

## Court of Appeal of Alberta

### Extracts of Key Evidence – 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 Extracts of Key Evidence cannot be filed until the appropriate application (permission to appeal or extend time to appeal) is filed and granted.

#### B. Filing Deadline

- The extracts have been stamped Filed Late.  
 The appeal has been struck and the extracts may not be filed until the appeal is restored.

#### C. Cover Page (Rules 14.29(c), 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 extracts have been filed on the condition that you provide 1 copy of a new card stock cover page by [Click here to enter a date](#). Failure to meet the above deadline will result in your document being marked non-compliant, or

The extracts have been marked Non-Compliant because:

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

The extracts have been filed on the condition that you provide 1 copy of a new card stock cover page by [Click here to enter a date](#). Failure to meet the above deadline will result in your document being marked non-compliant. [The cover page should be: \(3\)](#):

- yellow (for appellants and respondents on a cross appeal)  
 pink (for respondents and appellants on a cross appeal)  
 blue (for intervenors)

#### D. Content (Rules 14.29(a) & (d) and 16.19(1))

The extracts have been filed on the condition that you provide 1 copy of the Table of Contents that lists each document separately (including each exhibit to any affidavit) and showing the page number where each document can be found by [Click here to enter a date](#). Failure to meet the above deadline will result in your document being marked non-compliant. (4)

or  
 The extracts 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 document separately (including each exhibit to any affidavit) and showing where each document can be found.

The extracts have not been filed and are being returned for correction because the extracts are too lengthy. (Extracts of key evidence 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 14.87 and 16.37)

The extracts have been marked Non-Compliant because:

or

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

- they are not 8.5" x 11" inches in size (5)

NOTES:

Completed by:

Date: