


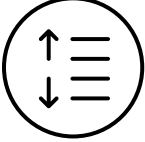
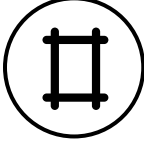
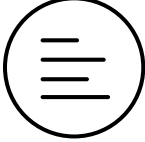


## Document Formatting Guidelines

These guidelines provide suggestions to make electronic documents more functional, readable and helpful to judges and court staff who read them, often with collateral benefits for lawyers and litigants.

The following formatting guidelines are suggested but not mandated. Where possible, create a factum and memorandum or argument with the following settings:

| FONT STYLE   | FONT SIZE  |
|--|--|
| <p>A proportionately spaced serif font such as:<br/>Century School Book<br/>Book Antiqua etc.</p> <p>Do not use Times New Roman.</p> |  <p>13 pt. text (including footnotes)</p> |

| SPACING  | MARGINS   | ALIGNMENT   |
|--|---|---|
|  <p>1.2</p> |  <p>1.5 on all sides</p> |  <p>Left aligned<br/>(not justified)</p> |

| MISCELLANEOUS   |
|---|
| <ul style="list-style-type: none"><li>• Use <b>boldface</b> or <i>italics</i> instead of <u>underlining</u></li><li>• Do not use ALL CAPS</li><li>• Use curly or smart quotation marks and apostrophes rather than straight</li><li>• If the document contains pictures, do not use a High-Resolution image</li></ul> |

**FOR MORE INFORMATION**  
Review the CAMS Manual located at <https://cams.albertacourts.ca/public-portal/CAMSInquiries@albertacourts.ca>