



COURT OF APPEAL OF QUEBEC

Issued: October 3, 2022

Revised: October 3, 2023; March 11, 2024; February 20, 2025

CLERK'S PRACTICE DIRECTION NO. 8

FILING OF THE PDF FILE OF BOOKS OF AUTHORITIES

1. Procedure for Filing Books of Authorities

Under s. 62 of the *Regulation of the Court of Appeal of Quebec in Civil Matters* ("R.C.A.Q.Civ.M."), s. 49 of the *Rules of the Court of Appeal of Quebec in Criminal Matters* ("R.C.A.Q.C.M.") and s. 46 of the *Regulation of the Court of Appeal of Quebec in Penal Matters* ("R.C.A.Q.P.M."), books of authorities must be filed in PDF format, both for appeals on the merits and for applications, unless the clerk requires or authorizes one or more paper copies. For this purpose, parties must consult the table published on the Court of Appeal's website (see <https://courdappelduquebec.ca/roles-daudience/cahiers-de-sources/>) indicating the number of paper copies of the book of authorities required for each week of hearings.

In the event the hearing is postponed, it is the responsibility of the parties to ensure that they have filed the correct number of paper copies and, if necessary, to file any additional copies required.

In all cases, books of authorities (the PDF file and, where required, the paper version) must be filed within the time limits provided for in s. 62 *R.C.A.Q.Civ.M.*, s. 49 *R.C.A.Q.C.M.* and s. 46 *R.C.A.Q.P.M.* The proofs of notification of the book of authorities must be transmitted in a separate PDF file at the time the book of authorities is filed through the Digital Office of the Court of Appeal (DOCA).

The PDF file of the book of authorities must be transmitted using the "**TRANSMIT**" function available in DOCA.

This transmission is equivalent to filing the book of authorities.

In civil matters, the filing of a book of authorities made outside Court office hours will be deemed to have been made when the Court office opens on the next working

day. In criminal and penal matters, the filing of a book of authorities is deemed to have been made on the date and at the time of the electronic filing, even outside Court office hours.

Self-represented persons who are detained or hospitalized are not required to file a PDF file of the book of authorities. Any other self-represented party who is unable to comply with this requirement may obtain a written exemption from the clerk (s. 89 *R.C.A.Q.Civ.M.*, s. 83 *R.C.A.Q.C.M.* and s. 76 *R.C.A.Q.P.M.*). To do so, the party must complete the form annexed to this practice direction and send it to the Court office at the seat of the Court where the file was opened:

- Quebec City seat:
 - Fax: 418-646-6961 / courdappelqc@judex.qc.ca / Quebec City Courthouse, 300 Jean-Lesage Blvd., Suite 4.27, Quebec City, Quebec, G1K 8K6;
- Montreal seat:
 - Fax: 514-864-7270 / courdappelmtl@judex.qc.ca / Ernest-Cormier Building, 100 Notre-Dame St. East, Montreal, Quebec, H2Y 4B6.

The clerk's decision will then be communicated to the parties.

2. Rules Respecting the Preparation of the PDF File of Books of Authorities

The PDF file of a book of authorities must be prepared in accordance with the rules set out in the Chief Justice's Directive entitled "*Rules Respecting the Preparation of PDF Files Filed with or Transmitted to the Court*".

3. Concordance of the Paper Version and the PDF File

If the clerk requires one or more paper copies of the book of authorities, they must be identical to the PDF file.

PIERRE-OLIVIER LACROIX, lawyer
Clerk of Appeals in Quebec City

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Clerk of Appeals in Montreal



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Request to Obtain an Exemption from the Requirement to File the PDF File of a Book of Authorities

1. Name of the party: _____
2. Appeal file number(s): _____
3. Indicate whether the book of authorities is being filed in support of an appeal on the merits or an application. In the latter case, specify the nature of the application:

4. Explain why you are unable to file the PDF file of the book of authorities:

I understand that if my request for an exemption is granted, I will still have to comply with the rules set out in the *Regulation of the Court of Appeal of Quebec in Civil Matters*, the *Rules of the Court of Appeal of Quebec in Criminal Matters* and the *Regulation of the Court of Appeal of Quebec in Penal Matters*, and in the clerk's practice directions applicable to the paper version of the book of authorities I wish to file.

Signature: _____ Date: _____

Section to be completed by the clerk:

The request is:

☐ Refused ☐ Granted ☐ Granted subject to the following conditions:

Date:

Assistant Clerk