CANADA

PROVINCE OF QUEBEC
[MONTREAL SEAT or QUEBEC CITY SEAT]

No.: [insert the file number in appeal]

No.: [insert the file(s) number(s) in first instance]

[insert CONFIDENTIAL if required]

COURT OF APPEAL OF QUEBEC

[INSERT THE APPELLANT PARTY'S NAME]

APPELLANT PARTY - [insert the appellant party's status in first instance]

v.

[INSERT THE RESPONDENT PARTY'S NAME]

RESPONDENT PARTY - [insert the respondent party's status in first instance]

and

[INDIQUER VOTRE NOM]

IMPLEADED PARTY - [insert the impleaded party's status in first instance]

BILL OF COSTS
(Article 344 *C.C.P.*)
[Appellant party OR other status - insert the status in appeal]
Dated [date on which the pleading is signed]

OWED to [insert the name of the party] by [insert the name of the party required to reimburse the legal costs to you] according to the judgment rendered on [insert the date of the judgment of the Court of Appeal] **(Schedule 1)**:

	LEGAL COSTS	**AMOUNTS ($)**
1.	*[Indicate the court fees and the costs claimed, one after the other. For more information, refer to the "Court Costs and Bill of Costs in Civil Matters" section of the Guide on Civil Procedure available on the Court of Appeal website and arts. 339 and following of the C.C.P. Attach the supporting document(s) to the bill of costs for each amount claimed.]* (***Schedule*** *[schedule number])*	

2.	*E.g., Court costs (judicial stamp) for representation statement*	$101
3.	*E.g., Costs for the preparation of the brief (see invoice - Schedule 2)*	$600
4.		
5.		
6.		
7.		
	TOTAL:	$[total amount of the costs]

Signed on [date on which the pleading is signed], in [name of city].

[signature]

[name]
[Appellant party or other status OR Appellant party's counsel or other status counsel]

[address]
[phone number]
[fax number, if applicable]
[email address]
[permanent code, if applicable]

TABLE OF CONTENTS FOR THE SCHEDULES IN SUPPORT OF THE BILL OF COSTS

		Pages	Tabs
SCHEDULE 1:	Judgment rendered on [insert the date of the judgment of the Court of Appeal]	[...]	1
SCHEDULE 2:	[describe schedule 2] [if applicable]	[...]	2

[If necessary, include all schedules required to support your Bill of costs]

No.: [insert the file number in appeal]
No.: [insert the file(s) number(s) in first instance]

COURT OF APPEAL OF QUEBEC
[MONTREAL SEAT or QUEBEC CITY SEAT]

[INSERT THE APPELLANT PARTY'S NAME]

APPELLANT PARTY – [insert the appellant party's status in first instance]

v.

[INSERT THE RESPONDENT PARTY'S NAME]

RESPONDENT PARTY – [insert the respondent party's status in first instance]

and

[INDIQUER VOTRE NOM]

IMPLEADED PARTY - [insert the impleaded party's status in first instance]

BILL OF COSTS
[Appellant party OR other status - insert the status in appeal]
Dated [date on which the pleading is signed]

[name]
[address]
[phone number]
[fax number, if applicable]
[email address]
[permanent code, if applicable]

REMARKS

Format and content

- All pleadings must comply with the following presentation requirements (s. 24 of the *Regulation of the Court of Appeal of Quebec in Civil Matters* (*R.C.A.Q.Civ.M.*)):
    - The pleading filed on paper shall be printed on a good quality white paper in letter format (21.5 cm by 28 cm).
    - Pleadings and their schedules shall be paginated consecutively.
    - Handwritten pleadings shall not be accepted.
    - The text shall be reproduced on one side only of each sheet, with a minimum of one and one-half spaces between the lines, except for quotations which shall be single-spaced and indented.
    - The typeface shall be 12-point Arial font for the entire text. Exceptionally, 11-point Arial font may be used for quotations and 10-point Arial font may be used for footnotes.
    - The margins shall be no less than 2.5 cm.
    - All pleading must be signed by the party or the party's counsel.

- The status in appeal of each party shall be indicated beneath the name of the party in upper case letters, followed by the party's status in first instance in lower case letters (s. 25 *R.C.A.Q.Civ.M)*.

- The heading, contained on the first page of the pleading, shall indicate the filing party, the nature of the pleading, its date and, if the pleading includes a request, the provision on which it is based (s. 26 *R.C.A.Q.Civ.M).*

Confidentiality

- If any part of a record is confidential, the pleadings following the notice of appeal and, if applicable, the application for leave to appeal shall call attention to this by including the word "CONFIDENTIAL" beneath the court file number (s. 9 para. 3 *R.C.A.Q.Civ.M.*).

Filing and notification

- The party entitled to legal costs notifies the bill of costs to the debtor party, which then has 10 days to notify its opposition (art. 344 *C.C.P.*).

- If there is an opposition, it is strongly recommended that two (2) copies of the bill of costs be filed with the Court office so that the clerk can tax the bill of costs.

- If there is no opposition and a party asks the clerk to homologate the bill of costs, the request for homologation and the bill of costs must be filed with the Court office. It is strongly recommended that one (1) copy of the bill of costs be filed.

DO NOT INCLUDE

WARNING: THIS TEMPLATE DOES NOT EXEMPT THOSE WHO USE IT FROM READING THE APPLICABLE LEGISLATION. IT IS AVAILABLE TO FACILITATE THE DRAFTING AND PREPARATION OF PLEADINGS. FOR MORE INFORMATION, REFER TO THE "COURT COSTS AND BILL OF COSTS IN CIVIL MATTERS" SECTION OF THE GUIDE ON CIVIL PROCEDURE AVAILABLE ON THE COURT OF APPEAL WEBSITE.

DO NOT INCLUDE