Court of Appeal of Quebec

Issued: October 3, 2022
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Chief Justice's Directive

RULES FOR THE PREPARATION OF PDF FILES FILED WITH THE COURT OF APPEAL

In all matters, PDF files of pleadings, briefs, memoranda, books of authorities and all other documents filed with the Court must comply with the following rules.

The clerk may refuse any PDF file that does not comply with these rules, or request that it be corrected within a specified period.

Guide

A guide has been prepared to help parties and counsel comply with this directive. It is available on the Court of Appeal's website at the following address: Technological resources - *Quebec Court of Appeal*.

1- GENERAL RULES

1.1 File type

The file must be in PDF format.

1.2 Concordance of the Paper Version and the PDF File

When a document must be filed on paper and as a PDF file, subject to the fact that certain volumes can be combined into a single PDF file, both versions must be identical.

1.3 Pagination

All pleadings, briefs, memoranda and other documents as well as their schedules must have consecutively numbered pages. The document and its schedules must be combined into a single PDF file (subject to the file size limit set out in Item 1.5 – *Size of PDF Files*).

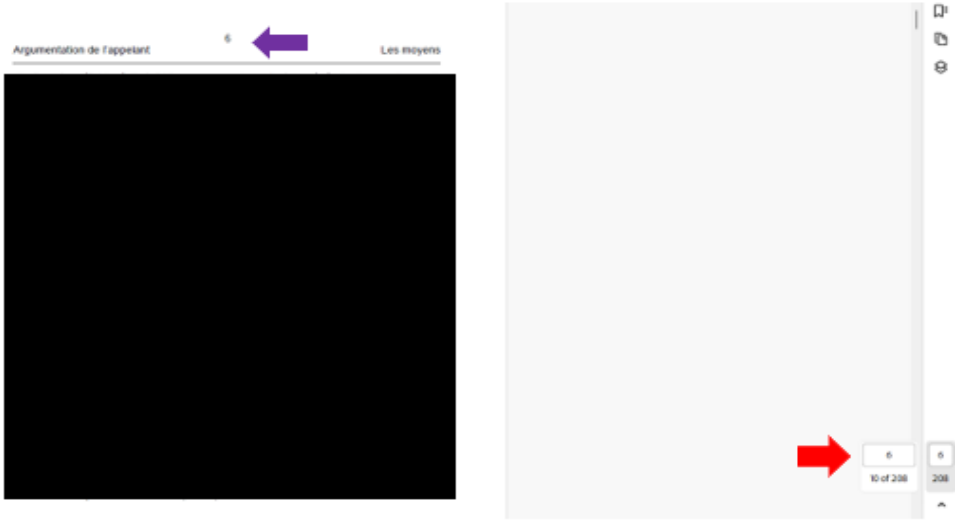
In a PDF file, the "**actual pagination**" must be distinguished from the "**displayed pagination**":

- The **actual pagination** corresponds to the physical position of a page in the file, whether or not it is numbered.
- The **displayed pagination** is the number visible on the screen, which may differ from the actual position due to the layout.

For example, a displayed page that is numbered "25" may actually be the 34th page out of 176 pages in the actual pagination of the PDF file. This distinction is particularly important in briefs and memoranda: the cover page is not numbered, the table of contents uses Roman numerals (i, ii, iii...) and then the argument and schedules use Arabic numerals (1, 2, 3...).

In PDF files filed with the Court, the **displayed pagination** (see purple arrow in the image below) must correspond to the number indicated in the *Page number* field (red arrow) in the navigation panel (on the right of the screen).

For more information, see the *Pagination* section in the Practical Guide to Preparing PDF Files for the Quebec Court of Appeal (currently available only in French).



1.4 Document Searches

PDF files must be "searchable", which means:

- Allow keyword searches;
- Allow copy-paste.

Every page of a PDF file must be searchable, including stenographic notes. When a document is not searchable due to its nature (e.g., handwritten pages, photographs, plans) its title in the table of contents must be followed by the words "document not searchable electronically".

Example:

P-1: Handwritten will of Roger Tremblay (*document not searchable electronically*)

1.5 Size of PDF Files

A PDF file must not exceed 250 MB.

1.6 Accessibility and Confidentiality

Unless a document has been filed in a sealed envelope,[1] the PDF file must not be password protected. If the document is confidential, however, the PDF file name must include the letters “CONF”.

