

## Notice

Code of Civil Procedure  
(R.S.Q., c. C-25)

### Court of Appeal of Québec — Rules of Practice in Civil Matters

At a meeting held for that purpose in North Hatley (Québec) on October 16, 17 and 18, 2002, by the judges of the Court of Appeal, pursuant to section 47 of the Code of Civil Procedure, the Rules of Practice of the Court of Appeal in Civil Matters, were discussed and adopted unanimously, in their final version, both in english and in french, by way of a written consultation held between the 21st and 26th of November 2002. The Rules of practice of the Court of Appeal of Quebec in Civil Matters are from now on those annexed with the present notice. These rules replace the Rules of practice of the Court of Appeal of Quebec in Civil Matters made on October 22, 23 and 24, 1997 (1997, *G.O.* 2, 4875) amended by the rules made on October 28 and 29, 1999 (1999, *G.O.* 2, 365). At that same meeting, the judges of the Court of Appeal ordered that these rules govern civil matters from the date of their coming into force on January 1st, 2003.

*Chief Justice of the  
Court of Appeal,*  
J.J. MICHEL ROBERT

### Rules of Practice of the Court of Appeal in Civil Matters

Code of Civil Procedure  
(R.S.Q., c. C-25, s-47)

#### I. OFFICE OF THE COURT

- 1.** The office of the court shall be located in Quebec and in Montreal. It shall be open on juridical days from Monday to Friday, from eight-thirty in the morning until four-thirty in the afternoon.
- 2.** The clerk shall not give up possession of a document in a file without a receipt from the attorney of one of the parties and shall furnish copies thereof at the expense of the party requesting them.
- 3.** The clerk shall keep up to date a register in which, for each case, the following information is entered:

(1) the names and addresses of the parties, those of the law offices of their attorneys as well as the name of the attorney personally in charge of the file;

(2) the date of receipt of the copy or of the original of the inscription in appeal and, if applicable, the date of the security;

(3) the date of the appearance of the respondent;

(4) the date of filing of the factum of each party or of the documents standing in lieu of the factum;

(5) the date of filing the certificate of readiness or of the declaration of readiness by the clerk;

(6) the date when the case is taken under advisement and the date of judgment, as well as the number given to the judgment;

(7) the date of every other proceeding and, if applicable, the date of the decision thereon;

(8) relevant information with respect to the requirements of Rules 8 and 9 and of Rules 10 and 11;

(9) the parties and their attorneys shall advise the clerk of any change of address without delay.

#### II. PROCEEDINGS

**4.** The size of the paper shall be 21.5 cm x 35.5 cm except for the factum, the annexes and argument for which the size of the paper is 21,5 cm x 28 cm.

**5.** In every proceeding, the case heading shall include, in the following order, the names of the appellant, of the respondent and, if applicable, of the other parties. Under the name of each party, there must be indicated her or his position in appeal, in capital letters, and in first instance, in small letters.

The case heading shall remain the same in all proceedings during the appeal.

**6.** The title of a motion, appearing on the back and on the first page of the proceeding, shall indicate the position in appeal of the party presenting it, followed by precise reference to the texts of law or of regulation upon which it is based.

**7.** Every motion shall be accompanied by what is necessary for an examination thereof, and in particular by proceedings, exhibits, depositions, minutes, judgments or extracts therefrom.

The motion and its schedules shall be accompanied by a copy for each judge to whom they are presented.

**8.** Every motion intended for a single judge, or for the clerk according to article 509.1 of the Code of Civil Procedure, shall be served and filed at the office of the court, with its schedules, at least one clear day before the day fixed for its presentation.

Before 1:00 p.m. on the last juridical day preceding the day fixed for its presentation, the petitioner shall notify the clerk in writing or by fax of the parties' consent to postpone the presentation to a later date or of the fact that, on the selected day, a party will request such postponement.

In the absence of a notice to the clerk required by the second paragraph and in the absence of any special circumstance, the single judge shall take cognizance of the motion and rule on it. The same applies where the motion will already have been postponed to a later date.

