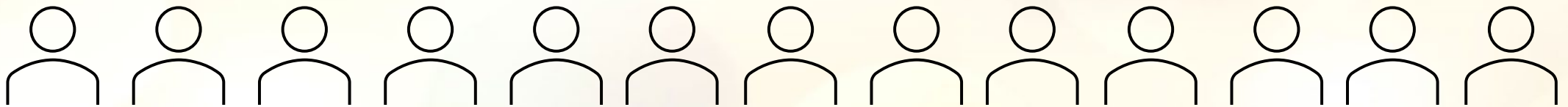
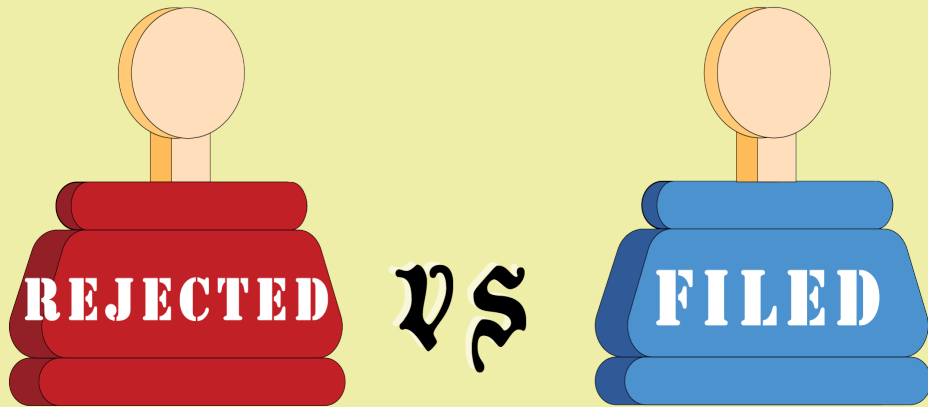


Please note: there are a lot of animations throughout this presentation. It is best viewed as a slide show in Presenter View. Throughout the notes, *click* is written to indicate where the next slide button should be selected to trigger the animation.

BEFORE I GET STARTED...



DETERMINING AND MEETING DOCUMENT REQUIREMENTS



Common reasons a document is rejected

... and ...

how to *help* prevent it.

WHY IS THIS DOCUMENT BEING REJECTED?!



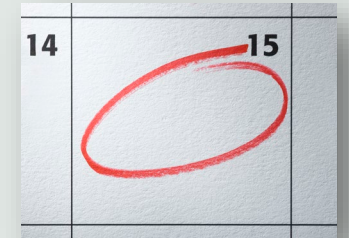
RULES, RULES, RULES ...

[and practice directions]



Technical document
requirements

Missed deadlines



Incomplete filings



WHY IS THIS DOCUMENT BEING REJECTED?!



RULES, RULES, RULES ...

[and practice directions]



Formatting, Layout and Specific Information

- Extensive requirements, including:

General requirements:

- Font size, line spacing, page numbering, etc.
- Digital copy to be submitted [Court of Appeal]

Document specific requirements:

- Page limits
- Reference requirements
- Sections
- Cover colours
- Specific style of cause

WHY IS THIS DOCUMENT BEING REJECTED?!



RULES, RULES, RULES ...

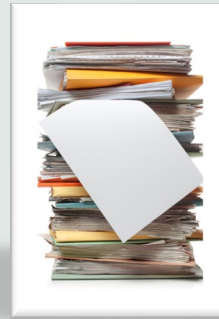
[and practice directions]

Missed Deadlines & Incomplete Filings



- There is a deadline and/or notice requirement for everything

- Errors in calculating deadlines [Court of Appeal]



- All parties are expected to know the relevant rules

- Some documents require other material to be filed along with it

HOW AM I
SUPPOSED
TO KNOW ALL
OF THIS?!

RULES, RULES, RULES ...

[and practice directions]

Where is this information?

The Consolidated Practice Directions

The Manitoba Criminal Appeal Rules

Where do I find those?

The Manitoba Courts website

Link: [Statutes and Rules - Manitoba Courts](#)

The screenshot shows the Manitoba Courts website. The header features the text "MANITOBA COURTS" and "COURT OF APPEAL" over a background image of a building facade. A navigation bar includes links for "General Information", "Legal Professionals", "Self Representing", "Media", and "Educators". Below the navigation bar, a breadcrumb trail is circled in red: "Home > Court of Appeal > Procedure, Rules and Forms > Statutes and Rules". The main heading is "Statutes and Rules". The text explains that the *Court of Appeal Act* governs the jurisdiction and practices of the Court of Appeal in Manitoba, and that civil rules of procedure were created as regulations: [Court of Appeal Rules](#). It also mentions that under the *Criminal Code*, criminal rules of procedure were created as regulations: [Manitoba Criminal Appeal Rules \(pdf\)](#). On the right side, there is a sidebar titled "Court of Appeal" with a list of links: "About the Court of Appeal", "Location and Hours", "Frequently Asked Questions", "Procedure, Rules and Forms", "Statutes and Rules" (highlighted with a red bar), "Forms", "Notices and Practice Directions", "Obtaining a Transcript", "Recent Judgments", and "News". Two red arrows point to the "Statutes and Rules" link in the sidebar and the "Manitoba Criminal Appeal Rules (pdf)" link in the main content area.



