

**Court of Appeal for Saskatchewan  
Respondent's Checklist for Civil and Family Matters**

**Note:** If the appeal is an expedited appeal, proceed directly to **Step 3**.

**Step 1 Reach an agreement on the transcript**

Within 30 days after the last party was served with the notice of appeal:

- reach an agreement with the other parties about which parts of the transcript are required for the appeal.

**Step 2 Agree on the contents of the appeal book**

Within 30 days after you are served with the list of what the appellant thinks should be in the appeal book:

- work with the appellant to agree on the contents of the appeal book.

**Step 3 Write, serve and file your written argument**

- If you are not represented by a lawyer, you must prepare a written argument, which is no longer than 15 pages, that responds to and explains your position on the appeal.

Within 30 days after receiving the appeal book and the appellant's factum or written argument or, if the appeal is an expedited appeal, within 15 days of receiving the appeal book and the appellant's factum or written argument:

- serve your written argument on the other parties to the appeal.
- file three copies of your written argument (one copy for each judge), with proof that you have served it on the other party or parties, in the court's registry office.

**Step 4 Prepare for the appeal hearing**

Once the registrar has received all of the parties' factums or written arguments, he or she will schedule the appeal for hearing. Hearing dates are usually about six to eight weeks after the last factum or written argument is filed.

Before the appeal hearing, you should consider:

- watching one or more other appeal hearings to learn about court procedure and how you should conduct yourself at the appeal hearing.
- making notes about how you want to present your argument.
- talking with a lawyer about how to present and argue your appeal.

**Step 5 Attend the appeal hearing**

- dress in appropriate clothing (no hats).
- arrive early, introduce yourself to the clerk and turn your telephone off.
- make your presentation and answer any questions that the judges ask you.
- address the judges respectfully using “my Lord,” “my Lady,” “Justice,” “Judge,” “Sir,” or “Madam.”

For more detail see [Section 3.5 of the Guidebook for Appellants \(Civil & Family Matters\)](#).

**Step 6 Draft or approve the formal judgment**

- See [Section 4.3 of the Guidebook for Appellants \(Civil & Family Matters\)](#) for instructions.