

**Sample Appeal Record Table of Contents**  
**Civil Appeal from a decision of the Court of King's Bench**

**TABLE OF CONTENTS**

**Part 1 - Pleadings**

Page  
No.

Statement of Claim filed [insert date]

Statement of Defence filed [insert date]

Application filed [insert date]

**Part 2 – Final Documents**

Written (or Transcribed) Reasons of [insert name of King's Bench Judge] dated [insert date]

Order of [insert name of King's Bench Judge] filed [insert date]<sup>1</sup>

Description of any restricted access order (if applicable)

Description of any prior order, reference to which is required to resolve the appeal (if applicable)

Order of [insert name of Court of Appeal Judge] filed [insert date] granting permission to appeal (if applicable)

Notice of Appeal to Court of Appeal of Alberta filed [insert date]

Notice of Cross Appeal to Court of Appeal of Alberta filed [insert date] (if applicable)

When an enactment or the rules requires service on the Minister or the Minister of Justice and Attorney General for Canada, or both, proof of that service (if applicable)

*<sup>1</sup>If the filed order is not yet available at the time that the appeal record is prepared, include a notation to that effect. The filed order should then be appended to a party's factum or included in the extracts of key evidence.*

*\*If there is no oral record that can be transcribed, include a notation to that effect.*