

Court of Appeal – Electronic Transcript Checklist

Transcripts must be prepared in accordance with Part 14 (Civil) and Part 16 (Criminal) of the [Alberta Rules of Court](#) (and within the deadlines set out therein), the [Consolidated Practice Directions of the Court of Appeal](#) and, when they are electronic, this checklist. Transcripts must be uploaded in electronic format (when required by the Alberta Rules of Court) to the Court of Appeal website (at www.albertacourts.ca/ca/efiling/) and be approved before hard copies are prepared and filed.

Transcripts from Board and Fast Track appeals are to be uploaded electronically via the CAMS E-Filing website.

Please note, when submitting electronic transcripts for approval, the turnaround time for the Registry to review is three (3) business days.

<ul style="list-style-type: none"><input type="checkbox"/> Save transcript as the E-File No before uploading to the website.<input type="checkbox"/> Transcript must be prepared as follows:<ul style="list-style-type: none"><input type="checkbox"/> Font - Times New Roman 13 pt. (private reporters may set to 12.95 or 14 pt. if appearing too small).<input type="checkbox"/> Title Page Requirements:<ul style="list-style-type: none"><input type="checkbox"/> Action #,<input type="checkbox"/> E-file Name (in accordance with Part B.2 of CA CPDs),<input type="checkbox"/> Appeal #,<input type="checkbox"/> Trial court heading (including Judicial District),<input type="checkbox"/> Style of cause,<input type="checkbox"/> Transcript title,<input type="checkbox"/> Location and date(s) of proceedings, and<input type="checkbox"/> Name of preparer of transcript and contact information.<input type="checkbox"/> Body requirements:<ul style="list-style-type: none"><input type="checkbox"/> paper size 8.5 x 11 inches,<input type="checkbox"/> evidence pages margin requirements:<ul style="list-style-type: none"><input type="checkbox"/> top and bottom: 1 inch,<input type="checkbox"/> left: .75 inches (to text not line numbers), and<input type="checkbox"/> right: 1 inch,<input type="checkbox"/> 41 lines per page,<input type="checkbox"/> fully justified (if private reporters not able to comply, seek CMO or Deputy Registrar fiat),<input type="checkbox"/> every line numbered (.15 inches to the left of the left margin), all headings (other than session date) bolded,<input type="checkbox"/> Q & A marked and grouped starting .25 inches from the left margin (with text at .5 inches from the left margin), followed by one blank line,<input type="checkbox"/> first line of each speaker starting at 3.25 inches from the left margin with subsequent lines for that speaker at .25 inches from the left margin and a blank line following each paragraph, quotations longer than 1 line, indent 1 inch from left and right margins - one blank line before and after,<input type="checkbox"/> one blank line between each paragraph, portion, exhibit, notation, etc., and<input type="checkbox"/> Page numbers be numbered consecutively on the top right-hand side of the page.<input type="checkbox"/> Table of Contents including the list of Exhibits (if any)<input type="checkbox"/> Electronic bookmarks created and operational for Title Page and Table of Contents and all headings listed in Table of Contents (i.e. witness sworn, exhibit entry, reasons for judgment, certificate of transcript and all bookmarks open to expanded view (refer to the CAMS Manual for instructions),<input type="checkbox"/> Page numbers in Table of Contents are in sync with electronic page numbers,<input type="checkbox"/> Certificate of Record and Certificate of Transcript (includes name of transcriber, date, and order no),<input type="checkbox"/> Check for missing or incomplete entries,<input type="checkbox"/> Comments tab must be empty,<input type="checkbox"/> All pages must have white background, and<input type="checkbox"/> Find feature must be operational (OCR – Optical Character Recognition - refer to the CAMS Manual for instructions)	<ul style="list-style-type: none"><input type="checkbox"/> File > Properties > Initial View set to (set manually by preparer) (refer to the How to Set Initial View Settings instructions):<ul style="list-style-type: none"><input type="checkbox"/> Navigation tab: Bookmarks Panel and Page,<input type="checkbox"/> Page layout: Single Page Continuous,<input type="checkbox"/> Magnification: Fit Width<input type="checkbox"/> File > Properties > Security > Show Details > Document Security set to (set manually by preparer) (refer to the How to Set Security Settings instructions):<p>Note: Ensure that Security has been set on your document before submitting.</p>To set Security, click on File > Properties > Security and select “Password Security” from the drop down.<input type="checkbox"/> Security Method: Password Security<input type="checkbox"/> Document Open Password: No<input type="checkbox"/> Permissions Password: Yes<input type="checkbox"/> Printing: High Resolution<input type="checkbox"/> Changing the Document: Not Allowed<input type="checkbox"/> Commenting: Allowed<input type="checkbox"/> Form Field Fill-in or Signing: Allowed<input type="checkbox"/> Document Assembly: Not Allowed<input type="checkbox"/> Content Copying: Allowed<input type="checkbox"/> Content Accessibility Enabled: Allowed<input type="checkbox"/> Page Extraction: Not Allowed<input type="checkbox"/> Encryption Level: High (128-bit RC4)<input type="checkbox"/> Submit electronic transcript for approval by Court of Appeal at https://www.albertacourts.ca/ca/efiling/ in the approved format(Adobe .pdf)
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