

Form 9  
(Rule 19(a))

Court of Appeal File No. ....

**COURT OF APPEAL**

BETWEEN:

Appellant/Respondent  
(Plaintiff)

And:

Appellant/Respondent  
(Defendant)

**APPEAL RECORD**

(Name of appellant)

(Name of respondent)

(Name of appellant's counsel, if any)

(Name of respondent's counsel, if any)

(Address of appellant or, if the appellant is represented, name and address of the appellant's law firm)

(Address of respondent or, if the respondent is represented, name and address of the respondent's law firm)

**COMPLETION INSTRUCTIONS**

The Appeal Record must be bound with a blue cover and must contain the following in the following order:

- INDEX
- Part 1 – PLEADINGS

The most current versions of the pleading that initiated the proceeding under appeal and the responding documents.

- Part 2 – ORDER

A copy of the entered order under appeal, if available, or, if no copy of the entered order is available, a blank page in which the copy of the entered order can be inserted once available. (NOTE that a Certificate of Readiness cannot be filed until the copy of the entered order is included in the Appeal Record).

- Part 3 – JUDGMENT

The reasons for judgment including the name of the judge and the date of the judgment.

- Part 4 – NOTICE OF APPEAL or NOTICE OF APPLICATION FOR LEAVE TO APPEAL and ORDER granting leave

A copy of the document that initiated the appeal and a copy of the the entered order granting leave, if available, or, if no copy of the entered order is available, a blank page in which the copy of the entered order can be inserted once available.

- Part 5 – NOTICE UNDER THE *CONSTITUTIONAL QUESTIONS ACT*

A copy of any notice required under this Act.

In addition to the foregoing, the Appeal Record must comply with the following:

- (a) other than the index, each of the pages in the Appeal Record must be printed on the left;
- (b) each of the pages must be numbered consecutively, on the upper left hand corner of the page, beginning with the first page of Part 1.