

NOTICE

MANITOBA COURT OF APPEAL

RE: FILING ELECTRONIC COPIES OF DOCUMENTS

This Notice will replace item 12 of the Manitoba Court of Appeal Consolidated Practice Direction (5 February 2024 and amended on 4 June 2024), which states that a party may provide to the registry and any other party to an appeal, application or motion, an electronic copy of any document filed on the appeal, application or motion at the request of the registrar.

Effective immediately, the registrar requests that electronic documents be filed at the same time as the paper documents in the Court of Appeal. Electronic documents are to be submitted to the registry on a CD/DVD-ROM or USB Flash Drive/Key.

In the event there is some difficulty filing electronic documents, counsel should communicate with the registry office to advise. **This Notice does not apply to self-represented litigants.**

Guidelines for Preparing Electronic Documents to be Filed

Electronic documents should follow the formatting standards set out below:

- The documents must be in a Portable Document Format (PDF) file;
- The PDF files must be searchable (e.g. using an Optical Character Recognition format for scanned PDF documents);
- When paper documents are scanned, the resolution must be set to 300 dpi and must not be set to grayscale;
- Separate documents should be saved as separate PDFs; and
- Use hyperlinks wherever possible (see below for more information).

Hyperlinks

Counsel are not required to use hyperlinks in the electronic documents but are encouraged to do so wherever possible. Including hyperlinks will assist the Court in navigating documents more effectively before, during and after an appeal hearing. Consider the following for hyperlinks:

- Use hyperlinks to link to publicly available authorities (e.g. acts, regulations and case law); and
- Use hyperlinks in a table of contents (e.g. appeal book) to jump to a specific section within the document.

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

ISSUED BY:

“Original signed by”

Douglas McCoy
Registrar of the Manitoba Court of Appeal

DATE: September 3, 2024