Document Preparation Tips

Follow these formatting tips when preparing an appeal record, factum or extracts of key evidence. Resources in italics are references to the relevant portions of the CAMS Manual located at https://cams.albertacourts.ca/public-portal/.

NOTE: No changes have been made to the way that transcripts are prepared.

APPEAL RECORD

Prepared by Transcript Management Services (TMS)

1. Obtain electronic version from TMS

2. OCR the appeal record
   - *OCR (Optical Character Recognition) – Recognize Text in Scanned PDF Documents*

3. Add bookmarks
   - *Add a Bookmark to a Document*

4. Set the bookmarks to automatically display when the document is opened
   - *Add a Bookmark to a Document*

5. Apply page numbers
   - *Apply Page Numbers to a PDF Document*

6. Apply red to cover page
   - *Add a Colour Background to a PDF Document*

Prepared In-house

1. Prepare a cover page and table of contents and save them, along with a copy of each document to be included in the appeal record, to your computer and then combine all documents into a single PDF.
   - *Combine Several Documents into a Single PDF File*

2. OCR the appeal record
   - *OCR (Optical Character Recognition) – Recognize Text in Scanned PDF Documents*

3. Add bookmarks
   - *Add a Bookmark to a Document*

4. Set the bookmarks to automatically display when the document is opened
   - *Add a Bookmark to a Document*

5. Add page numbers
   - *Apply Page Numbers to a PDF Document*

6. Apply red to cover page
   - *Add a Colour Background to a PDF Document*

FACTUM

1. Prepare a factum in Word. Include a cover page and a blank page for the Table of Contents. If applicable, also include the Sentence Questionnaire.

2. Apply Styles to all headings
   - *Add a Bookmark to a Document*

3. Add hyperlinks to table of authorities
   - *Add a Hyperlink to a Document*

4. Add page numbers with the cover page as page 1 (hide the numbering on the cover page if desired)

5. On the blank page reserved for the Table of Contents, create a Table of Contents in Word (References > Table of Contents)

6. Save the factum as a PDF
   - *Convert a Word Document to a PDF Document*

7. Confirm bookmarks appear as desired. Make any revisions as necessary
   - *Add a Bookmark to a Document*

8. Set the bookmarks to automatically display when the document is opened
   - *Add a Bookmark to a Document*

9. Confirm hyperlinks work

10. Apply appropriate colour to cover page
    - *Add a Colour Background to a PDF Document*

EXTRACTS OF KEY EVIDENCE

1. Prepare a cover page and table of contents and save them, along with a copy of each document to be included in the extracts, to your computer and then combine all documents into a single PDF.
    - *Combine Several Documents into a Single PDF File*

2. OCR the extracts
    - *OCR (Optical Character Recognition) – Recognize Text in Scanned PDF Documents*

3. Add bookmarks
    - *Add a Bookmark to a Document*

4. Set the bookmarks to automatically display when the document is opened
    - *Add a Bookmark to a Document*

5. Add page numbers
    - *Apply Page Numbers to a PDF Document*

6. Apply appropriate colour to cover page
    - *Add a Colour Background to a PDF Document*

CAMS
powered by eCourt