



COURT OF APPEAL OF QUEBEC

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Chief Justice's Directive

RULES RESPECTING THE PREPARATION OF PDF FILES FILED WITH OR TRANSMITTED TO THE COURT

In all matters, PDF files of pleadings, briefs, memoranda, books of authorities and all other documents filed with or transmitted to 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:
[https://courdappelduquebec.ca/fileadmin/Fichiers_client/Procedures_et_avis/Avis Directives de la JEC/2024-clean/Civil -](https://courdappelduquebec.ca/fileadmin/Fichiers_client/Procedures_et_avis/Avis_Directives_de_la_JEC/2024-clean/Civil_-_FR/1A_Guide_confection_PDF_toutes_matières_3oct2022_FR.pdf)

[_FR/1A Guide confection PDF toutes matières 3oct2022 FR.pdf](https://courdappelduquebec.ca/fileadmin/Fichiers_client/Procedures_et_avis/Avis_Directives_de_la_JEC/2024-clean/Civil_-_FR/1A_Guide_confection_PDF_toutes_matières_3oct2022_FR.pdf) [currently available only in French]

A- GENERAL RULES

A-1 File Type

The file must be in PDF format.

A-2 Concordance of the Paper Version and the PDF File

The PDF file of a document must be identical to its paper version.

A-3 Pagination

All pleadings, briefs, memoranda, books of authorities 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 5 – *Size of PDF Files*).

The displayed pagination of a PDF file must be identical to the pagination of its paper version (refer to the *Pagination* section in the [Guide](#)).

A-4 Document Searches

PDF files of documents must be “searchable”, which means that

- keyword searches can be performed in a document using the “Find” function of the PDF file management software;
- text that is not handwritten can be selected with the cursor in order to copy it to another file.

Every page of a PDF file must be searchable. This rule also applies to stenographic notes. The title of any document that is not searchable due its nature (e.g., handwritten pages, photographs, plans, etc.) must be followed by the words “document not searchable electronically” in the table of contents.

Example:

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

A-5 Size of PDF Files

A PDF file must not exceed 250 MB.

