

**COURT OF APPEAL ACT**  
**COURT OF APPEAL RULES**  
**PRACTICE NOTE – CIVIL PROCEEDINGS**

**CAPN No. 2018-18**

**Electronic Filing of Appeal Book and Factum**

**DATE ISSUED:** March 1, 2018

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The following Practice Note was filed with the Registrar of the Court of Appeal and is published pursuant to Rule 4 of the *Court of Appeal Rules*.

**Background**

For the purpose of increasing the efficient use of the appeal book and facta by parties and the Court, parties must file an electronic copy along with the written copies of the appeal book and factum required by the *Court of Appeal Rules*. Written copies will still be required in order to accommodate the Court's continuing use of these.

**Practice Note**

1. A party filing with the Court, or delivering to another party, an appeal book or factum shall include with the required written copies one electronic copy of each document.
2. The electronic copy may be provided by CD or flash drive.
3. The preferred format is Rich Text Format (RTF). The Court will also accept documents in Word DOC or DOCX format. The least preferred format acceptable to the Court is searchable PDF.

Acting Chief Justice of Newfoundland and Labrador  
Court of Appeal of Newfoundland and Labrador

Registrar  
Court of Appeal of Newfoundland and Labrador