

Respondent's Checklist

If Appellant has Automatic Right to Appeal

Step 1: File notice of appearance

Within **10 days** from the date the appellant serves you with a notice of appeal:

- Prepare notice of appearance using Form 2.
- File one copy for the court, one for yourself, plus one copy for each appellant.
- Serve a copy of the notice of appearance on the appellant.

Step 2: Prepare a factum

Within **30 days** of being served with the appellant's factum:

- Prepare a factum using Form 10, and bind it with a green cover. It must contain:
 - An index.
 - A chronology of the relevant dates in the litigation.
 - An opening statement.
 - Part 1: Statement of facts.
 - Part 2: Errors in judgment.
 - Part 3: A legal argument.
 - Part 4: Nature of the order sought.
 - A list of authorities.
- File 4 copies of the factum for use by the court, one copy for yourself, and one for each appellant.
- Serve the factum on the appellant.

Step 3: Prepare the appeal book (optional)

Within **30 days** of being served with the appellant's factum:

- Prepare an appeal book, using Form 12. It must contain:
 - exhibits;
 - affidavits; and
 - other documents that relate to evidence.
- File 4 copies of the appeal book for use by the court, one copy for yourself, plus one copy for each appellant.
- Serve the appeal book on the appellant

Step 4: Prepare transcript extract book

Within **30 days** of being served with the appellant's factum:

- Prepare a transcript extract book if your factum contains a reference to oral testimony.
 - Use Form 13.
 - Bind it in a red cover.
- File 4 copies of the transcript extract book for use by the court, one copy for yourself, plus one copy for each respondent.
- Serve the transcript extract book on the appellant.

Step 6: Attend the hearing

- Prepare for the hearing:
 - organize your documents; and
 - prepare speaking notes.

Step 7: Draft or approve the court order