

NOTICE OF PRACTICE DIRECTION
MANITOBA COURT OF APPEAL

RE: FILING ELECTRONIC COPIES OF DOCUMENTS

This practice direction will replace item 12 of the Manitoba Court of Appeal Consolidated Practice Direction (5 February 2024), which excludes chambers matters from the requirement to file electronic documents.

Electronic Filing

- **Mandatory Electronic Filing:** Effective January 26, 2026, electronic documents must be filed by counsel prior to the filing of the paper documents for appeals, motions and applications to be heard by the panel on the appeal or by a judge in chambers.

The Registrar may refuse to accept for electronic filing any document that does not comply with this practice direction, the MB, [*Court of Appeal Rules \(Civil\)*](#), Man Reg 555/88R, the [*Manitoba Criminal Appeal Rules*](#), SI/92-106 or the [Consolidated Practice Direction](#).

Please add TitanFile (notifications@app.titanfile.com) to your address book or approved senders list so that you will receive communications from the Court of Appeal regarding filing requirements after a notice of appeal has been filed by another party.

Email addresses for counsel for all parties and interveners should be provided when the notice of appeal is filed.

- **Self-represented Litigants:** Self-represented litigants may not, except with the Registrar's permission, file documents electronically.
- **Official Appeal Documents:** The paper documents will continue to be the official documents for appeals and all filing deadlines required by the Court's rules will continue to apply to the paper documents (see [Appendices A and B](#) of the Consolidated Practice Direction).
- **Documents Required Electronically:** The documents to which this practice direction ordinarily applies are:
 - the appellant's factum,
 - the respondent's factum,
 - an intervener's factum,
 - a motion for further evidence brought under r 21(1) of the [*Court of Appeal Rules \(Civil\)*](#) and the affidavits/transcripts required by rr 21(2), 21(4) and 21(9),
 - any supplementary factum permitted by r 21(11),
 - any other motion or application,
 - the affidavit and written memorandum filed in support of a motion or application,
 - the appeal book(s),
 - the case book(s),

- any condensed book filed pursuant to Consolidated Practice Direction item 2(c)(xiv),
- the draft order,
- the draft certificate of decision, and
- the draft bill of costs (if any).

Manner of Electronic Filing

- **TitanFile:** Documents must be filed electronically using the designated file-sharing platform, TitanFile. Only the supported file-sharing service (TitanFile) may be used.

Format for Electronic Documents

- **Electronic Format:** All electronic documents should be in PDF format, optimized for digital readability and accessibility.
- **Scanning Documents:** Filing documents created by scanning paper documents is discouraged but not prohibited. When paper documents are scanned, the resolution must be set to 300 dpi and must not be set to grayscale. The PDF file must be searchable (e.g. using an optical character recognition format for scanned PDF documents).
- **File Verification:** Parties should verify that files display correctly across common software to ensure compatibility.
- **Font:** As indicated in item 2(c)(i) of the Consolidated Practice Direction the documents shall be in font size 14. In addition, Times New Roman font should be used.
- **Unified Standards – Pagination:** All paper and electronic documents filed must follow the same pagination structure, ensuring that each page in the paper document corresponds to the same page in the PDF document. All pages must be consecutively numbered. This applies to factums, appeal books and case books.
 - **Factums:** Although the cover page, title page, index and list of authorities of a factum must be numbered, those pages do not count against the page limit set out in r 29(3) of the [*Court of Appeal Rules \(Civil\)*](#).
 - **Appeal Books:** The cover page, title page, index, as well as any blank pages and tabs must be consecutively numbered.
 - **Case Books:** The pages of case books must also be consecutively numbered. For instance, where the cover page is page one, the title page is page two, the index is page three, the first case is ten pages and there is a tab with a blank page before the second case, the first page of the second case must have the number fifteen. Cases must be filed in a case book rather than being attached to the factum.

- **Printing:** Documents filed electronically must be formatted to print on letter-size (8.5 x 11 inch) paper.
- **Bookmarks and Sections:** Documents over 10 pages should include PDF bookmarks that align with the paper document’s table of contents and sections to facilitate navigation.
- **Hyperlinks:** Hyperlinks should be used wherever possible for publicly available authorities (e.g. acts, regulations and case law).

File Naming Conventions

- **Standard Naming Format:** The following format should be used for all electronic file names: [Document Type].pdf. (e.g. Appellant Factum.pdf).

Document Management

- **Replacement Submissions:** If corrections are required after initial filing, a new version of the document must be filed, clearly marked as “Corrected” and indicating the date of the replacement. Both electronic and paper documents must be updated as needed.

Confidentiality and Publication Bans

- **Clear Labeling:** Documents under publication bans, sealing orders, or confidentiality agreements must clearly indicate these restrictions on both electronic and paper versions. File names for these documents should include the term “CONFIDENTIAL” or “SEALED” as applicable.

This change will be reflected in the Consolidated Practice Direction posted on the Manitoba Courts’ website.

ISSUED BY:

“Original signed by”

Charlotte Benedictson
Registrar of the Manitoba Court of Appeal
DATE: January 12, 2026