



Electronic Filing Formatting Requirements Overview

FILE FORMAT

PDF



All documents filed must be submitted as a PDF file.

Resources:

- Convert a Word Document to PDF
- Combine Several Documents into a Single PDF File
- OCR (Optical Character Recognition) – Recognize Text in PDF Documents

OCR



To ensure search capability within the document, all documents filed must be submitted with Optical Character Recognition (OCR).

FILE SIZE

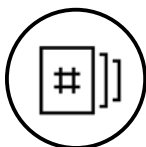


All documents filed must not exceed 100 MB in size. If the document cannot be reduced in size, then it must be filed in separate parts.

Resources:

- How to Compress a PDF File

PAGINATION



The page number of all documents must begin with the first page or cover as page 1 and use only standard numerals (e.g. 1, 2, 3 etc.). Pagination (and other formatting requirements) for transcripts has not changed.

Resource:

- Apply Page Numbers to a PDF Document

COLOURED COVERS



The requirements for coloured covers for appeal records, factums, extracts of key evidence, and authorities (if any) continue to apply to documents filed electronically.

Resource:

- Add a Colour Background to a PDF Document

BOOKMARKS



Any document filed electronically that exceeds 5 pages must include an electronic bookmark:

- a) to the cover page listing the name of the document, the name of the party filing the document, the appeal number and a brief style of cause
- b) to each heading, subheading and component of the document (e.g., as listed in the table of contents)
- c) to the first page of each tab, exhibit or attachment of the document

Documents must be formatted so that they automatically display the bookmarks panel when opened.

Resources:

- Add a Bookmark to a Document

HYPERLINKS



Any document filed electronically that includes a reference to a case or statutory authority must include, in a Table of Authorities, a hyperlink to an electronic version of that case or statutory authority, if available. The hyperlink must link to a publicly accessible (i.e., free) website such as [CanLII](#).

Resources:

- Add a Hyperlink to a Document

FOR MORE INFORMATION

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