

Document Requirements

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

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Extracts of Key Evidence	Refer to the Extracts of Key Evidence - Mandatory Requirements and Check/Return Form for all requirements.	5
Factum	Refer to the appropriate Factum - Mandatory Requirements and Check/Return Form for all requirements.	5
General Correspondence		1
Judgment	Refer to the Judgment/Order - Mandatory Requirements and Check/Return Form 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 st restoration \$500 – 2 nd restoration \$1000 – 3 rd and subsequent restoration	1
Letter, Respondent/Cross Respondent No Factum		5
Memorandum of Argument	Refer to the Memorandum of Argument - Mandatory Requirements and Check/Return Form 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 Application - Mandatory Requirements and Check/Return Form for all requirements.	5
Notice of Appeal - Civil	Refer to the Notice of Appeal/Notice of Cross Appeal - Mandatory Requirements and Check/Return Form for all requirements.	3
Notice of Appeal – Criminal (Form CRA-A, Form CRA-B)	Refer to the Notice of Appeal/Notice of Cross Appeal - Mandatory Requirements and Check/Return Form 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 Notice of Appeal/Notice of Cross Appeal - Mandatory Requirements and Check/Return Form for all requirements.	3

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