

## Court of Appeal – Electronic Transcript Checklist

Transcripts must be prepared in accordance with Part 14 (Civil) and Part 16 (Criminal) of the [Alberta Rules of Court](#) (and within the deadlines set out therein), the [Consolidated Practice Directions of the Court of Appeal](#) and, when they are electronic, this checklist. Transcripts must be uploaded in electronic format (when required by the Alberta Rules of Court) to the Court of Appeal website (at [www.albertacourts.ca/ca/efiling/](http://www.albertacourts.ca/ca/efiling/)) and be approved before hard copies are prepared and filed.

Transcripts from Board and Fast Track appeals do not need to be uploaded in electronic format.

**Please note, when submitting electronic transcripts for approval, the turnaround time for the Registry to review is three (3) business days.**

<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Transcript must be prepared as follows:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Font - Times New Roman 13 pt. (private reporters may set to 12.95 or 14 pt. if appearing too small).</li></ul></li><li><input type="checkbox"/> <b>Title Page Requirements:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Action #,</li><li><input type="checkbox"/> E-file Name (in accordance with Part B.2 of CA CPDs),</li><li><input type="checkbox"/> Appeal #,</li><li><input type="checkbox"/> Trial court heading (including Judicial District),</li><li><input type="checkbox"/> Style of cause,</li><li><input type="checkbox"/> Transcript title,</li><li><input type="checkbox"/> Location and date(s) of proceedings, and</li><li><input type="checkbox"/> Name of preparer of transcript and contact information.</li></ul></li><li><input type="checkbox"/> <b>Body requirements:</b><ul style="list-style-type: none"><li><input type="checkbox"/> paper size 8.5 x 11 inches,</li><li><input type="checkbox"/> evidence pages margin requirements:<ul style="list-style-type: none"><li><input type="checkbox"/> top and bottom: 1 inch,</li><li><input type="checkbox"/> left: .75 inches (to text not line numbers), and</li><li><input type="checkbox"/> right: 1 inch,</li></ul></li><li><input type="checkbox"/> 41 lines per page,</li><li><input type="checkbox"/> fully justified (if private reporters not able to comply, seek CMO or Deputy Registrar fiat),</li><li><input type="checkbox"/> every line numbered (.15 inches to the left of the left margin), all headings (other than session date) bolded,</li><li><input type="checkbox"/> witnesses names bolded and capitalized,</li><li><input type="checkbox"/> Q &amp; A marked and grouped starting .25 inches from the left margin (with text at .5 inches from the left margin), followed by one blank line,</li><li><input type="checkbox"/> first line of each speaker starting at 3.25 inches from the left margin with subsequent lines for that speaker at .25 inches from the left margin and a blank line following each paragraph, quotations longer than 1 line, indent 1 inch from left and right margins - one blank line before and after,</li><li><input type="checkbox"/> one blank line between each paragraph, portion, exhibit, notation, etc., and</li><li><input type="checkbox"/> page numbers centered between left and right margins .5 inches from the top edge of each page,</li></ul></li><li><input type="checkbox"/> Table of Contents including the list of Exhibits (if any)</li><li><input type="checkbox"/> Electronic bookmarks created and operational for Title Page and Table of Contents and all headings listed in Table of Contents (i.e. witness sworn, exhibit entry, reasons for judgment, certificate of transcript and all bookmarks open to expanded view,</li><li><input type="checkbox"/> <b>Page numbers in Table of Contents are in sync with electronic page numbers,</b></li><li><input type="checkbox"/> <b>Page Numbers:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Transcript opens to Page 1 of proceedings,</li><li><input type="checkbox"/> Title Page - no #'s,</li><li><input type="checkbox"/> Table of Contents starting at Roman numeral "i",</li><li><input type="checkbox"/> Proceedings starting at Page "1",</li></ul></li><li><input type="checkbox"/> Certificate of Record and Certificate of Transcript (includes name of transcriber, date and order no. ),</li><li><input type="checkbox"/> Check for missing or incomplete entries,</li><li><input type="checkbox"/> Comments tab must be empty,</li><li><input type="checkbox"/> All pages must have white background, and</li><li><input type="checkbox"/> Find feature must be operational.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>File &gt; Properties &gt; Initial View set to (set manually by preparer):</b><ul style="list-style-type: none"><li><input type="checkbox"/> Navigation tab: Bookmarks Panel and Page,</li><li><input type="checkbox"/> Page layout: Single Page Continuous,</li><li><input type="checkbox"/> Magnification: Fit Width, and</li><li><input type="checkbox"/> Open to Page 1 of _____.</li></ul></li><li><input type="checkbox"/> <b>File &gt; Properties &gt; Security &gt; Show Details &gt; Document Security set to (set manually by preparer):</b><p><b>Note:</b> Ensure that Security has been set on your document before submitting. To set Security, click on File &gt; Properties &gt; Security and select "Password Security" from the drop down. <input type="checkbox"/></p><table style="width: 100%; border: none;"><tr><td style="width: 50%;">Security Method:</td><td>Password Security</td></tr><tr><td>Document Open Password:</td><td>No</td></tr><tr><td>Permissions Password:</td><td>Yes</td></tr><tr><td>Printing:</td><td>High Resolution</td></tr><tr><td>Changing the Document:</td><td>Not Allowed</td></tr><tr><td>Commenting:</td><td>Allowed</td></tr><tr><td>Form Field Fill-in or Signing:</td><td>Allowed</td></tr><tr><td>Document Assembly:</td><td>Not Allowed</td></tr><tr><td>Content Copying:</td><td>Allowed</td></tr><tr><td>Content Accessibility Enabled:</td><td>Allowed</td></tr><tr><td>Page Extraction:</td><td>Not Allowed</td></tr><tr><td>Encryption Level:</td><td>High (128-bit RC4)</td></tr></table></li><li><input type="checkbox"/> Submit electronic transcript for approval by Court of Appeal at <a href="https://www.albertacourts.ca/ca/efiling/">https://www.albertacourts.ca/ca/efiling/</a> in the approved format (Adobe .pdf)</li><li><input type="checkbox"/> Once electronic transcript is approved, prepare hard copy appeal record</li></ul> <p><b>Note:</b> If there are multiple hard copy volumes; number each volume on the spine of the book.</p>	Security Method:	Password Security	Document Open Password:	No	Permissions Password:	Yes	Printing:	High Resolution	Changing the Document:	Not Allowed	Commenting:	Allowed	Form Field Fill-in or Signing:	Allowed	Document Assembly:	Not Allowed	Content Copying:	Allowed	Content Accessibility Enabled:	Allowed	Page Extraction:	Not Allowed	Encryption Level:	High (128-bit RC4)
Security Method:	Password Security																								
Document Open Password:	No																								
Permissions Password:	Yes																								
Printing:	High Resolution																								
Changing the Document:	Not Allowed																								
Commenting:	Allowed																								
Form Field Fill-in or Signing:	Allowed																								
Document Assembly:	Not Allowed																								
Content Copying:	Allowed																								
Content Accessibility Enabled:	Allowed																								
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