

## Overview of Books of Authorities

### Civil Rules 14.30 – 14.31 Criminal Rule 16.19

#### General

1. The court requires 5 copies of the Book of Authorities. This does not include any copies required for the filing party or for service.
2. See the Mandatory Requirements and Check/Return Form for Books of Authorities for a list of the minimum requirements that Registry staff will watch for when documents are filed. This form is located on the Court's website under Court of Appeal > Registry > Filing Information > Mandatory Requirements & Check/Return Forms.

#### Deadlines

3. The deadline for filing of Books of Authorities is either before or at the same time that a party files its Factum (unless the Authorities are filed jointly in which case they must be filed within 10 days after the last Respondent's Factum is filed).

#### Content

4. Books of Authorities:
  - contain extracts of any statutes, regulations or bylaws necessary for deciding the appeal
  - include the headnote and relevant pages (or, only when appropriate, the entirety) of any authority likely to be referred to during oral argument or essential to the disposition of the appeal
  - exclude well-known authorities, authorities of secondary importance or other non-essential authorities not likely to be referred to during oral argument.

#### Format

5. Books of Authorities have a prescribed cover page (Form AP-5 for **civil** appeals and Form CRA-K for **criminal** appeals). These forms are available on the Court's website under Court of Appeal > Registry > Filing Information > Filing, Fees and Forms. The forms for civil matters and criminal matters are grouped separately on the website. Ensure that you use the correct one.
6. The table of contents in the Book of Authorities must list each authority separately and must provide any neutral citation assigned to the authority by the court that decided it, and at least one print citation where available.

7. Books of Authorities must have coloured cardstock covers, front and back, as follows:
  - Appellant (including appellants who are cross respondents): beige or ivory
  - Respondent (including respondents who are cross appellants): green
  - Intervenors: blue
8. Books of Authorities can be printed single-sided and bound so that the writing is on the right or they can be printed double-sided.
9. Each authority must be separated or identified by tabs or otherwise.
10. Except in the case of Fast Track appeals, key passages to be relied on in each authority must be highlighted or otherwise legibly identified.
11. Where the authority has been reproduced from an electronic source, it must contain paragraph or page numbers from an official or printed source, or otherwise identify the various parts of the authority.
12. If the Book of Authorities are more than 200 pages, they must be separated into multiple volumes of approximately equal length. If there are multiple volumes, each volume must contain a complete table of contents showing the contents of all of the volumes.
13. Books of Authorities may be included as an Appendix to the Factum (or with the Extracts of Key Evidence) if the Authorities do not exceed approximately 30 pages.