**9.** Every motion intended for the court shall be served and filed at the office of the court, with its schedules, at least five clear juridical days before the day fixed for its presentation.

Before serving and filing a motion intended for the Court, the petitioner shall settle with the clerk the date and time of its presentation. The notice of presentation shall mention the day and time on which the motion will be presented.

Before 4:30 p.m. on the day before last of the five juridical days preceding the day fixed for its presentation, the petitioner shall notify the clerk in writing or by fax of the parties' consent to postpone the presentation to a later date or of the fact that, on the scheduled day, a party will request such postponement.

In the absence of a notice to the clerk required by the third paragraph and in the absence of any special circumstance, the Court shall take cognizance of the motion and rule on it. The same applies where the motion will already have been postponed to a later date.

A motion based on subparagraph 4.1 or 5 of the first paragraph of article 501 of the Code of Civil Procedure, with or without a subsidiary conclusion seeking an order for security, shall be served and filed with its schedules, at least thirty days before the date of presentation settled with the clerk. The Court shall inform the parties as soon as possible of those motions which are found without merit and which are accordingly dismissed without hearing the parties.

**10.** The written statement prescribed by article 495.2 of the Code of Civil Procedure shall be in the following form:

I, the undersigned, \_\_\_\_\_, hereby certify under oath (of office, if by an attorney) that, on \_\_\_\_\_, I directed \_\_\_\_\_ to transcribe or translate with diligence the depositions or extracts of depositions to be filed as a schedule to my factum or I hereby certify under the same oath that no deposition is necessary for the appeal.

Signed at \_\_\_\_\_, this \_\_\_\_\_.  
(Jurat) \_\_\_\_\_)

This Rule also applies *mutatis mutandis* to an incidental appeal.

**11.** The certificate attesting to the abandonment of an appeal shall be in the following form:

I, the undersigned, \_\_\_\_\_, clerk of the Court of Appeal or clerk's representative, hereby certify that I have this day recorded the default of the appellant to file his or her factum or schedules, as the case may be, within the time period prescribed in the Code of Civil Procedure and in the Rules of practice of the Court of Appeal in civil matters, and I therefore issue and file this certificate stating that the appeal is abandoned, with costs, since \_\_\_\_\_.

Signed at \_\_\_\_\_, on \_\_\_\_\_.

The clerk shall forward a true copy of the certificate to the parties or their attorneys.

The clerk may, *ex officio* or upon application by a party, cancel the certificate of abandonment if it was issued through an obvious oversight. The clerk shall then forward a copy of the document attesting to the cancellation to the parties or their attorneys.

**12.** In the event of an amendment to a proceeding, the additions or replacements must be underlined or indicated in the margin by a vertical line, and deletions must be indicated by means of dots between brackets.

### III. JUDICIAL CONCILIATION

**13.** The settlement conference established under article 508.1 Code of Civil Procedure is known as judicial conciliation.

**14.** At any stage of the appeal, a joint request for conciliation, in the form shown as schedule A, may be sent to the office of the court. Upon reception, the clerk communicates with the attorneys to schedule a session. A concise dossier of supporting documents, including the inscription in appeal, the judgment appealed from, and if necessary the proceedings and exhibits selected by the parties must be forwarded to the court office at least seven days prior to the date scheduled. The transcription of the testimony of the witnesses is not required.

#### IV. FACTUM

**15.** The contents of the factum shall be divided into five parts, identified by Roman numerals. Unless a judge on motion permits otherwise, the first four parts together must not exceed thirty pages.

##### PART I FACTS

In this part, the appellant shall set forth the facts succinctly. The respondent shall indicate her or his position with regard to the appellant's statement of the facts and, if need be, shall state the other facts which she or he deems relevant.

##### PART II QUESTIONS IN DISPUTE AND GROUNDS OF APPEAL

In this part, the appellant shall list the questions in dispute and her or his other grounds of appeal; the respondent shall indicate her or his position in regard thereto, following the order adopted by the appellant and shall list, if need be, the other points which she or he intends to argue.

