

Document Requirements

Document Type:	Information:	Court File:	Additional Copies for Court:
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.	1	4 - Panel Applications 2 – 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.	1 of each vol.	4 – 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.	1 of each vol.	4 – Red Volumes 4 – Grey Volumes
Application	Refer to the Application - Mandatory Requirements and Check/Return Form for all requirements.	1	4 - Panel Applications 2 – Single Judge Chambers
Appointment for Assessment of Costs		1	1
Bail Assignment		1	
Bail Order (Judicial Interim Release)	See Part F.4 and Form A of the Consolidated Practice Directions. Refer also to section E. of 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.	1	4
Certificate of No Appeal	Certificates of No Appeal are signed and processed by the Court of Queen’s Bench.		
Discontinuance of Appeal (Civil)		1	2 – Civil 1 – Board Appeals
Discontinuance of Application (Civil)		1	2 – Civil 1 – Board Appeals
Discontinuance of Cross Appeal (Civil)		1	
Discontinuance of Partial Appeal (Civil)		1	
Extracts of Key Evidence	Refer to the Extracts of Key Evidence - Mandatory Requirements and Check/Return Form for all requirements.	1	4

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Factum	Refer to the appropriate Factum - Mandatory Requirements and Check/Return Form for all requirements.	1	4
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: \$200 – 1 st restoration \$500 – 2 nd restoration \$1000 – 3 rd and subsequent restoration	1	
Letter, Respondent/Cross Respondent No Factum		1	4
Memorandum of Argument	Refer to the Memorandum of Argument - Mandatory Requirements and Check/Return Form for all requirements.	1	4 - Panel Applications 2 – Single Judge Chambers
Money Paid into Court (Form 50)/Notice of Payment In		1	1
New Evidence Package	Refer to section F. of the Application - Mandatory Requirements and Check/Return Form for all requirements.	1	4
Notice of Abandonment (Criminal)	If filed by a self-represented litigant, it must have an Affidavit of Execution attached to it, or have been witnessed by a lawyer or officer of the institute where the appellant is housed (which includes holding cells).	1	
Notice of Appeal - Civil	Refer to the Notice of Appeal/Notice of Cross Appeal - Mandatory Requirements and Check/Return Form for all requirements.	1	2
Notice of Appeal – Criminal (Form A, Form 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		1	
Notice of Cross-Appeal	Refer to the Notice of Appeal/Notice of Cross Appeal - Mandatory Requirements and Check/Return Form for all requirements.	1	2

Document Type:	Information:	Court File:	Additional Copies for Court:
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 by bringing an application to withdraw before a Court of Appeal Panel (Panel Applications).	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: \$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.		
Undertaking		1	