* Slide relevant to Court of Appeal only

Practical Tips for Complying with the

RULES, RULES, RULES ...

[and practice directions]

HOW AM I
SUPPOSED TO
REMEMBER
ALL OF THIS?!
CHEAT
SHEETS



Court of Appeal – APPELLANT - Factum and Book of Authorities - Quick Information				
MBCAR = Manitoba Court of Appeal Rules		CPD = Court of Appeal Practice Directions		
Document	Deadline	Requirements	Other Information	Rules
Factum	45 straight days after transcripts are filed Unless: - An extension of time to file the factum has been granted	Copies: 5 paper, 1 digital (includes 3 paper and 1 digital copy for the Court of Appeal, 1 for the Crown, 1 for your lawyer) Formatting: Lots of requirements, a template and Styles are recommended. See full list. Additional guidance/requirements (as quoted from CPD): - Transcript and Appeal Book references: "...it is desirable that reference be made to the volume, page and line number of the transcript of evidence, or the specific reference to affidavit material or exhibits contained in the appeal book." - Where the factum refers to a legal authority, it should note the appropriate tab number in the book of authorities. - Page limit: "... reject factums of excessive length... factum exceeding 30 pages is subject to review." Service: Same as deadline Digital copy required, see digital copy detailed requirements	An extension of time to file the factum may be granted before the deadline with the consent of the Crown followed by a request to the Court. If it is past the deadline or the Crown does not consent, a motion is required to obtain the extension of time to file the factum. If transcripts are missed in original order, the 45-day deadline still starts after the initial transcripts are noted as filed. If the deadline falls on a weekend or holiday, it is due the next business day.	Deadline: MBCAR 19(a), 20(1)(a) Document format, additional guidance/requirements and cover colour: CPD 2(c) Extension of time: MBCAR 21 Service: MBCAR 19(a), 20(1)(a) Digital copy: CPD 12
Book of Authorities/ Case Book	14 straight days after the Appellant's factum is filed [CPD increases deadline to 2 weeks before the hearing date]	Copies: 5 paper, 1 digital (includes 3 paper and 1 digital copy for the Court of Appeal, 1 for the Crown, 1 for your lawyer) Guidance/requirements (as quoted from CPD): - Neutral citations: "When referring to decisions...use the neutral citation, if available... Where a neutral citation is unavailable, provide the CanLII citation... If neither ... are available, provide other sources ... (e.g. Westlaw ...Supreme Court Reports) - Index and page numbers: "...include an index of the authorities ... each case should be marked with a tab... Pages of the book of authorities do not have to be numbered if the page or paragraph numbers of each authority are clearly shown. - To include and highlight/side-bar: "... contain those passages of decided cases that are relevant to the issues on the appeal, together with the headnote and such other portions of the case that put the passages relied on in the proper context. The specific passages relied on should be highlighted or the passage marked along the margin of the text. Service: counsel should serve the case book as soon as possible after filing. Cover colour: white Digital copy required, see digital copy detailed requirements	If the deadline falls on a weekend or holiday, it is due the next business day.	Deadline: MBCAR 23(2)(a), CPD 2(c)(xii) Copies: MBCAR 23(1) Guidance/requirements and cover colour: CPD 2(c) Service: CPD Appendix "B" Digital copy: CPD 12

* Information in cheat sheet relevant to Court of Appeal only.

HOW AM I
SUPPOSED TO
REMEMBER
ALL OF THIS?!



Practical Tips for Complying with the

RULES, RULES, RULES ...

[and practice directions]

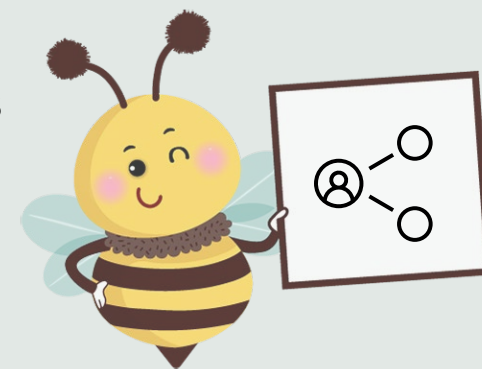
Why is there so much information on the cheat sheet?

How many of these will I need?

- A set of each of the following for appeals in King's Bench and the Court of Appeal
 - Appeal documents for if your client is the Appellant
 - Appeal documents for if your client is the Respondent
 - Motion/Applications
 - Transcript requirements
 - Document requirements

Are there any of these already made?

- Appendix B of the Court of Appeal's Consolidated Practice Directions
- A current set made by me for appeals in the Court of Appeal



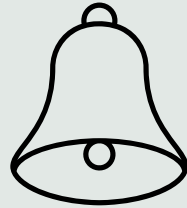
HOW DO I
KNOW IF
SOMETHING
CHANGES?



Practical Tips for Complying with the

RULES, RULES, RULES ...

[and practice directions]



Reminders

- Create a reminder to check that your cheat sheets are still accurate

Notices and Practice Directions

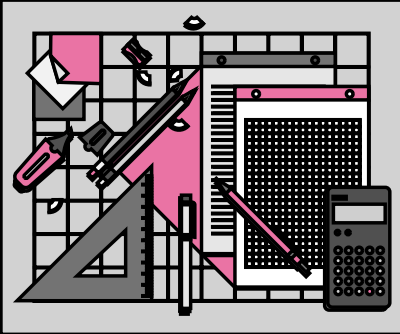
All Notices related to COVID-19 changes can be found [here](#)

New Notices

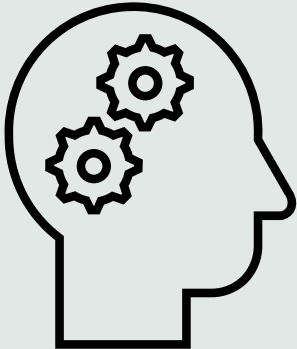
- [September 9, 2024 - Amendments to the Court of Appeal Rules \(Civil\)](#)
- [September 3, 2024 - Filing Electronic Copies of Documents](#)

SIDE NOTE: CALCULATING DEADLINES

[may not be as simple as you think]



The deadline for the Appellant's factum in
I received the transcripts on February 10th March 27th
the Court of Appeal is 45 days after the
transcripts are complete



Person A

February 2025							March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

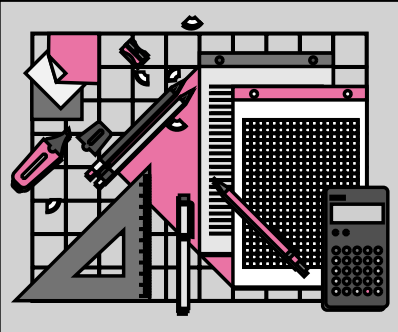
* Slide relevant to Court of Appeal only

MANUALLY
ADDING DAYS
– VARYING
RESULTS

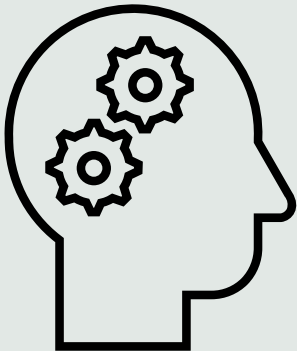


SIDE NOTE: CALCULATING DEADLINES

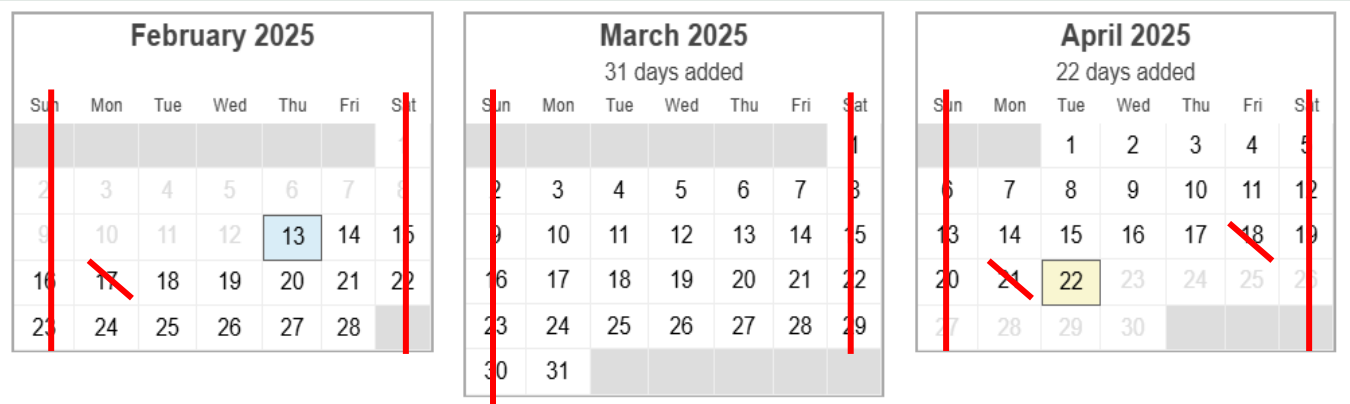
[may not be as simple as you think]



The deadline for the Appellant's
45 Business days from February 13th as
factum in the Court of Appeal is 45
days after the transcripts are filed



Person B



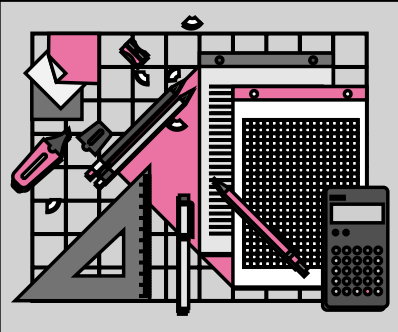
MANUALLY
ADDING DAYS
– VARYING
RESULTS



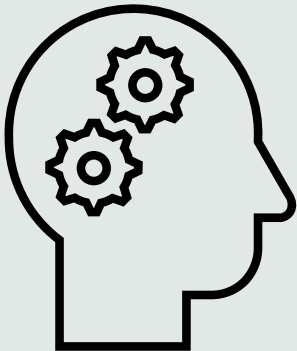
* Slide relevant to Court of Appeal only

SIDE NOTE: CALCULATING DEADLINES

[may not be as simple as you think]



45 days including February 13th is March 29th and is the last date to be used for the Court of Appeal. 45 days beginning the filing date or before March 28th must be filed on or before March 28th



Person C

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MANUALLY
ADDING DAYS
– VARYING
RESULTS



* Slide relevant to Court of Appeal only

SIDE NOTE: CALCULATING DEADLINES

[may not be as simple as you think]

Who is right?



Person “A”: March 24th

Started the 45 days on the date their office received the transcripts, instead of when the Registrar received the transcripts.

Note: It takes time to prepare and send the required paper copies to the Court. Particularly if you order a digital copy, you’ll likely receive it 1-5 days before the Registrar.



Person “B”: April 16th

Counted only business days

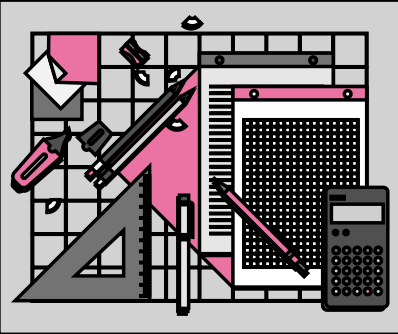
Note: When calculating a deadline, it’s straight days – not business days.



Person “C”: March 28th

Counted the day the transcripts were filed

Note: The date the transcript is filed is not included when manually counting, consider it day zero. Also, if a deadline falls on a weekend or holiday, you have until the next business day to file your material.



MANUALLY
ADDING DAYS
= VARYING
RESULTS

The correct date: March 31st

February 2025							March 2025						
15 days added							30 days added						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

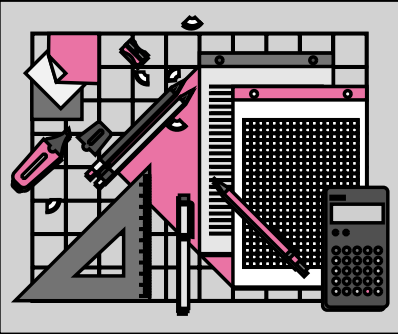
* Slide relevant to Court of Appeal only



SIDE NOTE: CALCULATING DEADLINES

[may not be as simple as you think]

Additionally:



8	11-Apr-2024	Court of Appeal	ELECTRONIC FILING	T-DRIVE: 9 VOLS
9	11-Apr-2024	Court of Appeal	MEMO - COMPLETED TRANSCRIPTS	
17	25-Apr-2024	Court of Appeal	ELECTRONIC FILING	1 ADDITIONAL VOL. TOTAL 10 VOLS.

45 days vs 30 days

4	Appellant's Factum	Rule 19(a) & 20(1)(a) - 45 days after receipt by the registrar of the required transcript, or where a transcript is not required, the appeal book
5	Respondent's Factum	Rule 19(b) & 20(1)(b) – 30 days after service of appellant's factum

DEADLINES –
ADDITIONAL
TIDBITS TO
REMEMBER



* Slide relevant to Court of Appeal only

COUNTING
DATES CAN BE
DIFFICULT—
THERE'S A
CALCULATOR
FOR THAT



Practical Tips for Complying with the

RULES, RULES, RULES ...

15	13-Jan-2025	Court of Appeal	FACTUM OF APPELLANT	
----	-------------	-----------------	---------------------	--

[and practice directions]

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Practical Tips for Complying with the

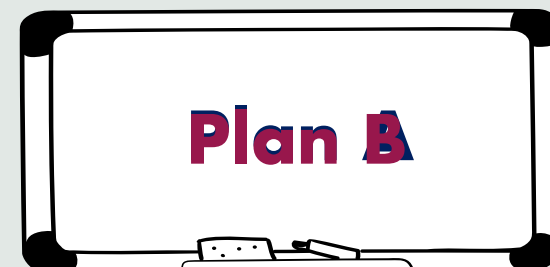
RULES, RULES, RULES ...

[and practice directions]

- Court file numbers starting with AY or YO cannot be searched for on the Registry



How am I supposed to know what date to start the calculation from?



- Email the Court of Appeal general mailbox to confirm when the Court's copy of the transcripts were received



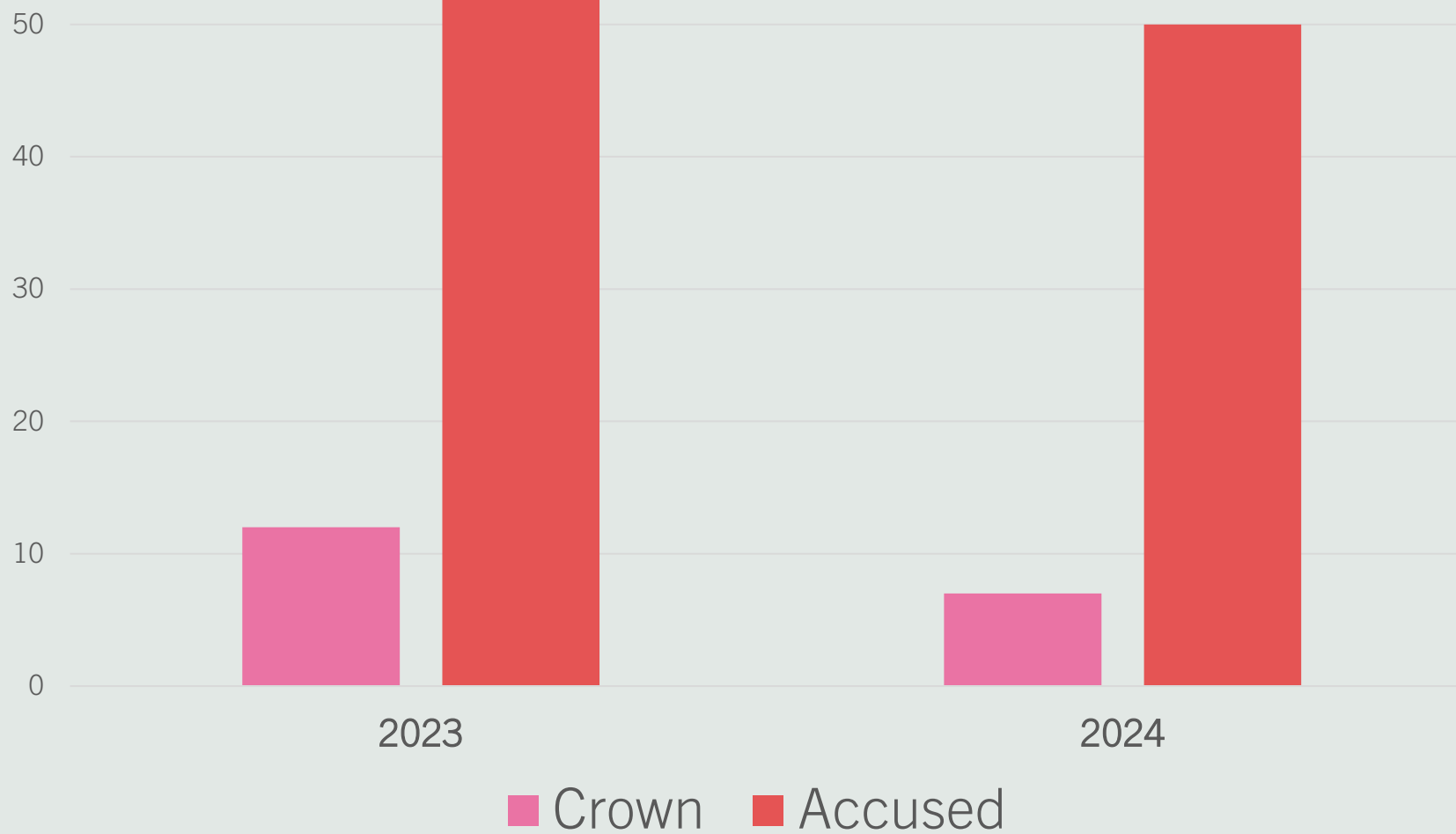
courtofappeal@gov.mb.ca

* Slide mostly relevant to Court of Appeal only

BUT WHAT
ABOUT YOUTH
APPEALS? –
RESTRICTED
ACCESS



Total Appeals - Court of Appeal - Provincial Crown



NO NEED TO
REINVENT THE
WHEEL –
PRECEDENTS
& TEMPLATES



Practical Tips for Complying with the

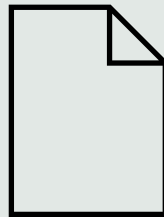
RULES, RULES, RULES ...

[and practice directions]



Precedents

- Complete document or document set
- For reference only, not to edit
- Great for documents or situations that are irregular



Templates

- Bare bones document with blanks for information to be entered
- A copy for you or others to save and use to draft new documents
- Different templates for different document types
- Saves time, help ensures consistency and can be pre-loaded with Styles

NO NEED TO
REINVENT
THE WHEEL —
STYLES



Practical Tips for Complying with the

RULES, RULES, RULES ...

[and practice directions]

Styles

- Similar feature should be found in most other document processing programs
- Feature that allows the user to quickly create and apply custom formatting combinations
- Great for quickly implementing required formatting in court documents
- Includes aspects such as line spacing, font, indents, paragraph numbering, etc.
- Can be stored for use in a single document or exported for use in other documents



NO NEED TO
REINVENT
THE WHEEL –
STYLES



Practical Tips for Complying with the

RULES, RULES, RULES ...

[and practice directions]

**Video removed to prevent message size
violations when shared digitally**

SIDE NOTE: FORMATTING

[It makes a BIG difference]

Factum Requirements

Court of Appeal

- 30 page limit
 - Double spaced, except for quotes
- Sections
 - 1: Introduction
 - 2: Statement of facts
 - 3: List of issues
 - Grounds of appeal
 - Jurisdiction
 - Standard of review
 - 4: Argument
 - Estimated time for oral argument

Motion Briefs

Court of Appeal

- 15 page limit (30 if granted permission on a leave application)
 - Double spaced, except for quotes

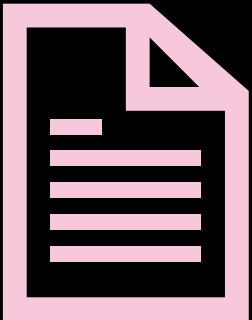
Court of King's Bench

- 30 page limit (excluding "A")
 - Double spaced, except for quotes
- Sections
 - 1: Introduction
 - 2: Statement of facts
 - 3: List of issues
 - Grounds of appeal
 - 4: Standard of Review
 - 5: Argument
 - Relief requested
 - 6: List of authorities
 - A: Relevant legislation

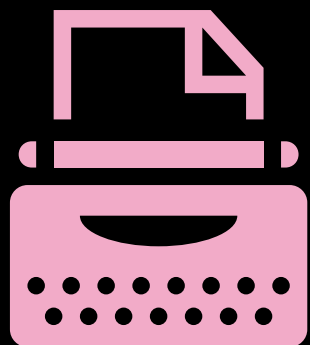
Court of King's Bench

- 30 page limit (excluding "A")
 - Double spaced, except for quotes

MAKING THE
MOST OF
TEMPLATES &
FORMATTING



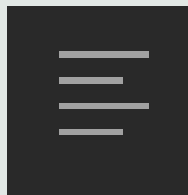
MAKING THE MOST OF TEMPLATES & FORMATTING – ALIGNMENT



SIDE NOTE: FORMATTING

[it makes a BIG difference]

Left



2. Vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Yales sapeget neque finibus

Nam sagittis lobortis justo vel porta. Proin vel vulputate quam. Vivamus at vestibulum est. Phasellus a arcu lacus. Interdum et malesuada fames ac ipsum primis in faucibus. Nullam elit mauris, pharetra vitae liro sit, efficitur mauris.