##### PART III ARGUMENT

In this part, the parties shall develop each of the factual and legal grounds raised, with precise references to the schedules.

##### PART IV CONCLUSIONS

The parties shall formulate precisely the conclusions sought, including, if applicable, a decision on costs which derogates from the general rule.

##### PART V AUTHORITIES

The parties shall supply, both for the case law and for the doctrine, a list of the authorities referred to, drawn up in the order in which they are referred to in the factum, with mention of the pages of the factum where the references appear.

**16.** The factum of the appellant shall also include schedules comprising two parts.

The first part shall include :

(a) the inscription in appeal and, if applicable, the permission to appeal with the motion requesting it;

(b) the judgment appealed from and, if applicable, the notes or reasons for judgment in accordance with article 507, second paragraph, of the Code of Civil Procedure;

(c) the proceedings of the joined issue.

The second part shall include only those exhibits and depositions, or extracts therefrom, that are necessary for the examination of the arguments and of all the questions raised by the appeal. When filing her or his factum, the appellant shall inform the other parties that she or he is placing at their disposal, free of charge, the original or a copy of all the depositions whose recording has been transcribed or whose stenographic notes have been translated at her or his request.

**17.** The respondent's factum shall include in the schedules only the items which she or he deems necessary for the examination of any question raised by her or his incidental appeal. When filing her or his factum, the incidental appellant shall inform the other parties that she or he is placing at their disposal, free of charge, the original or a copy of all the depositions whose recording has been transcribed or whose stenographic notes have been translated at her or his request.

**18.** Except for short quotations which can be inserted in the main body of the argumentation, the factums and their schedules shall not include the text of the quoted authorities.

Any party is free to file a book of authorities in which the relevant excerpts shall be highlighted. Such a book shall be served on all other parties and filed in three copies with the office of the Court at least 30 days before the date fixed for the hearing of the appeal or of the motion; if the motion is intended for a single judge, it is sufficient to file one copy of the book of authorities.

**19.** At the end of the schedules, a party or the attorney shall certify that the factum and the schedules are in conformity with the present rules and that she or he places at the disposal of the other party, free of charge, the original or a copy of all the depositions whose recording has been transcribed or whose stenographic notes have been translated at her or his request. She or he also indicates the length of time requested for the oral presentation of the arguments.

**20.** The form of the factum and of the schedules shall be subject to the following rules :

1. The colour of the covers shall vary with the party : yellow for the appellant, green for the respondent and grey for the other parties.

2. The front cover shall contain the following information :

(a) the number given to the file by the clerk ;

(b) the court of first instance which rendered the judgment appealed from, the judicial district, the name of the judge, the date of the judgment, as well as the number of the file ;

(c) the names of the appellant, of the respondent and, if applicable, of the other parties, in that order ; under the name of each party there must be indicated her or his position in the appeal, in capital letters, and in first instance, in small letters ;

(d) the identification of the factum according to the position of the party who produces it ;

(e) the name of the attorney.

3. Each volume of the factum and of the annexes shall include, at the front, a general table of contents. The pagination shall be in the upper left corner of each page for the factum and at the top of the page for the annexes. If there is more than one volume, the number of each one and the series of pages contained in each one shall be printed on the front cover and on the lower edge of the volumes.

4. In the schedules, each exhibit or extract from an exhibit shall begin on a new page, bearing at the top the date ; in cases which permit of it, the nature and the number of the exhibit. The exhibits shall be reproduced, so far as possible, in chronological order rather than in the order of production in first instance.

5. In the schedules, the depositions or extracts from depositions shall each begin on a new page showing at the top the name of the witness in capital letters followed, the first time only and in brackets, by her or his given name, age, occupation and residence. This title shall be completed by abbreviated mention of :

(1) the name of the party who called the witness ;

(2) the fact that the testimony was not given at trial, if applicable ;

(3) the stage of the hearing (proof, defence, rebuttal) ;

(4) the stage of the examination (examination, cross-examination, re-examination)

**21.** The factum and the schedules shall be bound so that, for the factum, the text is printed only on the pages on the left side, and for the annexes, on both sides of the pages. The text shall be presented with the lines at least one and one half lines apart, except for quotations which shall be indented and single-spaced. The computer prepared text shall be in 12 point type and with no more than 12 characters per 2,5 cm.

