

**COURT OF APPEAL OF ALBERTA  
ORDER/JUDGMENT - CHECK/RETURN FORM**

This checklist return form provides an itemized summary of the most common problems when filing documents in the Court of Appeal. However, this form does not include each requirement of the Alberta Rules of Court and Practice Directions. Accordingly, you should rely on the appropriate authority when preparing a document for filing in the Court of Appeal.

- A. **General Format of Document:**  
Refer to the General Format - Check/Return form for formal requirements of all documents.
  
- B. **Copies required:**  
The Registry will keep the original order/judgment and return one certified copy (ARC 326(2)).

**PARTICULARS OF ORDER/JUDGMENT:**

- C. **Header:**  
The header:
  - (i) shall show the day of the week, month, and year on which it was made, the name of the officer, justice, or justices making it, and the date of entry (ARC 317), and  
  
**Note:** The justice's names must be set out in order of seniority. A list of seniority can be found in the Alberta Court Calendar which can be found on the Alberta Courts' website at [www.albertacourts.ab.ca](http://www.albertacourts.ab.ca) under Court of Appeal > Court Calendar > Court of Appeal Justices.
  
  - (ii) of every order/judgment is to be dated as of the day on which it was pronounced (ARC 322(1)).  
  
**Note:** If the decision was reserved, the date that the reserved decision was signed is the date of pronouncement.
  
- D. **Preamble:**  
The preamble of the order must set out the particulars of the hearing. **Show the date on which the order/judgment being appealed was made, the name of the officer or justice who made it and the date of entry.** If decision was reserved; the preamble must set out the date of hearing, the date the decision was reserved and the date the decision was rendered.
  
- E. **Body of Document:**  
The body of the order/judgment must fully reflect what was ordered by the

justice(s) and must be divided into convenient paragraphs numbered consecutively (ARC 315).

- F. **Signatures Required:**  
The order/judgment must be approved as to form and content by all parties to the appeal, unless Rule 323 has been waived or the order was granted in the absence of the other party(ies).
  
- G. **Labeling of Signature Line:**
  - (i) If the order/judgment matches the clerk's notes, the Registrar may sign the order/judgment on behalf of the justice(s) (ARC 321(1)). In this case the signature line must be labeled "Registrar, Court of Appeal of Alberta", or
  
  - (ii) for any order that does not match the clerk's notes or where it has been specifically ordered that the justice(s) will sign the order, the signature line(s) must be labeled "Justice of Appeal".
  
- H. **Entered Area:**  
Every order/judgment shall be entered by filing it with the officer entering it, who shall make a note of the entry and the date thereof at the foot of the order/judgment (ARC 326(1)). For this purpose provide a dated entry area with a signature line labeled "Registrar, Court of Appeal of Alberta".
  
- I. **Order/Judgment Must be Entered Within One Year of Pronouncement:**  
No order/judgment shall be entered more than one year after its pronouncement except by leave of the court, to be obtained upon notice (ARC 327).

Calgary Registry: (403) 297-2206  
Edmonton Registry: (780) 422-2416

Form Revised: March 9, 2006

Access this form on the Alberta Court's website at  
<http://www.albertacourts.ab.ca/ca/publication/index.htm>