

TRANSCRIPT MANAGEMENT SERVICES
Calgary Courts Centre
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REQUEST FOR APPEAL RECORD

(Appeal to Court of Appeal only)

Shaded areas will be completed by Transcript Management Services

Appeal Number	Q.B./PROV. COURT NO.	Justice/Judge
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APPELLANT	RESPONDENT
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DATES TO BE TRANSCRIBED	LOCATION OF LAST DAY OF HEARING - INCLUDING JUDGMENT/ SENTENCING (CITY/ TOWN)
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We require 6 - 8 weeks to prepare appeal records

- Signed Notice of Appeal attached
- List of Contents (Civil only) (Pleadings and Final Documents)

SPECIAL INSTRUCTIONS

TYPE OF APPEAL RECORD

- | | | | |
|--|--------------------------|---|--------------------------|
| Conviction Appeal | <input type="checkbox"/> | Civil | <input type="checkbox"/> |
| Sentence Appeal | <input type="checkbox"/> | Part J – Procedural/Maintenance | <input type="checkbox"/> |
| Sentence Appeal
GaoI Sentence of 6 months or less | <input type="checkbox"/> | E-file appeal (must include consent letter) | <input type="checkbox"/> |

FEES – ALL FEES LISTED ARE FOR ORDERS RECEIVED ON OR AFTER JULY 6, 2009

EVIDENCE \$0.0040/character
DOCUMENTS \$2.00/page
COPIES OF EVIDENCE \$0.40/page
(Hard Copy)

Customer Name (print)

Address (include Law Firm Name if applicable)

Phone	Fax
Date	E-mail
Customer Signature	

Orders not accompanied by a signed Notice of Appeal (all matters), and a list of contents (civil matters) will not be processed.

Please see Notice Attached

NOTICE

Effective August 1, 2008

THIS IS EFFECTIVE FOR ALL APPEAL REQUESTS TO TRANSCRIPT MANAGEMENT SERVICES FOR NOTICES OF APPEAL FILED ON OR AFTER AUGUST 1, 2008

Transcript Management Services will only prepare the "Appeal Record" for all Notices of Appeal filed on or before August 1, 2008. The Appeal Record will only consist of the following:

1. Pleadings
2. Final Documents
3. Oral Evidence Only (if applicable)

See the Alberta Rules of Court, rule 537.1(1) to Rule 537(3) (Extract of Key Evidence) regarding exhibits and document evidence. To obtain copies of your exhibits please contact the originating Court.

Preparation of Appeal Records

To prepare your Appeal Record, Transcript Management requires the following:

1. Request for Appeal Record form completed (Attached)
2. Copy of the filed Notice of Appeal
3. List of contents setting out what pleadings, final documents and oral evidence (if applicable) are required to be reproduced in the Appeal Record.

Appeal records will be prepared in accordance with your instructions. It is your responsibility to ensure the appeal record complies with the appropriate Rules and Practice Directions and that they are acceptable for the Court of Appeal.

Transcript Management Services will continue to provide the required number of hard copies of the Appeal Record. Also, following the Alberta Rules of Court Rule 530.5(3), Transcript Management will provide an electronic copy to the Appellant for distribution to all parties.

The Court of Appeal has directed that Transcript Management not accept verbal orders, modifications, cancellations, requests to hold appeal records, or clarification/direction. All requests must be in writing to the appropriate Transcript Management office and must be specific.

If you have any questions, please contact the appropriate Transcript Management office.

July 6, 2009