They shall be presented on white paper of good quality, size 21.5 cm x 28 cm. Each page shall contain approximately forty lines, numbered in the left margin every ten lines. Each volume must not include more than two hundred and twenty-five sheets.

Any exhibit that may usefully be included in the factum shall be legible and, if illegible, shall be accompanied by a legible text ; photocopies of photographs are acceptable only if they are clear.

**22.** A party relying upon provisions of law other than those of the Civil Code or of the Code of Civil Procedure, or upon regulations, must reproduce them in her or his factum or furnish a copy thereof to each of the judges who make up the coram of the Court.

**23.** Any factum not in conformity with the law or with these rules shall be refused by the clerk as soon as possible after its filing. The clerk shall so inform the attorneys or the parties, if they are not represented. A factum that is refused is deemed not to have been filed, unless the irregularity is rectified within the time period fixed by the clerk.

Such decision may be revised by a judge upon motion presented within fifteen days from the notification.

**24.** When ruling on costs, the Court may order a reduction of judicial expenses and fees or make any other order in cases where the schedules include elements not necessary for the examination of the dispute.

**25.** The clerk shall tax the memorandum of costs. As a general rule, the cost of the transcription of depositions according to the tariff, the cost of the reproduction of exhibits and the cost of the preparation and printing of factums, schedules and book of authorities shall, to the extent that they are not excessive, form part of the costs.

## V. INCIDENTAL APPEAL

**26.** If there is an incidental appeal, the factum of the principal respondent shall include two parts, the first being the factum of the appeal and the second the factum in the incidental appeal. The second part shall be in the form prescribed for the factum of the appellant.

The principal appellant may, in reply to the incidental appeal, serve and file a factum in the form prescribed for the factum of the respondent, within thirty days following receipt of the factum of the incidental appellant.

The time period allotted to the respondent who has made an incidental appeal shall be computed from the filing of the appellant's factum at the office of the court, in accordance with article 504.1 of the Code of Civil Procedure, or, if the appellant fails to file it within the time period allotted, from the expiry of that period.

## VI. READINESS TO BE PLACED ON THE ROLL

**27.** For all appeals filed prior to January 1st, 2003, the certificate of readiness, in the form shown as schedule B, must be produced at the office of the court within fifteen days following the filing of the factums. It shall be signed by the attorneys of the parties or by the parties themselves if they are not represented by attorney. It shall indicate the name of the attorney personally in charge of the file.

**28.** If the appellant does not sign the certificate, the respondent may request the clerk to place the case on the roll. Such request shall be made in writing, accompanied by the certificate signed by her or him, and shall be served on the opposite party.

If the respondent does not sign the certificate or has not filed her or his factum within the prescribed delays, the appellant may in the same manner request the clerk to place the case on the roll.

**29.** Requests that a case be placed on the roll, filed at least one clear day previously, shall be presented every day at 10 o'clock. If there is no opposition, the parties or their attorneys are relieved of being present and the clerk declares the file ready to be put on the roll. If there is opposition, the clerk may dispose of the matter by way of telephone conference.

**30.** From January 1st, 2003, all the files not subject to special case management will be declared ready to be put on the roll by the clerk after the filing of all the factums. The clerk will give a written notice to the

parties in the form shown as Schedule C indicating the approximate time for the hearing and the length of time for the oral presentation granted by the chief justice or a judge designated by him.

## VII. ROLL FOR HEARING

**31.** The clerk shall prepare the roll for hearing, observing to the extent possible the date of readiness of the file to be put on a roll, subject to the priorities provided by law or granted by the chief justice or a judge named by her or him.

