of argument has not been filed and is being returned for correction because it is not 8.5" x 11" in size when printed.

☐ The memorandum of argument has been marked Non-Compliant because:

☐ The memorandum of argument 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 memorandum of argument has not been filed and is being returned for correction because:

☐ 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.**

NOTES:

Completed by: «\$userInitials»

Date: «\$systemDateLong»