Examples:

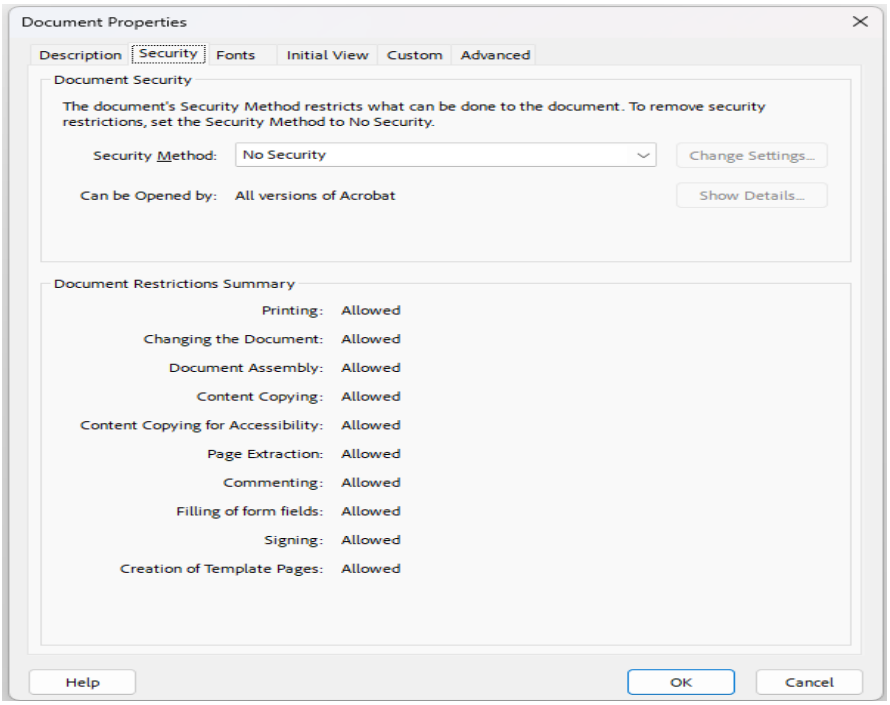
- For a pleading or document:

  DA_CONF_200-09-123456-123.pdf;

- For an exhibit in the record, use the exhibit number assigned at trial:

  P-27_CONF_200-09-123456-123.pdf.

The PDF file’s properties must be configured so that it does not contain any restrictions. There must be no security feature limiting viewing, commenting, printing, or searching, unless required by a confidentiality order. Consequently, all functions must be “**allowed**”, as illustrated below:



1.7 Security

Before being filed, every PDF file must have been scanned to ensure it does not contain viruses or malware.

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[1] In addition to having the letters “CONF” in its name, the PDF file of documents filed in a sealed envelope must also be protected by a password. The password must be communicated to the clerk by email to the address of the seat of the Court where the file was opened:
- Quebec City seat: depotelectronique.caqc@judex.qc.ca
- Montreal seat: depotelectronique.camtl@judex.qc.ca

1.8 File Names

File names must comply with the rules set out in the schedule to this directive.

2- SPECIFIC REQUIREMENTS FOR EACH TYPE OF DOCUMENT

2.1 Notices of Appeal and Applications

2.1.1 Bookmarks

Notices of appeal and applications must include bookmarks (also called tabs) allowing quick access to their schedules. Each bookmark must be numbered and must clearly set out the title of the document to which it refers.

2.2 Briefs and Memoranda

2.2.1 Table of Contents

The general table of contents, in addition to being included in the first volume, must be filed as a separate PDF file that contains hyperlinks to the content of the brief or memorandum.

2.2.2 Argument, Schedule I and Schedule II

If the brief or memorandum is filed as several paper volumes, it is recommended that the argument as well as Schedules I and II be combined into one separate volume. For the electronic version, these sections should also be combined into one separate PDF file.

2.2.3 Schedule III

The PDF file of Schedule III to the brief or memorandum may comprise one or more of the paper volumes, provided the PDF file does not exceed 250 MB. If the PDF file exceeds this limit, it must be split into several files while avoiding, as far as possible, splitting a volume, an exhibit or the testimony of one person. However, parties are encouraged to combine all volumes of their Schedule III into a single PDF file.