**32.** The clerk shall, under the supervision of the chief justice or of a judge named by her or him, indicate the time allotted for the argument of each party in each case.

**33.** At least thirty days before the beginning of the term, the clerk shall forward copies of the roll to the attorneys of the parties, or to the parties themselves if they are not represented by attorney. The clerk shall also display a copy thereof at the office of the court and on the Web site of the Court ([www.tribunaux.qc.ca](http://www.tribunaux.qc.ca)).

These formalities constitute notice of the date fixed for hearing.

**34.** The parties shall inform the clerk of any discontinuance, settlement or bankruptcy as soon as it takes place.

## VIII. CASE MANAGEMENT

**35.** When granting a motion for leave to appeal from an interlocutory judgment, a single judge or the Court determines the date and time of presentation of the appeal and fixes delay for filing, in three copies, an argument and schedules described by Rule 16. The judge or the Court also indicates the authorized number of pages for the argument of each party and the length of time allowed for their oral presentation.

The argument is presented on paper size 21,5 cm x 28 cm, the lines spaced at least one and one-half lines apart and the computer prepared text shall be in 12 point type with no more than 12 characters by 2,5 cm.

Where the argument and schedules in lieu of the appellant's factum are not served and filed within the time fixed, the appeal is deemed to be abandoned and the provisions of article 503.1 of the Code of Civil Procedure apply *mutatis mutandis*.

Where the argument and schedules in lieu of the respondent's factum, where applicable, are not served and filed within the time fixed, the respondent is foreclosed from filing them and the provisions of article 505 of the Code of Civil Procedure apply *mutatis mutandis*.

**36.** When granting a motion for leave to appeal from a final judgment, a single judge or the Court indicates if the appeal requires a factum or an argument, and for each party, fixes a time limit for filing the factum, in seven copies, or the argument, in three copies, the authorized number of pages of either one and the length of time allowed for the oral presentation. Unless it is urgent, the file is deferred to the master of the rolls to declare the file ready to be put on a roll and ultimately, to determine the date of the hearing.

The argument is presented on paper size 21,5 cm x 28 cm, the lines spaced at least one and one-half lines apart and the computer prepared text shall be in 12 point type with no more than 12 characters by 2,5 cm.

Where the argument and schedules in lieu of the appellant's factum are not served and filed within the fixed time, the appeal is deemed to be abandoned and the provisions of article 503.1 of the Code Civil Procedure apply *mutatis mutandis*.

Where the argument and schedules in lieu of the respondent's factum, where applicable, are not served and filed within the time fixed, the respondent is foreclosed from filing them and the provisions of article 505 of the Code of Civil Procedure apply *mutatis mutandis*.

**37.** In the case of inscriptions in appeal as of right, the case management is done in accordance with articles 508.2, 508.3, 508.4 and 508.5 Code of Civil Procedure, taking into account the principle of proportionality established under article 4.2 Code of Civil Procedure.

**38.** In family matters, the appellant must file, in addition to the documents that ordinarily constitute Schedules I and II to the factum, within the time fixed in accordance with article 507.0.1 of the Code of Civil Procedure, an argument of no more than 5 pages unless the judge has decided, after having examined the inscription in appeal, of a different number of pages; the respondent must do the same, his or her argument being also limited to a maximum of 5 pages unless the judge has decided, after having examined the inscription in appeal, of a different number of pages.

The argument is presented on paper size 21,5 cm x 28 cm, the lines spaced at least one and one-half lines apart and the computer prepared text shall be in 12 point type with no more than 12 characters by 2,5 cm.

Where the argument and the documents replacing appellant's factum are not served and filed within the time fixed according to article 507.0.1 of the Code of Civil Procedure, the appeal is deemed to be abandoned and the provisions of article 503.1 of the Code of Civil Procedure apply *mutatis mutandis*.

Where the argument and the documents replacing respondent's factum are not served and filed within the time fixed according to article 507.0.1 of the Code of Civil Procedure, the respondent is foreclosed from filing them and the provisions of article 505 of the Code of Civil Procedure apply *mutatis mutandis*.

