

## Court of Appeal – Electronic Transcript Checklist

Transcripts must be prepared in accordance with Part 14 (Civil) and Part 16 (Criminal) of the [Alberta Rules of Court](#) (and within the deadlines set out therein), the [Consolidated Practice Directions of the Court of Appeal](#) and, when they are electronic, this checklist. Transcripts must be uploaded in electronic format (when required by the Alberta Rules of Court) to the Court of Appeal website (at [www.albertacourts.ca/ca/efiling/](http://www.albertacourts.ca/ca/efiling/)) and be approved before hard copies are prepared and filed.

Transcripts from Board and Fast Track appeals are to be uploaded electronically via the CAMS E-Filing website.

**Please note, when submitting electronic transcripts for approval, the turnaround time for the Registry to review is three (3) business days.**

<ul style="list-style-type: none"><li><input type="checkbox"/> Save transcript as the E-File No before uploading to the website.</li><li><input type="checkbox"/> <b>Transcript must be prepared as follows:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Font - Times New Roman 13 pt. (private reporters may set to 12.95 or 14 pt. if appearing too small).</li><li><input type="checkbox"/> <b>Title Page Requirements:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Action #,</li><li><input type="checkbox"/> E-file Name (in accordance with Part B.2 of CA CPDs),</li><li><input type="checkbox"/> Appeal #,</li><li><input type="checkbox"/> Trial court heading (including Judicial District),</li><li><input type="checkbox"/> Style of cause,</li><li><input type="checkbox"/> Transcript title,</li><li><input type="checkbox"/> Location and date(s) of proceedings, and</li><li><input type="checkbox"/> Name of preparer of transcript and contact information.</li></ul></li><li><input type="checkbox"/> <b>Body requirements:</b><ul style="list-style-type: none"><li><input type="checkbox"/> paper size 8.5 x 11 inches,</li><li><input type="checkbox"/> evidence pages margin requirements:<ul style="list-style-type: none"><li><input type="checkbox"/> top and bottom: 1 inch,</li><li><input type="checkbox"/> left: .75 inches (to text not line numbers), and</li><li><input type="checkbox"/> right: 1 inch,</li></ul></li><li><input type="checkbox"/> 41 lines per page,</li><li><input type="checkbox"/> fully justified (if private reporters not able to comply, seek CMO or Deputy Registrar fiat),</li><li><input type="checkbox"/> every line numbered (.15 inches to the left of the left margin), all headings (other than session date) bolded,</li><li><input type="checkbox"/> witnesses names bolded and capitalized,</li><li><input type="checkbox"/> Q &amp; A marked and grouped starting .25 inches from the left margin (with text at .5 inches from the left margin), followed by one blank line,</li><li><input type="checkbox"/> first line of each speaker starting at 3.25 inches from the left margin with subsequent lines for that speaker at .25 inches from the left margin and a blank line following each paragraph, quotations longer than 1 line, indent 1 inch from left and right margins - one blank line before and after,</li><li><input type="checkbox"/> one blank line between each paragraph, portion, exhibit, notation, etc., and</li><li><input type="checkbox"/> page numbers centered between left and right margins .5 inches from the top edge of each page,</li></ul></li><li><input type="checkbox"/> Table of Contents including the list of Exhibits (if any)</li><li><input type="checkbox"/> Electronic bookmarks created and operational for Title Page and Table of Contents and <b>all headings listed in Table of Contents</b> (i.e. witness sworn, exhibit entry, reasons for judgment, certificate of transcript and all bookmarks open to expanded view (refer to the <a href="#">CAMS Manual</a> for instructions),</li><li><input type="checkbox"/> <b>Page numbers in Table of Contents are in sync with electronic page numbers,</b></li><li><input type="checkbox"/> <b>Page Numbers:</b> (refer to the <a href="#">How to Set Page Settings</a> instructions)<ul style="list-style-type: none"><li><input type="checkbox"/> Transcript opens to Page 1 of proceedings,</li><li><input type="checkbox"/> Title Page - no #s,</li><li><input type="checkbox"/> Table of Contents starting at Roman numeral Ai@,</li><li><input type="checkbox"/> Proceedings starting at Page ?1",</li></ul></li><li><input type="checkbox"/> Certificate of Record and Certificate of Transcript (includes name of transcriber, date and order no. ),</li><li><input type="checkbox"/> Check for missing or incomplete entries,</li><li><input type="checkbox"/> Comments tab must be empty,</li><li><input type="checkbox"/> All pages must have white background, and</li><li><input type="checkbox"/> Find feature must be operational.</li></ul></li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>File &gt; Properties &gt; Initial View set to (set manually by preparer)</b> (refer to the <a href="#">How to Set Initial View Settings</a> instructions):<ul style="list-style-type: none"><li><input type="checkbox"/> Navigation tab: Bookmarks Panel and Page,</li><li><input type="checkbox"/> Page layout: Single Page Continuous,</li><li><input type="checkbox"/> Magnification: Fit Width, and</li><li><input type="checkbox"/> Open to Page 1 of _____.</li></ul></li><li><input type="checkbox"/> <b>File &gt; Properties &gt; Security &gt; Show Details &gt; Document Security set to (set manually by preparer)</b> (refer to the <a href="#">How to Set Security Settings</a> instructions):  <b>Note:</b> Ensure that Security has been set on your document before submitting. To set Security, click on File &gt; Properties &gt; Security and select "Password Security" from the drop down.<ul style="list-style-type: none"><li><input type="checkbox"/> Security Method: Password Security</li><li><input type="checkbox"/> Document Open Password: No</li><li><input type="checkbox"/> Permissions Password: Yes</li><li><input type="checkbox"/> Printing: High Resolution</li><li><input type="checkbox"/> Changing the Document: Not Allowed</li><li><input type="checkbox"/> Commenting: Allowed</li><li><input type="checkbox"/> Form Field Fill-in or Signing: Allowed</li><li><input type="checkbox"/> Document Assembly: Not Allowed</li><li><input type="checkbox"/> Content Copying: Allowed</li><li><input type="checkbox"/> Content Accessibility Enabled: Allowed</li><li><input type="checkbox"/> Page Extraction: Not Allowed</li><li><input type="checkbox"/> Encryption Level: High (128-bit RC4)</li></ul></li><li><input type="checkbox"/> Submit electronic transcript for approval by Court of Appeal at <a href="https://www.albertacourts.ca/ca/efiling/">https://www.albertacourts.ca/ca/efiling/</a> in the approved format(Adobe .pdf)</li></ul>
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