



Finding & Providing Authorities

Civil Rule 14.25(1)(h)
Criminal Rule 16.17(1)(h)

What are Authorities?

Authorities are any provision of law or regulation that carries the force of law. Authorities are used to support a party’s position for an application or an appeal and include legislation, statutes, rules, regulations and decisions of other courts or tribunals. Decisions of other courts or tribunals are sometimes called “cases”, “case authorities” or “case law”.

Authorities support a legal argument. A legal argument is a specific way to present information to the Court. Legal arguments are made in factums (for an appeal), in memorandums of argument (for an application) and during oral submissions (at the hearing of an appeal or application). A legal argument may follow this basic formula:

Applying the law (cite to an authority) to the facts of my case (cite to relevant evidence), the decision I want the Court to make is _____.

Providing Authorities to the Court

Any party to any appeal or application may provide authorities to the Court, but it is not mandatory to do so.

When electronic filing became mandatory on March 1, 2021, Books of Authorities were eliminated in favour of providing, in the relevant document, a list of authorities to be relied upon along with a publicly accessible hyperlink to an electronic copy of the authority, where available. For further details, see section 14 of the [Practice Direction on Electronic Filing](#).

Effective April 30, 2023, the civil rules in Part 14 of the [Alberta Rules of Court](#) which addressed Books of Authorities were repealed to recognize the elimination of Books of Authorities that had been in place since 2021. The companion criminal rules in Part 16 are expected to be repealed in 2024.

NOTE

A publicly accessible hyperlink means a hyperlink to a source that is free of charge. A common free source that is often cited is CanLII (Canadian Legal Information Institute). See further information below under Finding Authorities. A hyperlink to a source for which a fee is required or for which a paid subscription is necessary should never be used.



Authorities are no longer to be provided in a separate Book of Authorities. Instead, the following steps should be taken:

Where a publicly accessible hyperlink to an authority exists

Submissions in a document (e.g., Factum for an appeal or Memorandum of Argument for an application) which rely on and cite an authority or authorities should include within it (at the end of the document) a Table of Authorities which lists each authority, its citation and its hyperlink.

Example:

TABLE OF AUTHORITIES

1. [Health Professions Act](#), RSA 2000, c. H-7
2. [Jinnah v. Alberta Dental Association and College](#), 2022 ABCA 336
3. [Law Society of Saskatchewan v. Abrametz](#), 2022 SCC 29

It is best practice to list the authorities in the order that they are referred to in the Factum or Memorandum of Argument.

Where a hyperlink to an authority is provided, a copy of the actual authority should not be provided.

Where a publicly accessible hyperlink to an authority does not exist

Submissions in a document (e.g., Factum for an appeal or Memorandum of Argument for an application) which rely on an authority or authorities should include within it (at the end of the document) a Table of Authorities which lists each authority, its citation and then appends a copy of that authority to the document. Where a copy of an authority is appended to a document, that authority must also be bookmarked.

Finding Authorities

Many authorities, including court decisions and legislation, can be found on CanLII (Canadian Legal Information Institute) at <https://www.canlii.org>.

There are a number of helpful resources published by the National Self-Represented Litigant Project (NSRLP). See here: <https://representingyourselfcanada.com/our-srl-resources/>



Resources specific to authorities include:

- “[The CanLII Primer](#)” – describes how to conduct research for legal authorities on CanLII (available in both [English](#) and [French](#))
- “[Reading a Case Primer](#)” – describes how to read a court decision or case.

Further Information

See the following resources for additional information:

- *Information Sheets*: provide a summary of and commentary on various types of documents and processes including factums, applications and more.
 - See here: <https://www.albertacourts.ca/ca/registry/filing/information-sheets>
- *Efiling Manual / Tip Sheets*: provide information and instructions related to the filing and formatting of electronic documents, including how to add hyperlinks.
 - See here: <https://cams.albertacourts.ca/public-portal/?q=node/405>
 - [Document Preparation Tips](#)
 - [CAMS Manual](#) (see page 11 for step-by-step instructions on how to add a bookmark to a document and page 122 for step-by-step instructions on how to add a hyperlink to a document)
- *Video Tutorials*: provide step-by-step instructions on how to prepare commonly filed documents, including factums, and how to add hyperlinks to a Table of Authorities
 - See here: <https://www.albertacourts.ca/ca/registry/filing/information-sheets>

Questions about formatting or filing documents should be directed to the relevant Registry:

Calgary Registry

- Email: Calgary.Registry@albertacourts.ca
- Phone: 403-297-2206

Edmonton Registry

- Email: Edmonton.Registry@albertacourts.ca
- Phone: 780-422-2416