## IX. HEARING

**39.** Sittings of the Court shall begin at ten o'clock in the morning or at such other time as the Court may fix.

**40.** In each term, cases shall be pleaded in the order in which they appear on the roll, unless the Court decides otherwise.

**41.** If none of the parties are ready to plead when a case is called, the Court shall strike the case from the roll, postpone the presentation to a later date or dismiss the appeal.

If only the appellant is ready to plead, the Court shall hear the pleadings or postpone the presentation to a later date.

If only the respondent is ready to plead, the Court shall strike the case from the roll, postpone the presentation to a later date or dismiss the appeal.

**42.** On the merits of the appeal, two attorneys may be heard for each party but only one may reply for the appellant. On a motion, only one attorney may be heard for each party, unless the Court otherwise permits.

**43.** If they agree, the parties may request that an appeal be decided on the basis of the factums, without oral presentation.

If the need arises, such request shall be made in the certificate of readiness. The appellant shall attach to the certificate of readiness a factum in reply to the respondent's factum, prepared in the ordinary form, without new schedules and not exceeding ten pages.

Such request may also be made after the declaration of readiness to be placed on a roll issued by the clerk. In such case, the parties shall make their request in writing to the clerk and the appellant is then allowed to file a factum in reply to the respondent's factum, on the conditions set out in the second paragraph.

The clerk shall inform the parties of the date on which the appeal is taken under advisement and of the identity of the judges who are in charge of the case.

If the judges in charge of the appeal consider that an oral presentation is required, the parties shall be informed that their case is no longer under advisement and the appeal shall be replaced on the general roll.

**44.** In Quebec City, motions made to a single judge or to the Court and appeals whose date and time for the oral presentation have already been determined may be presented through a videoconference.

To that end, the parties shall present a written request to the coordinating judge. In cases of urgency, such request may be made by telephone.

After examining the file, the judge who must preside over the sitting of the Court shall forward her or his decision to the persons who made the request.

All parties concerned may plead from any video room available in the territory or either party may also plead in the courtroom where the receiving apparatus is located and where the single judge or the Court is sitting.

In the case of a hearing of the Court, the dress requirements set under Rule 45 shall apply.

The cost for renting the video rooms and the cost of the long distance calls shall be borne by the party or the parties that required the presentation through a video.

**45.** At hearings before the Court, the following dress is obligatory:

(a) For attorneys, black gown, bands, white collar and dark suit;

(b) For articulated students, black gown and dark suit;

(c) For clerks and for criers, black gown and dark suit.

(d) The wearing of the black gown is not required for motions before a judge sitting alone or a clerk.

Persons present at sittings of the court must ensure that audible signals from cellular telephones, beepers, or other equipment are turned off.

**46.** Motions submitted to a judge sitting alone shall be presented at ten o'clock in the morning. Between the first of July and Labour Day, they shall be presented on one of the days fixed by the chief justice.

**47.** Motions submitted to a clerk shall be presented at 9 h 15 in the morning. Between the first of July and Labour Day, they shall be presented on one of the days fixed by the Chief Justice.

**48.** The beginning and the ending of sittings of the Court and of those of a judge sitting alone shall be announced by the crier, who shall remain present during the entire hearing, unless the Court or a judge permits otherwise.

## X. MISCELLANEOUS

**49.** In the case of an appeal from a decision of a court other than the Superior Court or of a public body, the duties which, on ordinary appeals, are imposed on the clerk of the Superior Court under the law and the rules of practice must be performed, as the case may be, by the clerk of the court, or the secretary of the public body.

**50.** The Rules of practice of the Court shall be construed so as to ensure the fair and simple operation of the appeal procedure and to eliminate unjustified expenses and delays. Unless there is a declaration to the contrary, these rules of practice may be relaxed or set aside by the Court where compliance with them might create an injustice. In the absence of rules, the Court may rule in a manner compatible with the objectives set out above.

