

## Document Requirements

Document Type	Information	Number of Copies Required for the Court (does not include copies required for the filing party or for service)
<b>Abandonment of Criminal Appeal</b>		1
<b>Affidavit (Generic)</b>	Refer to <a href="#">Affidavit - Mandatory Requirements and Check/Return Form</a> for all requirements.	1
<b>Affidavit in Support of Application</b>	Refer to <a href="#">Affidavit - Mandatory Requirements and Check/Return Form</a> for all requirements.	5 - Panel Applications 3 - Single Judge Chambers
<b>Affidavit of Service</b>	Refer to the <a href="#">Affidavit - Mandatory Requirements and Check/Return Form</a> for all requirements.	1
<b>Appeal Record (electronic transcripts)</b>	Refer to the <a href="#">Appeal Record &amp; Transcripts - Mandatory Requirements and Check/Return Form</a> for all requirements.	5 - Red Volumes 1 - Grey Volumes
<b>Appeal Record (transcripts not electronic)</b>	Refer to the <a href="#">Appeal Record &amp; Transcripts - Mandatory Requirements and Check/Return Form</a> for all requirements.	5 - Red Volumes 5 - Grey Volumes
<b>Application/ Application for Permission to Appeal</b>	Refer to the <a href="#">Application - Mandatory Requirements and Check/Return Form</a> for all requirements.	5 - Panel Applications 3 - Single Judge Chambers
<b>Appointment for Assessment of Costs</b>		2
<b>Bail Assignment</b>		1
<b>Bail Order (Judicial Interim Release)</b>	See Form CRA-G of the Alberta Rules of Court. Refer also to the <a href="#">Application - Mandatory Requirements and Check/Return Form</a> .	1
<b>Bill of Costs</b>	The Order/Judgment must be filed first.	1
<b>Book of Authorities</b>	Refer to the <a href="#">Book of Authorities - Mandatory Requirements and Check/Return Form</a> for all requirements.	5
<b>Certificate of No Appeal</b>	Certificates of No Appeal are signed and processed by the Court of King's Bench.	
<b>Discontinuance of Appeal (Civil)</b>		1 - Civil 1 - Board Appeals
<b>Discontinuance of Application</b>	An application can be discontinued by letter.	1 - Civil 1 - Board Appeals
<b>Discontinuance of Cross Appeal (Civil)</b>		1
<b>Partial Discontinuance of Appeal (Civil)</b>		1

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Extracts of Key Evidence	Refer to the <a href="#">Extracts of Key Evidence - Mandatory Requirements and Check/Return Form</a> for all requirements.	5
Factum	Refer to the appropriate <a href="#">Factum - Mandatory Requirements and Check/Return Form</a> for all requirements.	5
General Correspondence		1
Judgment	Refer to the <a href="#">Judgment/Order - Mandatory Requirements and Check/Return Form</a> for all requirements.	1
Letter to Restore	Consent of all parties is required to restore by letter. Restoration fee also payable (for civil only): \$200 – 1 <sup>st</sup> restoration \$500 – 2 <sup>nd</sup> restoration \$1000 – 3 <sup>rd</sup> and subsequent restoration	1
Letter, Respondent/Cross Respondent No Factum		5
Memorandum of Argument	Refer to the <a href="#">Memorandum of Argument - Mandatory Requirements and Check/Return Form</a> for all requirements.	5 - Panel Applications 3 – Single Judge Chambers
Money Paid into Court (Form 50)/Notice of Payment In		2
New Evidence Package	Refer to section G. of the <a href="#">Application - Mandatory Requirements and Check/Return Form</a> for all requirements.	5
Notice of Appeal - Civil	Refer to the <a href="#">Notice of Appeal/Notice of Cross Appeal - Mandatory Requirements and Check/Return Form</a> for all requirements.	3
Notice of Appeal – Criminal (Form CRA-A, Form CRA-B)	Refer to the <a href="#">Notice of Appeal/Notice of Cross Appeal - Mandatory Requirements and Check/Return Form</a> for all requirements.	1
Notice of Change of Address		1
Notice of Change of Representation	Note: Does not take effect until 10 days after an Affidavit of Service is filed.	1
Notice of Cross-Appeal	Refer to the <a href="#">Notice of Appeal/Notice of Cross Appeal - Mandatory Requirements and Check/Return Form</a> for all requirements.	3

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<b>Notice of Withdrawal of Lawyer of Record</b>	Used when a lawyer wishes to withdraw from a civil matter only. <b>Note:</b> On criminal matters, counsel is required to seek permission of the court to withdraw before a single appeal judge.	1
<b>Notice of Withdrawal of Offer of Judgment</b>		1
<b>Offer of Judgment</b>		1
<b>Order (Single Judge) (Panel)</b>	Refer to the <a href="#">Judgment/Order - Mandatory Requirements and Check/Return Form</a> for all requirements.	1
<b>Order to Restore</b>	Restoration fee also payable (civil only): \$200 – 1 <sup>st</sup> restoration \$500 – 2 <sup>nd</sup> restoration \$1000 – 3 <sup>rd</sup> and subsequent restoration	1
<b>Recognizance</b>		1
<b>Return/Record of Board</b>		1
<b>Satisfaction Piece</b>	Judgment must be filed prior to Satisfaction Piece being filed.	1
<b>Undertaking</b>		1