

## 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 Restriction

Further to the correspondence from the Case Management Officer, the Book of Authorities cannot be filed until the appropriate application (permission to appeal or extend time to appeal) is filed and granted.

#### B. 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.

#### C. 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)

#### D. 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.)

#### E. 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)

#### F. 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:

Completed by:

Date: