

TRANSCRIPT MANAGEMENT SERVICES, Calgary
6th Flr., 800 - 5th Avenue S.W., Calgary AB T2P 3T6
Phone (403) 297 - 7392 Fax (403) 297 - 7034
e-mail: tms.calgary@gov.ab.ca

REQUEST FOR APPEAL BOOKS

(appeal to Court of Appeal only)

CO

Shaded areas will be completed by Transcript Management Services

Appeal Number

Lower Court Number

Justice/Judge

APPELLANT

RESPONDENT

DATES TO BE TRANSCRIBED

LOCATION OF LAST DAY OF HEARING - INCLUDING JUDGMENT/SENTENCING (CITY/TOWN)

We require 6 - 8 weeks to prepare appeal books

EXHIBITS - COLOR PHOTOGRAPHS?

If yes, select one

REPRODUCE IN COLOR

REPRODUCE IN BLACK & WHITE

DO NOT REPRODUCE

SPECIAL INSTRUCTION REGARDING EVIDENCE/EXHIBITS

INCLUDE VOIR DIRE EXHIBITS?

YES

NO

Signed Notice of Appeal attached

Signed Agreement as to Contents attached

FEES - ALL FEES LISTED ARE FOR COURTS HEARD ON OR AFTER AUGUST 1, 2000

EVIDENCE \$3.70/page

**1 day of evidence = app.. 100 - 120 pages

DOCUMENTS/EXHIBITS \$2.00/page

ELECTRONIC APPEAL BOOK \$.40/page

COPIES OF EVIDENCE (electronic or hard copy) \$.20/page

Customer Name (print)

Address (include Law Firm Name if applicable)

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

Phone

Fax

Date

Customer Signature

Please see Notice on reverse

NOTICE

The Court of Appeal has directed that Transcript Management Units not accept verbal orders, modifications, cancellations, requests to hold appeal books, or clarification/direction. All requests must be in writing to the appropriate Transcript Management Office and must be specific. E-mail addresses to the Transcript Management Services offices are:

Calgary - tms.calgary@gov.ab.ca
Edmonton - tms.edmonton@gov.ab.ca
Regional - tms.regional@gov.ab.ca

We must receive all information before an appeal book can be considered ordered. This information includes:

1. Signed Notice of Appeal
2. Signed Agreement as to Contents (if applicable)
3. Completed order form

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

Notice: ARC Rule 530 (15)

Civil appeal books must be filed within 12 weeks from the date on which the agreement as to contents was filed or fixed or the appeal will be struck by the Registrar unless otherwise ordered by a judge.