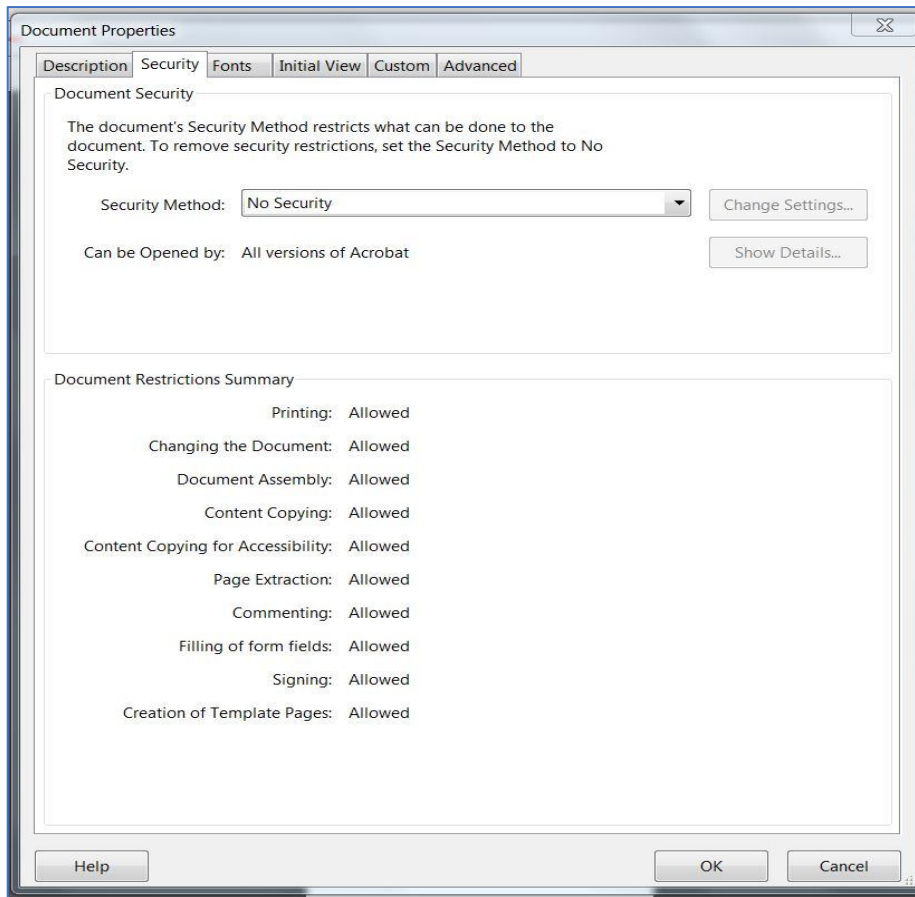
A-6 Accessibility and Confidentiality

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

Example:

- For the PDF file of a pleading or document:
DA_CONF_200-09-123456-123.pdf;
- For the PDF file of 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:



A-7 Security

Before being filed or transmitted, all files must be scanned to ensure they do not contain viruses or malware.

A-8 File Names

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

B- SPECIFIC REQUIREMENTS FOR EACH TYPE OF DOCUMENT

B-1 Notices of Appeal and Applications

B-1.1 Bookmarks and Table of Contents

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.

In the table of contents, the use of hyperlinks pointing to the schedules is encouraged. They provide quick access to the first page of each document included in the list.

B-2 Briefs and Memoranda

B-2.1 Concordance Between PDF Files and Paper Volumes

A PDF file may comprise one or more of the paper volumes of the brief or memorandum, 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 testimony.

B-2.2 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.

B-2.3 Argument, Schedule I and Schedule II

If the brief or memorandum is filed as several paper volumes, it is suggested that the argument as well as Schedules I and II be grouped together in one separate volume. This rule applies where the case lends itself to it and regardless of the number of PDF files.

B-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 at first instance, pleading, exhibit, transcript of testimony) must be separated by a bookmark specifying the name of the document and, where applicable, its exhibit number in first instance or the name of the witness. Second-level bookmarks must also be used to separate examinations, cross-examinations and re-examinations, if any.

B-2.5 Hyperlinks in the Argument

The use 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 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.

B-3 Books of Authorities

B-3.1 Number of Files

Authorities must be combined into a single PDF file, unless the file exceeds 250 MB, in which case the book of authorities may be split into several files while avoiding, as far as possible, splitting the text of an authority.

B-3.2 List of Authorities

A list of authorities must be included at the very beginning of the PDF file of the book of authorities.

If the book of authorities is filed as multiple PDF files, the complete list of all authorities, in addition to being included in the first file, must be filed as a separate PDF file.

If the list of authorities contains references to judgments, it must include hyperlinks to a recognized website that is accessible free of charge. In the list of authorities, the use of hyperlinks pointing to the content of the book of authorities is encouraged.

Example:

<u>TABLE DES MATIÈRES</u>		
Cahier de sources		
<hr/>		
<u>Jurisprudence</u>	<u>Hyperlien vers un site Web reconnu et accessible gratuitement</u>	<u>Onglet</u>
<i>Droit de la famille –202340,</i>	2020 QCCS 4910	1
<i>Droit de la famille –192149,</i>	2019 QCCS 4521	2
<i>A.D. c. J.- M. L.,</i>	2002 CanLII 62079 (QC CA)	3
 <u>Doctrine</u>		
Jean-Louis Baudouin, Pierre-Gabriel Jobin et Nathalie Vézina, <i>Les obligations</i> , 7e éd., Cowansville, Yvon Blais, 2013, p. 425.		4
<hr/>		

B-3.3 Bookmarks

The book of authorities must include bookmarks (also called tabs) 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.

B-3.4 Relevant Passages

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

In the case of a joint book of authorities, each party must highlight 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.

