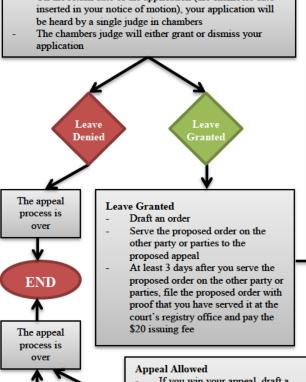
START Need Leave to Appeal Determine whether you have the right to Have Right to Appeal appeal or whether you need leave to appeal Initial Appeal Documents: or within 10 days after the date of the order granting leave

Initial Leave Documents

- Prepare a notice of motion to obtain leave to appeal in Form 4a, a draft notice of appeal in Form 1a, a draft order in Form 4b and a memorandum specifying the grounds for seeking leave
- Serve these documents on the other party or parties to the proposed appeal within 15 days after the date of the judgment or order you want to appeal and at least three days before the chambers date inserted in your notice of motion
- File these documents with proof that you have served them at the court's registry office within 15 days after the date of the judgment or order you want to appeal and at least three days before the chambers date inserted in your notice of motion and pay the \$25 filing fee

The Chambers Hearing

On the return date of the application (the chambers date



- If you win your appeal, draft a judgment based on Form 10a, Form 10b, Form 10c or Form 10d.
- Serve the proposed judgment on the other party or parties to the appeal.
- At least 3 days after you serve the proposed judgment on the other party or parties, file the proposed judgment with proof that you have served it at the court's registry office and pay the \$20 issuing fee.

The Appeal Hearing

Appea

Allowe

Appeal

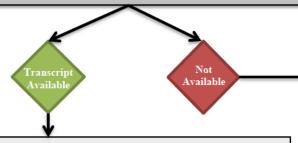
Dismissed

- On the appeal hearing date (the date set by the registrar), your appeal will be heard by the court (a panel of judges).
- The court will either allow or dismiss your appeal

- Prepare a notice of appeal in Form 1a serve it on the other party or parties to the appeal within 30 days after the date of the judgment or order you want to appeal
- File the notice of appeal with proof that you have served it and a copy of the judgment or order you want to appeal at the court's registry office within 10 days after you serve it on the other party or parties and pay the \$125 filing fee

The Transcript

Determine if there is a transcript available from the court or tribunal hearing that your appeal relates to - you can find this out for sure by asking the court or tribunal you are appealing from



The Transcript (continued)

- If there is a transcript available, reach an agreement with the other parties to the appeal about which parts of the transcript are required for the appeal, within 30 days after the last party was served with the notice of appeal
- If you reach an agreement, order (and pay for) those parts of the transcript from Transcript Services or a commercial court reporting agency within 14 days after you reach the agreement. If you do not reach an agreement, order (and pay for) the complete transcript from Transcript Services or a commercial court reporting agency within 14 days after the expiry of the 30 days that you have to reach an agreement
- Once the transcript is completed, file an electronic copy of it in the court's registry office or have Transcript Services or the commercial court reporting agency do this on your behalf

The Agreement on the Contents of the Appeal Book

- Serve the other parties to the appeal with a list of what you think should be in the appeal book (look at Rule 23 for help in preparing this list) and when you think the appeal book should be filed within 10 days after the electronic copy of the transcript is filed in the court's registry
- If you reach an agreement, proceed to The Lower Court File
- If you do not reach an agreement, apply to the registrar or to a judge (contact the registry office to find out how to do this)

The Lower Court File

- Send a written request to the lower court or tribunal asking for its file to be sent to the Court of Appeal.
- Pay the fee, if any, to have the file sent to the Court of Appeal.

The Appeal Book and Written Argument

- Prepare the appeal book and written argument.
- Serve the appeal book and written argument on the other parties to the appeal within 30 days after you filed your notice of appeal (where there is no transcript) or by the date agreed upon or ordered (where there is a transcript).
- File three copies of your appeal book and written argument with proof that you have served them at the court's registry office and pay the \$100 filing fee.