

Appeal Number:  
Trial Court Number:

## In the Court of Appeal of Alberta

**BETWEEN:**

(The style of cause remains the same as in the Trial Court and must show status for both courts. Practice Direction A.2.)

\_\_\_\_\_  
Status on Appeal

\_\_\_\_\_  
(Status at Trial)

**-AND-**

\_\_\_\_\_  
Status on Appeal

\_\_\_\_\_  
(Status at Trial)

- Appointment to Settle Minutes**
  - Appointment for Taxation of Costs**
- (Check whichever applies)

Take notice that I, the Registrar of the Court of Appeal, hereby appoint \_\_\_\_\_,  
(insert full date: Weekday, Month, Day, Year)

at \_\_\_\_\_, at the \_\_\_\_\_,  
(insert time of day including a.m. or p.m.) (insert court location (e.g. Taxation Office))

in the \_\_\_\_\_,  
(insert court address)

\_\_\_\_\_, Alberta, as the time and place:  
(insert name of City or Town)

(check whichever applies)

to Settle the Minutes of the \_\_\_\_\_, granted by this Honourable Court on  
(insert order or judgment)

\_\_\_\_\_,  
(insert full date: Month, Day, Year)

- for Taxation of the Bill of Costs, or
- for Taxation of the Solicitor's Account (see Notice on backer).

Dated on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(insert full date: Month, Day, Year) (insert name of City or Town) (insert Province)

\_\_\_\_\_  
Registrar, Court of Appeal

To: \_\_\_\_\_  
(Insert full name of Party/Counsel and Law Firm being served)

And: \_\_\_\_\_  
(Insert full name of Party/Counsel and Law Firm being served)

And: \_\_\_\_\_  
(Insert full name of Party/Counsel and Law Firm being served)

**Notice to Solicitor on Appointments for Taxation of Solicitor's Account:**

Appeal Number:  
Trial Court Number:

**IN THE COURT OF APPEAL OF ALBERTA**

Rule 648 provides the following:

(1) The service of an appointment on a barrister and solicitor requires him to bring in his bill of costs for taxation at the appointed time.

**BETWEEN:**

\_\_\_\_\_  
Status on Appeal

\_\_\_\_\_  
(Status at Trial)

(2) If a barrister and solicitor fails to bring in his bill he forfeits his right to his costs, unless the taxing officer otherwise directs.

**-AND-**

\_\_\_\_\_  
Status on Appeal

\_\_\_\_\_  
(Status at Trial)

(3) If a barrister and solicitor fails to bring in his bill the court may, on notice to him, on the application of the client or the taxing officer, order that the barrister and solicitor repay the whole or any part of any monies paid to or retained by him on account of the costs, and the order may be enforced as an order of the court.

**APPOINTMENT TO SETTLE MINUTES**  
 **APPOINTMENT FOR TAXATION OF COSTS**  
(Check whichever applies)

\_\_\_\_\_  
Name of Party Filing

\_\_\_\_\_  
Law Firm (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Fax Number(s)

**Note: An address for service within 30 kilometers of the office of the Registrar must be provided. (R.5(1)(b)(i) ARC)**

Created: January 29, 2009  
Revised: October 4, 2010