



Appeal No:
Style of Cause:

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

Use this form only if you are filing documents electronically through [CAMS](#). If you are filing paper copies use the Appeal Record & Transcripts - Mandatory Requirements and Check/Return Form for Paper Documents.

All documents filed electronically must adhere to the formatting requirements set out in the [Court of Appeal of Alberta Practice Direction on Electronic Filing](#). 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 Practice Direction. For a complete list of all document requirements, please consult the Practice Direction.

For a complete and comprehensive guide to CAMS including how to format and file documents electronically, see the CAMS Manual and other resources located at <https://cams.albertacourts.ca/public-portal/?q=node/405>.

A. Filing Restriction

Further to the correspondence from the Case Management Officer, the Appeal Record & Transcripts cannot be filed until the appropriate application (permission to appeal or extend time to appeal) is filed and granted.

B. Filing Deadline

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

C. Cover Page

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 a replacement appeal record with the correct coloured cover page by **Enter a date**. The colour of the cover should be red. Failure to meet the above deadline will result in your document being marked non-compliant.

For instructions on how to add colour to a cover page, see the section of the [CAMS Manual](#) entitled “Add a Colour Background to a PDF Document”.

D. Content

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 a replacement appeal record with a Table of Contents (with bookmarks) by **Enter a date** that lists each document separately and shows the page number where each document can be found. Failure to meet the above deadline will result in your document being marked non-compliant.

Part 2 – Final Documents:

Part 2 of every Appeal Record must, at minimum, contain 3 documents: (1) the written or transcribed reasons, (2) the filed judgment, order or decision and (3) the notice of appeal. Note that Part 2 of a sentence appeal record must include both the reasons for conviction and the reasons for sentence.

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. Note: Failure to meet the above deadline will result in your document being marked non-compliant:

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

the formal judgment, order or decision appealed

E. Transcripts

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 appeal record is filed.

Upload the transcripts at www.albertacourts.ca under Court of Appeal > Court of Appeal E-Filing. Allow 3 business days for approval.

F. Format

The appeal record has not been filed and is being returned for correction because it is not 8.5" x 11" inches in size when printed.

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

it is not in PDF format as required by section 9 of the Practice Direction

it has incorrect or missing pagination (see section 12 of the Practice Direction)

it does not have Optical Character Recognition as required by section 9 of the Practice Direction

it does not have working bookmarks as required by section 13 of the Practice Direction

the file size is too large (see section 10 of the Practice Direction)

it does not have working hyperlinks as required by section 14 of the Practice Direction

For assistance with formatting issues, see the Formatting section of the [CAMS Manual](#) and the section entitled Electronic Filing Formatting Requirements Overview.

NOTES:

Completed by:

Date: