

## Court of Appeal of Alberta

### Book of Authorities – 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 authorities have been stamped Filed Late.
- The appeal has been struck and the authorities may not be filed until the appeal is restored.

#### B. Cover Page (Rules 14.31(e), 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 authorities have 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 authorities have been stamped Non-Compliant because:**

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

**The authorities have 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 14.31(a) & (f) and 16.19(3))

**The authorities have been filed on the condition that you provide 5 copies of a Table of Contents for**

each volume that lists each authority separately by [Click here to enter a date](#). *(4)*

or

**The authorities have not been filed and are 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 authority separately.

**The authorities have not been filed and are being returned for correction** because the authorities are too lengthy. (Books of authorities should not be longer than approximately 200 pages per volume or, if attached to a factum, no longer than approximately 30 pages.)

#### D. Format (Rules 14.31(b), 14.87, 16.19(4) and 16.37)

**The authorities have been marked Non-Compliant** because each authority is not separated or identified, by tabs or otherwise *(5)*

**The authorities have been marked Non-Compliant** because:

or

**The authorities have not been filed and are being returned for correction** because:

- they are not 8.5" x 11" inches in size *(6)*

#### E. Number of Copies (Rules 14.30 and 16.19(6))

**The authorities have been filed on the condition that you provide [Select #](#) 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.) *(7)***

#### NOTES:

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

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

Date: [Select the date](#)