R. v. Name, 2025 XXXX 1, paras. XX, XX-XX, XX. [Appellant's Authorities, Tab X]

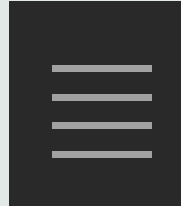
3. Dolor vel ullamcorper fringir. Etiam ut ultricies nibh. Maecenas sit a ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Don at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliqua mi lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Don at vene met.

SIDE NOTE: FORMATTING

[It makes a BIG difference]

MAKING THE MOST OF TEMPLATES & FORMATTING – ALIGNMENT

Justified

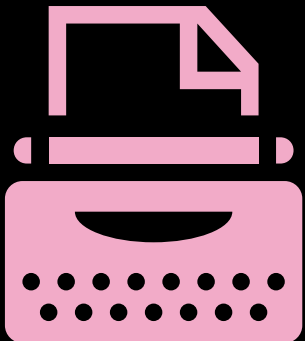


2. Vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Yales sapeget neque finibus

Nam sagittis lobortis justo vel porta. Proin vel vulputate quam. Vivamus at vestibulum est. Phasellus a arcu lacus. Interdum et malesuada fames ac ipsum primis in faucibus. Nullam elit mauris, pharetra vitae liro sit, efficitur mauris.

R. v. Name, 2025 XXXX 1, paras. XX, XX-XX, XX. [Appellant's Authorities, Tab X]

3. Dolor vel ullamcorper fringir. Etiam ut ultricies nibh. Maecenas sit a ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Donec at venenatis met.



SIDE NOTE: FORMATTING

[it makes a BIG difference]

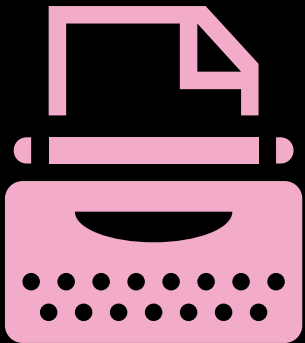
MAKING THE MOST OF TEMPLATES & FORMATTING – ALIGNMENT

Left

1 2. Vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit ipsum at
2 felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at
3 venenatis metus. Donec malesuada sapien eget neque finibus, vel ali lacinia.
4 Mauris a sem elementum, pretium diam nec, luctus neque. Yales sapeget
5 neque finibus
6 Nam sagittis lobortis justo vel porta. Proin vel vulputate quam. Vimus at
7 vestibulum est. Phasellus a arcu lacus. Interdum et malesuada fames ac
8 ipsum primis in faucibus. Nullam elit mauris, pharetra vitae liro sit, efficitur mauris.
9
10 *R. v. Name*, 2025 XXXX 1, paras. XX, XX-XX, XX. [Appellant's
11 Authorities, Tab X]
12 3. Dolor vel ullamcorper fringir. Etiam ut ultricies nibh. Maecenas sit a ipsum
13 at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Don at
14 venenatis metus. Donec malesuada sapien eget neque finibus, vel aliqua mi
15 lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Don at vene
16 met.

Justified

1 2. Vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit ipsum at felis
2 convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis
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4 sem elementum, pretium diam nec, luctus neque. Yales sapeget neque finibus
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6 vestibulum est. Phasellus a arcu lacus. Interdum et malesuada fames ac
7 ipsum primis in faucibus. Nullam elit mauris, pharetra vitae liro sit, efficitur
8 mauris.
9 *R. v. Name*, 2025 XXXX 1, paras. XX, XX-XX, XX. [Appellant's
10 Authorities, Tab X]
11 3. Dolor vel ullamcorper fringir. Etiam ut ultricies nibh. Maecenas sit a ipsum at
12 felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Don at venenatis
13 metus. Donec malesuada sapien eget neque finibus, vel aliqua mi lacinia. Mauris a
14 sem elementum, pretium diam nec, luctus neque. Don at vene met.



Line-break issues...

metus. Donec malesuada sapien eget neque finibus, vel aliqua mi lacinia. Mauris a
sem elementum, pretium diam nec, luctus neque.

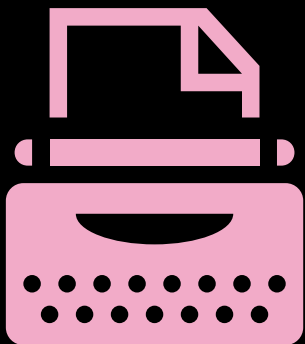


Delete

neque.↵

metus. Donec malesuada sapien eget neque finibus, vel aliqua mi lacinia. Mauris a
sem elementum, pretium diam nec, luctus neque.