**51.** Where satisfied that a party is conducting a proceeding in a vexatious manner, the Court may order that the proceedings be stayed, on the terms the Court deems appropriate.

Where an application for leave to appeal or an appeal has been dismissed, the Court may order that no further proceedings be filed relating to the leave application or to the appeal, where the Court is satisfied that the further proceedings would be vexatious or brought for an improper purpose.

A motion for an order under subsection 1 or 2 may be made by any party in accordance with Rules 7 and 9.

**SCHEDULE A**

(r . 14)

**COURT OF APPEAL**

PROVINCE OF QUÉBEC  
OFFICE OF THE COURT OF MONTRÉAL

File number: 500-09-.....  
First instance  
File number: .....

.....  
APPELLANT

vs

.....  
RESPONDENT

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**JOINT REQUEST FOR CONCILIATION**

We, the undersigned, jointly request to proceed by conciliation in order to attempt to put an end to the present litigation by way of a transaction.

We undertake jointly to prepare and file at the office of the court, a copy of all pertinent documents within seven days prior to the date set for conciliation. The documents will include the inscription in appeal, the judgment appealed from and all other proceedings and exhibits which we deem to be useful.

We understand that the delays set out in Title II of Book III of the Code of Civil Procedure are suspended as of the date of filing of our joint request.

Furthermore, we undertake to respect the confidential nature of all matters discussed throughout the conciliation procedure, including telephone conferences, videoconferences, individual and plenary meetings.

Date : .....

.....  
Appellant  
(Attorney)  
Name : .....  
Law firm : .....  
Address : .....  
.....  
Telephone : .....  
Fax : .....

.....  
Respondent  
(Attorney)  
Name : .....  
Law firm : .....  
Address : .....  
.....  
Telephone : .....  
Fax : .....

Please return to the Office of the Court of Appeal  
clearly indicating on the envelope "JOINT REQUEST FOR CONCILIATION"



**SCHEDULE B**

(r. 27)

COURT OF APPEAL  
Certificate of readiness  
C.A. No.

\_\_\_\_\_  
Appellant

\_\_\_\_\_  
Respondent

Object of the dispute: \_\_\_\_\_

Amount: \_\_\_\_\_

On the merits  Interlocutory

Filed: Reasons for judgment appealed from

Factum of the appellant

Factum of the respondent

Factum of other parties

We waive an oral presentation of the appeal and declare that the argumentation contained in our respective factums is complete.

YES

NO

At \_\_\_\_\_ this \_\_\_\_\_

**APPELLANT**

Name and address of the law office and name of their attorney personally in charge of the file

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**RESPONDENT**

Name and address of the law office and name of their attorney personally in charge of the file

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**OTHER PARTIES**

Name and address of the law office and name of their attorney personally in charge of the file

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Note to the clerk: The following are the numbers of the files between the same parties that will be joined in the same hearing.

No. \_\_\_\_\_

No. \_\_\_\_\_

**SCHEDULE C**

(r. 30)

## COURT OF APPEAL

CANADA  
 PROVINCE OF QUEBEC  
 DISTRICT OF  
 No.:

\_\_\_\_\_  
 Appellant

vs

\_\_\_\_\_  
 Respondent

## DECLARATION OF READINESS

1.  Appellant's factum ( \_\_\_\_ volumes)  
 filed on \_\_\_\_\_
- Respondent's factum ( \_\_\_\_ volumes)  
 filed on \_\_\_\_\_

OR

- Forclosure \_\_\_\_\_
- Other party's factum ( \_\_\_\_ volumes)  
 filed on \_\_\_\_\_
2. Planned duration of hearing:      Appellant: \_\_\_\_\_  
    Respondent: \_\_\_\_\_  
    Other: \_\_\_\_\_  
    Total: \_\_\_\_\_

3. Date of hearing:
- Fixed
- To be determined by the master of the roles ;  
 approximately at sitting of \_\_\_\_\_ 200 \_\_\_\_

\_\_\_\_\_  
 (Signature)

5427