2.2.4 Bookmarks

Every PDF file of a brief or memorandum must include bookmarks (also called tabs) allowing easy and quick access to the various sections of the argument and to the schedules. These bookmarks must correspond to the items in the table of contents. Thus, each document reproduced in the schedules to the brief or memorandum (judgment in first instance, pleading, exhibit, transcript of testimony) must be indicated by a bookmark specifying the number of the volume containing the document (V + number of the paper volume), its exhibit number in first instance, where applicable, and the name of the document or the name of the witness (e.g., V2_P-1_Contract dated February 3, 2021). Second-level bookmarks must also be used to separate examinations, cross-examinations and re-examinations, if any.

2.2.5 Hyperlinks in the Argument

The insertion of hyperlinks in the argument section of the brief or memorandum is encouraged. They provide easy and quick access to the following:

- The specific page of each pleading, exhibit or excerpt from testimony mentioned in the argument section of the brief or memorandum and reproduced in a schedule thereto;
- The authority cited, be it legislation, a judgment or doctrine. Such a hyperlink can, as applicable, point to Schedule II of the brief or memorandum, to the book of authorities or to a recognized website that is accessible free of charge.

2.3 Book of Authorities

2.3.1 Number of Files

Authorities must be combined into a single PDF file. However, if the file exceeds 250 MB, the book of authorities must be split into several files while avoiding, as far as possible, splitting a given authority.

2.3.2 List of Authorities

The book of authorities must begin with a list setting out each authority and the number of the corresponding bookmark.

- If the book of authorities is filed as multiple PDF files, a complete list, in addition to being included in the first file, must be filed as a separate PDF file.
- The use of hyperlinks pointing to the content of the book of authorities is encouraged.
- When the list contains references to judgments, it must include hyperlinks to a recognized website that is accessible free of charge.

Example:

TABLE OF CONTENTS

Book of Authorities

Case Law	**Hyperlink to a recognized website accessible free of charge**	**Bookmark**
Droit de la famille – 202340,	2020 QCCS 4910	1
Droit de la famille – 192149,	2019 QCCS 4521	2
A. D. c. J.-M. L.,	2002 CanLII 62079 (QC CA)	3

Doctrine

Jean-Louis Baudouin, Pierre-Gabriel Jobin and Nathalie Vézina, Les obligations, 7th ed., Cowansville, Yvon Blais, p. 425 4

2.3.3 Bookmarks

The book of authorities must include bookmarks allowing easy and quick access to each of the authorities contained in the book of authorities. Each bookmark must be numbered and must set out the full name of the authority, including its neutral citation, if any.

2.3.4 Relevant Passages

The relevant passages from the authorities must be indicated with underlining, highlighting, or a vertical line in the margin.

In the case of a joint book of authorities, each party must identify the passages it considers relevant by placing a single or double line in the margin, using underlining or highlighting of a different colour, or using any other system clearly defined in a legend.

2.4 Outlines of the Oral Argument and Condensed Books

2.4.1 Bookmarks

The documents reproduced in the condensed book[2] must be separated by bookmarks allowing easy and quick access to the documents. Each bookmark must be numbered and must set out the title of the document. They provide easy and quick access to the first page of each document included in the condensed book.

2.4.2 Number of Files

A PDF file may comprise one or more volumes of the outline of the oral argument and condensed book, provided the PDF file does not exceed 250 MB. If the PDF file exceeds this limit, it must be split into several files while avoiding splitting a volume or document**.**

Manon Savard,
Chief Justice of Quebec

[2] The same rules apply when a party contesting an application presented to a judge by another party (s. 74 of the *Regulation of the Court of Appeal of Quebec in Civil Matters* (*R.C.A.Q.Civ.M.*)) files with the Court office, for purposes of the hearing of the application, an outline of the oral argument not exceeding two pages and attaches thereto complementary documents in support of its oral contestation of the application (s. 67 para. 3 *R.C.A.Q.Civ.M.*).

Schedule - PDF File Names

A — GENERAL RULES

A-1. File Name Structure

The name of each PDF file must consist of the following elements, separated by an underscore (_):

1. **The prescribed abbreviation** (refer to the tables in sections B-1 to B-6);
2. **Where necessary, a maximum of five uppercase characters** to distinguish the parties, such as when there are several appellants or respondents;
3. **The volume number or numbers** if the document comprises several volumes;
4. **The file number**.

A-2. Multiple Files

If there are several file numbers, **insert the first number**, followed by "**et al.**".