MAKING THE MOST OF TEMPLATES & FORMATTING – FONT



SIDE NOTE: FORMATTING

[it makes a BIG difference]

Font Type

Times New Roman

This is a 14 pt justified sample to demonstrate the difference font type can make. Etiam ut ultricies nibh. Maecenas sit amet ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam mi lacinia.

3 full lines, 7 words

Baskerville

This is a 14 pt justified sample line to demonstrate the difference font type can make. Etiam ut ultricies nibh. Maecenas sit amet ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam mi lacinia.

3 full lines, 7 words

Century

This is a 14 pt justified sample line to demonstrate the difference font type can make. Etiam ut ultricies nibh. Maecenas sit amet ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam mi lacinia.

4 full lines, 3 words

Arial

This is a 14 pt justified sample line to demonstrate the difference font type can make. Etiam ut ultricies nibh. Maecenas sit amet ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam mi lacinia.

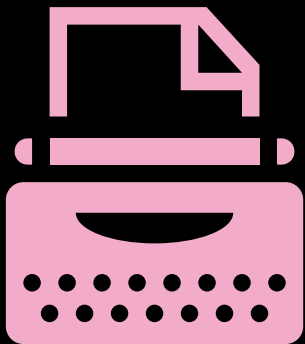
4 full lines

Sabon

This is a 14 pt justified sample line to demonstrate the difference font type can make. Etiam ut ultricies nibh. Maecenas sit amet ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam mi lacinia.

3 full lines, 9 words

MAKING THE MOST OF TEMPLATES & FORMATTING — PARAGRAPH SPACING & HANGING LINES



SIDE NOTE: FORMATTING

Paragraph Spacing



1. Vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel ali lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Yales sapeget neque ali lacinia finibus.

R. v. Name, 2025 XXXX 1, paras. XXX-XXX, XX. [Appellant's Authorities, Tab X]

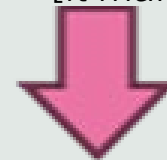
2. Praesent lacinia imperdiet erat, eget feugiat mi feugiat ut. Proin iaculis, massa eu lacinia tempor, dui lacus pellentesque dui, ut dapibus purus at augue. Yales sapeget neque finibus. Mauris a sem elementum, pretium diam nec, sapeget ne luctus neque. Mauris a sem elementum, pretium diam nec sapeget ne luctus purus at augue.

R. v. Name, 2025 XXXX 1, paras. XX, XX, XXX-XXX [Appellant's Authorities, Tab X]; *R. v. Name*, 2025 XXXX 1, para. XXX. [Appellant's Authorities, Tab X]

3. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel ali lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Yales sapeget neque finibus. Mauris a sem elementum, pretium diam nec, sapeget ne luctus neque.



[it makes a BIG difference]



1. Vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel ali lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Yales sapeget neque ali lacinia finibus.

R. v. Name, 2025 XXXX 1, paras. XXX-XXX, XX. [Appellant's Authorities, Tab X]

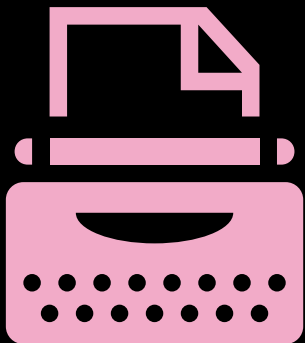
2. Praesent lacinia imperdiet erat, eget feugiat mi feugiat ut. Proin iaculis, massa eu lacinia tempor, dui lacus pellentesque dui, ut dapibus purus at augue. Yales sapeget neque finibus. Mauris a sem elementum, pretium diam nec, sapeget ne luctus neque. Mauris a sem elementum, pretium diam nec sapeget ne luctus purus at augue.

R. v. Name, 2025 XXXX 1, paras. XX, XX, XXX-XXX [Appellant's Authorities, Tab X]; *R. v. Name*, 2025 XXXX 1, para. XXX. [Appellant's Authorities, Tab X]

3. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel ali lacinia. Mauris a sem elementum, pretium diam nec, luctus neque. Yales sapeget neque finibus. Mauris a sem elementum, pretium diam nec, sapeget ne luctus neque.



MAKING THE
MOST OF
TEMPLATES &
FORMATTING —
PARAGRAPH
SPACING &
HANGING LINES



SIDE NOTE: FORMATTING

[it makes a BIG difference]

Hanging Lines

<p>4. Dolor vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit amet ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam mi lacinia.</p> <p>Interdum et malesuada fames ac ante ipsum primis in faucibus. Nullam elit mauris, pharetra vitae libero sit amet, efficitur rhoncus mauris. Nam sagittis lobortis justo vel porta.</p>	<p>4. Dolor vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit amet ipsum at felis convallis luctus. Praesent at urna ac massa eleifend iaculis. Donec at venenatis metus. Donec malesuada sapien eget neque finibus, vel aliquam mi lacinia.</p> <p>Interdum et malesuada fames ac ante ipsum primis in faucibus. Nullam elit mauris, pharetra vitae libero sit amet, efficitur rhoncus mauris. Nam sagittis lobortis justo vel porta.</p> <p><i>R. v. Name</i>, 2025 XXXX 1, para. XX. [Appellant’s Authorities, Tab X]</p>
<p><i>R. v. Name</i>, 2025 XXXX 1, para. XX. [Appellant’s Authorities, Tab X]</p>	<p>5. Dolor vel ullamcorper fringilla. Etiam ut ultricies nibh. Maecenas sit amet</p>

