

QUICK REFERENCE CHART

Documents filed for appeals of summary conviction appeals (non-inmate) at the Court of Appeal for Ontario

(**Excluding applications heard by a single judge where a stay of a driving prohibition is sought)

The information contained in this guide is only an overview of the relevant legislation and rules of procedure. It is not intended to be a substitute for the *Criminal Appeal Rules*, which should be examined for specific information.

Document	Required to serve the other party(ies)	Required to file with the court	# copies filed with court	Fee for filing	Deadlines	Colour of covers	Rule(s)	Form
Notice of Appeal and Application for Leave to Appeal	Yes	Yes	3	No	Within 30 days of the final order of the Superior Court of Justice	n/a	3	B
Appeal Book (including any relevant transcript from the proceeding in the Ontario Court of Justice)	Yes	Yes	3	No	If no additional transcripts needed: within 60 days after filing the Notice of Appeal Otherwise: within 30 days after the additional transcripts have been delivered to the Court of Appeal	Buff	14, 15, 18(4)	61H
Transcript of Evidence from the Superior Court of Justice proceedings, if any	Yes, if a transcript is required.	Yes, if a transcript is required. Plus an electronic version if available.	3	No		Red	8(4)	C
Appellant's Factum	Yes	Yes. Plus an electronic copy, if possible.	3	No	If no additional transcripts needed: within 60 days after filing the Notice of Appeal Otherwise: within 30 days after the additional transcripts have been delivered to the Court of Appeal	Blue	16, 18(4)	n/a
Respondent's Factum	Yes	Yes. Plus an electronic copy, if possible.	3	No	Within 60 days of the date that the appellant's factum is filed	Green	16, s. 7.3.6 Practice Direction	n/a
Respondent's Appeal Book	Yes, if there is one.	Yes, if there is one.	3	No	Same as above	Buff		n/a
Appellant's Book of Authorities	No	No	3	No	No later than 5 business days after the Appellant's Factum is filed	Blue	22, s. 7.3.6 Practice Direction	n/a
Respondent's Book of Authorities	No	No	3	No	No later than 5 business days after the Respondent's Factum is filed	Green	22, s. 7.3.6 Practice Direction	n/a