

Court of Appeal of Alberta

Appeal Record & Transcripts – Mandatory Requirements and Check/Return Form

(NOTE: 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 Rules of Court. For a complete list of all document requirements, please consult the [Rules of Court](#).)

A. Filing Deadline

The appeal has been struck and the appeal record may not be filed until the appeal is restored.

B. Cover Page (Rules 14.21(1)(c), 14.22, 14.87, 16.15(1)(c) and 16.37)

The prescribed form for a cover page is Form AP-5 for a civil appeal and Form CRA-K for a criminal appeal.

The appeal record has been filed on the condition that you provide 5 copies of a new card stock cover page by [Click here to enter a date](#) because:
or

The appeal record has been marked Non-Compliant because:

- the cover page is missing:
 - the Court of Appeal file number **(1)**
 - a style of cause **(2)**

the cover page does not indicate whether the appeal record has been prepared in electronic or document format **(3)**

The appeal record has been filed on the condition that you provide 5 copies of a new card stock cover page by [Click here to enter a date](#) because the cover is in the wrong colour. It should be:

- red (for Part 1 – Pleadings and Part 2 – Final Documents) **(4)**
- grey (for Part 3 - Transcripts) **(5)**

C. Content (Rules 14.18, 14.19, 16.13 and 16.14) Table of Contents:

Sample Tables of Contents for various types of appeal records can be found at www.albertacourts.ab.ca under Court of Appeal > Registry > Filing, Fees and Forms > Appeal Record Requirements.

The appeal record has been filed on the condition that you provide 5 copies of a Table of Contents for each volume that lists each document separately and showing the page number where each document can be found by [Click here to enter a date](#) . **(6)**
or

The appeal record has not been filed and is being returned for correction because the Table of Contents is either missing, is not included at the beginning of every volume or does not list each document separately and does not show where each document can be found.

Reasons/Judgment/Order/Decision Under Appeal:

The appeal record has been filed on the condition that you append the following document(s) to either the factum or extracts of key evidence:

- the written or transcribed reasons that led to the decision being appealed and of any prior decision of a judge, master or tribunal that led to the decision now appealed **(7)**
- the formal judgment, order or decision appealed **(8)**

Page Limit:

The appeal record has not been filed and is being returned for correction because it is too lengthy. (The appeal record and any transcripts should not be longer than approximately 200 pages per volume.)

D. Transcripts (Rules 14.21(2) and 16.15(2))

The appeal record has not been filed and is being returned for correction because:

the transcripts have not been provided in an electronic format

the transcripts do not comply with the [Transcript Fees and Format Regulation](#) (AR 167/2010)

the electronic version of the transcripts must first be approved by the Registrar and uploaded before the paper copy is filed. Upload the transcripts at www.albertacourts.ca under Court of Appeal > Court of Appeal E-Filing. **Allow 3 business days for approval.**

E. Format (Rule 14.87)

The appeal record has been marked Non-Compliant because:

or

The appeal record has not been filed and is being returned for correction because:

it is not 8.5" x 11" inches in size. *(9)*

F. Number of Copies (Rules 14.16(1) and 16.12(2))

The appeal record has been filed on the condition that you provide [Select #](#) additional copies by [Click here to enter a date](#). (The Court keeps 5 copies of all parts unless the transcripts are electronic in which case the Court keeps only 1 copy of the transcripts. That does not include any copies required for yourself or for service.) *(10)*

NOTES:

[Click here to enter any additional notes.](#)

Completed by: [Select name from list](#)

Date: [Select the date](#)