SIDE NOTE: TEAMWORK

[I hear it makes the dream work]

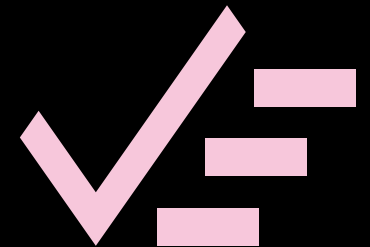
Before the appeal has been filed

- Order the documents necessary to draft the Notice of Appeal
- Send out an email with the deadline and set a reminder for follow up
- Closer to the deadline, I'll ask whether I should start drafting/preparing the:
 - Notice of Appeal, everything but the grounds and order sought
 - Transcript order form, ready to submit

After the appeal has been filed and the transcript arrives

- Send the assigned Crown a template and information sheet
- Calculate (for the Court of Appeal) or have deadlines set (King's Bench) and send a calendar invite with:
 - a 2-week reminder for the factum
 - a request to have the factum to me at least 1 full day in advance for formatting
- A few days before the deadline I'll send another email
 - asking if their factum is far enough along to get the book of authorities together
 - offering a basic format so they know how much space they have left to work with
 - If it looks like they may not be finished on time, I'll ask if I should contact counsel to see if they would agree to an extension

SETTING
YOURSELF
(AND/OR YOUR
LAWYER) UP FOR
SUCCESS – MY
PRACTICES



SIDE NOTE: TEAMWORK

[I hear it makes the dream work]

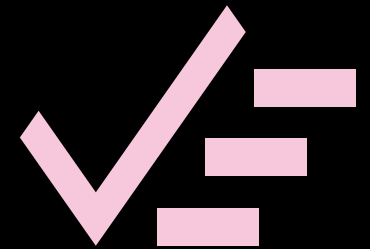
After the Appellant's factum is filed

- I'll send a calendar invite for the Respondent's factum deadline
- If we aren't served with the Respondent's factum by the day after their deadline:
 - If it's not noted on the Registry, I'll ask the Crown if they would like any follow up
 - If it is noted on the Registry, I'll give it another day before following up
- Once a hearing date is set, I'll send a calendar invite

How does this help?

- The 30 day deadline to file an appeal can be tight. Ordering the documents needed and pre-drafting helps ensure I won't be left scrambling
- Sending a template ensures that the lawyer has the correct template
- Sending an information sheet with the template acts like a cheat sheet
- The reminder emails and calendar invites help keep the appeal on track and quickly alert you to issues

SETTING
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TO SUM IT UP...

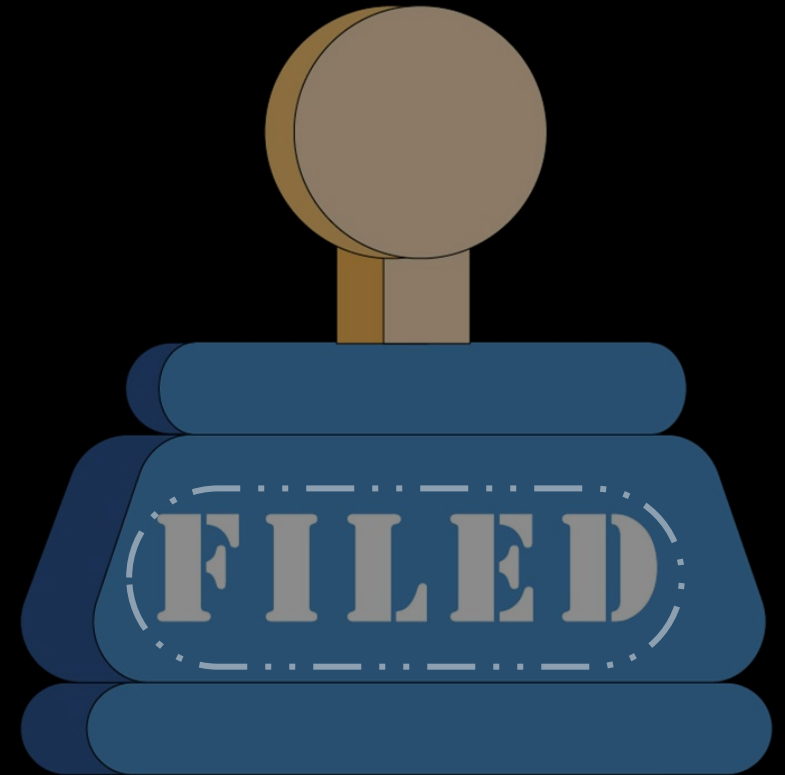


- There are a lot of rules. You are expected to know and follow them without prompting.
- Everything you need to know is in the rules, practice directions and the guides.



- There are ways to save time and decrease the chance of missed deadlines, incomplete filings and formatting errors.
 - Cheat sheets
 - Date calculators
 - Customizable formatting solutions i.e. Styles
- Good formatting improves readability and can help ensure you are getting the most out of your allotted pages.

**YAY! LESS
REJECTED
DOCUMENTS!**



Thank you for listening!



Kayla.Hlopina@gov.mb.ca

Need to contact the Provincial Crown about an appeal?

Kayla.Hlopina@gov.mb.ca and/or Rekha.Malaviya@gov.mb.ca