B-4 Outlines of the Oral Argument and Condensed Books

B-4.1 Bookmarks and Hyperlinks

The documents reproduced in the condensed book¹ must be separated by bookmarks (also called tabs) allowing easy and quick access to the documents. Each bookmark must be numbered and must set out the title of the document. The use of hyperlinks in the table of contents is encouraged. They provide easy and quick access to the first page of each document included in the condensed book.

B-4.2 Number of Files

A PDF file may comprise one or more of the 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, as far as possible, splitting a volume or document.

**Manon Savard,
Chief Justice of Quebec**

¹ The same rules apply when, for purposes of the hearing of an application presented to a judge by a party, the party opposing the application files with the Court office an outline of the oral argument not exceeding two pages (s. 74 *Regulation of the Court of Appeal of Quebec in Civil Matters (R.C.A.Q.Civ.M.)*) 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 - File Names

A- GENERAL RULES

A-1 A file name must consist of the following elements, separated by an underscore (_):

- the prescribed abbreviation (*refer to the tables below*)*
- a maximum of five uppercase characters to distinguish the parties, such as when there are several appellants or respondents
- the volume number or numbers contained in the PDF file if the document comprises several volumes
- the Court file number

A-2 If there are several Court file numbers, insert the first file number, followed by “et al”.

A-3 The name of the PDF file of an amended pleading or other document must include the label “MOD” (e.g., DA_MOD_200-09-123456-123.pdf).

A-4 If the document contains confidential information, insert “CONF” in the file name.

B- SPECIFIC REQUIREMENTS FOR EACH TYPE OF DOCUMENT AND EXAMPLES

B-1 Notices of Appeal and Applications

<u>Type of Pleading</u>	<u>Nomenclature</u>	<u>Examples</u>
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	Demande_permission_appeler_200-09-123456-123.pdf Requete_rejet_appel_TREMB_200-09-123456-123.pdf

* For ease of computerized filing and record keeping, the Court asks that the prescribed French abbreviations be used in all file names.

	parties_file number	Requete_prolongation_délai_mémoire_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

- 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 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).

<u>Briefs</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant	MA	<p><u>If the PDF file contains a single volume:</u> MA_00_TDM_200-09-123456-123.pdf MA_01_CONF_200-09-123456-123.pdf</p> <p><u>OR</u></p> <p><u>If the PDF file contains multiple volumes:</u> MA_00_TDM_200-09-123456-123.pdf MA_01_200-09-123456-123.pdf MA_02-08_200-09-123456-123.pdf</p>
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

<u>Memoranda</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant	EA	<u>If the PDF file contains a single volume:</u> EA_00_TDM_200-09-123456-123.pdf EA_01_200-09-123456-123.pdf <u>If the PDF file contains multiple volumes:</u> EA_00_TDM_200-09-123456-123.pdf EA_01_200-09-123456-123.pdf EA_02-03_200-09-123456-123.pdf
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

<u>Joint Schedules</u>	
<u>Nomenclature</u>	<u>Examples</u>
AC	<u>If the PDF file contains a single volume:</u> AC_01_200-09-123456-123.pdf AC_02_200-09-123456-123.pdf AC_03_200-09-123456-123.pdf <u>If the PDF file contains multiple volumes:</u> AC_01-05_200-09-123456-123.pdf

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).

<u>Books of Authorities</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant (and incidental respondent, where applicable)	SA	<u>If the PDF file contains a single volume:</u> SA_00_LISTE_200-09-123456-123.pdf SA_01_200-09-123456-123.pdf SA_02_200-09-123456-123.pdf <u>If the PDF file contains multiple volumes:</u> SA_01-05_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

- 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.

<u>Joint Books of Authorities</u>		
<u>Parties</u>	<u>Nomenclature</u>	<u>Examples</u>
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

- 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”.

<u>Books of Authorities – Applications</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
Appellant or applicant	SA_Req	SA_Req_200-09-123456-123.pdf SA_Req_TREMB_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

<u>Outlines of the Oral Argument and/or Condensed Books</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
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

<u>Appearances and Representation or Non-Representation Statements</u>		
<u>Party</u>	<u>Nomenclature</u>	<u>Examples</u>
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