A-3. Amended Documents

Every amended pleading or document must include the label "**MOD**" (e.g., DA_**MOD**_200-09-123456-123.pdf).

A-4. Confidential Documents

Every document containing confidential information must include the label "**CONF**".

A-5. Redacted Version

Every redacted version of a pleading, brief or memorandum must include the label "**CAV**".

A-6. Character Limit

The file name must not exceed 70 characters, including underscores and the ".pdf" extension.

B — SPECIFIC REQUIREMENTS FOR EACH TYPE OF DOCUMENT AND EXAMPLES

B-1. Notices of Appeal and Applications

Nomenclature Table

Notices of Appeal and Applications		
Type of pleading	**Nomenclature**	**Examples**
Notice of appeal (in a civil matter)	DA_file number	DA_200-09-123456-123.pdf
Notice of incidental appeal	DAI_if necessary, a maximum of five uppercase characters to distinguish the parties_file number	DAI_VILLE_200-09-123456-123.pdf
Notice of appeal (in a criminal or penal matter)	AV_file number	AV_200-10-123456-123.pdf
Application	Title of the application_if necessary, a maximum of five uppercase characters to distinguish the parties_file number	Demande_permission_appeler_200-09-123456-123.pdf Requete_rejet_appel_TREMB_200-09-123456-123.pdf Requete_prolongation_delai_memoire_200-09-123456-123.pdf
Book of exhibits filed by a party for purposes of the hearing of an application presented by the opposing party	PIECES_numéro de dossier	PIECES_200-10-123456-123.pdf

B-2. Briefs, Memoranda and Joint Schedules

B-2.1. Specific Rules for Briefs and Memoranda

The general table of contents filed in a separate PDF file must be named as follows: insert the correct abbreviation**_00_TDM_**file number (see example below).

If a party decides to combine the argument with Schedules I and II in a single volume (see section 2.2.2): insert the correct abbreviation**_01_**TDM_file number (see example below).

If an additional brief or memorandum is filed, the name of the PDF file must include the label "**ADD**" (e.g., MA_**ADD**_200-09-123456-123.pdf).

B-2.2. Briefs

Nomenclature Table

Briefs		
Party	**Abbreviation**	**Examples**
Appellant	MA	If Schedule 3 is contained in a single paper volume, the following PDF files may be filed: MA_00_TDM_200-09-123456-123.pdf MA_01_200-09-123456-123.pdf MA_02_200-09-123456-123.pdf **OR** If Schedule 3 is contained in several paper volumes, the following PDF files may be filed: MA_00_TDM_200-09-123456-123.pdf MA_01_200-09-123456-123.pdf MA_**02-08**_200-09-123456-123.pdf [3]
Respondent	MI	MI_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	MIAI	MIAI_200-09-123456-123 et al.pdf
Incidental respondent	MII	MII_200-09-123456-123.pdf
Impleaded party	MC	MC_200-09-123456-123.pdf
Intervenor	MV	MV_200-09-123456-123.pdf

[3] In this example, paper volumes 2 to 8 of the brief have been combined into a single PDF file, hence the label "**02-08**".

B-2.3. Memoranda

Nomenclature Table

Memoranda		
Party	**Abbreviation**	**Examples**
Appellant	EA	If Schedule 3 is contained in a single paper volume, the following PDF files may be filed: EA_00_TDM_200-09-123456-123.pdf EA_01_200-09-123456-123.pdf EA_02_200-09-123456-123.pdf **OR** If Schedule 3 is contained in several paper volumes, the following PDF files may be filed: EA_00_TDM_200-09-123456-123.pdf EA_01_200-09-123456-123.pdf EA_**02-08**_200-09-123456-123.pdf[4]
Respondent	EI	EI_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	EIAI	EIAI_200-09-123456-123.pdf
Incidental respondent	EII	EII_200-09-123456-123.pdf
Impleaded party	EC	EC_200-09-123456-123.pdf
Intervenor	EV	EV_200-09-123456-123.pdf

B-2.4. Joint Schedules

Nomenclature Table

Joint Schedules	
Abbreviation	**Examples**
AC	If the joint schedules are contained in a single paper volume, the following PDF file may be filed: AC_200-09-123456-123.pdf **OR** If the joint schedules are contained in several paper volumes, the following PDF files may be filed: AC_00_TDM_200-09-123456-123.pdf[5] AC_**01-05**_200-09-123456-123.pdf[6]

[4] In this example, paper volumes 2 to 8 of the memorandum have been combined into a single PDF file, hence the label "**02-08**".

[5] The table of contents of the joint schedules must be filed as a separate PDF file.

[6] In this example, paper volumes 1 to 5 of the joint schedules have been combined into a single PDF file, hence the label "**01-05**".

B-3. Books of Authorities

When the book of authorities is split into multiple PDF files, a complete list of the authorities must be provided in a separate PDF file. The PDF file must be named as follows: insert the correct abbreviation_**00_LISTE**_file number (see example below).

The name of the PDF file of an additional book of authorities must include the label "**ADD**" (e.g., SA_**ADD**_200-09-123456-123.pdf).

Nomenclature Table

Books of Authorities		
Party	**Abbreviation**	**Examples**
Appellant (and incidental respondent, where applicable)	SA	If the PDF file for the authorities does not exceed 250 MB: SA_200-09-123456-123.pdf If the PDF file for the authorities exceeds 250 MB: SA_00_LISTE_200-09-123456-123.pdf SA_01_200-09-123456-123.pdf SA_02_200-09-123456-123.pdf
Respondent	SI	SI_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	SIAI	SIAI_200-09-123456-123 et al.pdf
Incidental respondent	SII	SII_200-09-123456-123.pdf
Impleaded party	SC	SC_200-09-123456-123.pdf
Intervenor	SV	SV_200-09-123456-123.pdf

B-3.1. Joint Books of Authorities

When several parties jointly file a book of authorities, indicate, as the case may be: **SCO[A or I, as the case may be]**_volume number_file number.

Nomenclature Table

Joint Books of Authorities		
Parties	**Abbreviation**	**Examples**
Appellants	SCOA	SCOA_01_200-09-123456-123.pdf SCOA_02_200-09-123456-123.pdf
Respondents	SCOI	SCOI_200-09-123456-123.pdf
For all the parties	SCO	SCO_200-09-123456-123.pdf

B-3.2. Books of Authorities – Applications

For books of authorities filed for purposes of the hearing of an application, use the naming convention set out in the table for books of authorities, and add the abbreviation "**Req**". If more than one application has been filed in a given Court file, add an abbreviation to the name of the file containing the book of authorities to distinguish that book of authorities from those already in the Court file (e.g., SA_**Req_Rejet_Appel**_200-09-123456-123.pdf). If several applications are heard at the same hearing, a single book of authorities may be filed, and the authorities associated with each application may be grouped together by chapter within the same book of authorities.

Nomenclature Table

Books of Authorities – Applications		
Party	**Abbreviation**	**Examples**
Appellant or applicant	SA_Req	SA_Req_200-09-123456-123.pdf SA_Req_TREMB_200-09-123456-123.pdf SA_Req_Rejet_Appel_200-09-123456-123.pdf
Respondent	SI_Req	SI_Req_200-09-123456-123.pdf
Impleaded party	SC_Req	SC_Req_200-09-123456-123.pdf
Intervenor	SV_Req	SV_Req_200-09-123456-123.pdf

B-4. Outlines of the Oral Argument and Condensed Books

Nomenclature Table

Outlines of the Oral Argument and/or Condensed Books		
Party	**Abbreviation**	**Examples**
Appellant (and incidental respondent, where applicable)	PA	PA_01_200-09-123456-123.pdf PA_02_200-09-123456-123.pdf PA_03_CONF_200-09-123456-123.pdf
Respondent	PI	PI_01_TREMB_200-09-123456-123.pdf
Respondent – incidental appellant	PIAI	PIAI_200-09-123456-123 et al.pdf
Impleaded party	PC	PC_200-09-123456-123.pdf
Intervenor	PV	PV_200-09-123456-123.pdf

B-5. Appearances and Representation or Non-Representation Statements

Nomenclature Table

Appearances and Representation or Non-Representation Statements		
Party	**Abbreviation**	**Examples**
Respondent	CI	CI_TREMB_200-09-123456-123.pdf
Impleaded party	CC	CC_200-10-123456-123.pdf
Intervenor	CV	CV_200-09-123456-123.pdf

B-6. Other Pleadings and Documents

For all other pleadings and documents, use a logical file name to properly identify the document. For example:

- For a bill of costs: ETAF_200-09-123456-123.pdf
- For a discontinuance: DEST_200-10-123456-123.pdf