

## Court of Appeal of Alberta

### Factum – 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 factum has been stamped Filed Late.
- The appeal has been struck and the factum may not be filed until the appeal is restored.

#### B. Cover Page (Rules 14.26(4), 14.87 and 16.37(2))

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

**The factum 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 factum has been marked Non-Compliant** because:

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

**The factum 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 **(3)**:**

- beige/ivory (for appellants and respondents on a cross appeal)
- green (for respondents and appellants on a cross appeal)
- blue (for intervenors)

#### C. Content (Rules 14.25(1) and 16.17)

**The factum has not been filed and is being returned for correction** because:

- The Table of Contents is missing, or
- The Table of Contents is missing the following parts:

- Part 1 – Facts
- Part 2 – Grounds of Appeal
- Part 3 – Standard of Review
- Part 4 – Argument
- Part 5 – Relief Sought

The authorities or extracts attached to the factum make the factum too lengthy. (Books of Authorities or Extracts of Key Evidence appended to a factum should not be longer than approximately 30 pages each.)

It is missing a Sentence Questionnaire. (CRA-E) (The Questionnaire must be included in the Appellant's Sentence Factum [if the appellant is represented] or in the Respondent's Factum [if the appellant is unrepresented].)

**The factum has been filed on the condition that you provide 5 copies of a Table of Authorities by [Click here to enter a date](#). **(4)****

or

**The factum has been filed but has been marked Non-Compliant** because the Table of Authorities is missing. **(5)**

**The factum has been stamped Time Limit Applies** because the maximum time limit for oral argument is 45 minutes.

**D. Respondent's Factum Where Cross Appeal Filed (Rule 14.25(2))**

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

- The respondent's factum on the cross appeal is missing the sections "factum on the appeal" and "factum on the cross appeal".
- The Table of Contents for each section is either missing or is incomplete. See section C. above.

**E. Format (Rules 14.26(1) and 16.18)**

The factum has been marked Non-Compliant because, or

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

- the format is incorrect. It does not have (6):
  - 12 point font
  - One inch margins
  - One and one-half line spacing (except for quotations)
  - Single-sided printing
  - Binding along the right hand side of the page so the printed text is to the left of the binding
  
- it is not 8.5" x 11" inches in size (7)

**NOTES:**

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

Completed by:

**F. Page limits (Rules 14.26(2) and 16.18(2))**

The factum has not been filed and is being returned for correction because it exceeds the following page limit:

- 30 for the parties in a standard appeal
- 40 for a respondent who has filed a cross appeal in a standard appeal
- 10 for an appellant's factum in response to a cross appeal
- 30 for an intervenor
- 12 for every party in a fast track appeal

**G. Number of Copies (Rules 14.23 and 16.16)**

The factum has been filed on the condition that you provide  additional copies by [Click here to enter a date](#). (The Court keeps 5 copies. That does not include any copies required for yourself or for service.) (8)

Date: